Dear Student:

Your decision to pursue your educational goals at the University of Evansville is one of the best decisions you will ever make. The University has a rich tradition of academic excellence and has been recognized across the country and globe. In addition to our commitment of strong academics, we embrace our responsibility to help make our communities a better place. This is evident through our designation as an Ashoka Changemaker campus, one of fewer than 50 universities in the world recognized for making social innovation and changemaking in higher education a priority and representing a vision of what education and universities can be. In short, our students are truly making a difference, both locally and abroad. At the University of Evansville, you can use gifts and talents to be a changemaker – to make an impact.

The Student Handbook is a very important resource for you and provides our expectations of all members of our community, including the Academic Honor Code and the Student Code of Conduct. You will also find information about University services and many other things that will be very helpful to you as you begin your pathway to success.

Your time at UE will go quickly, so take advantage of all we have to offer you. We are here to prepare you to enter the world as an informed, ethical, and productive citizen – and to make a difference. I look forward to taking this journey with you. Welcome to UE!

All the best,

Christopher M. Pietruszkiewicz
President
Dear Student:

Each year brings new faces and new opportunities to our campus community. I am very excited about this year and am glad you are here to embrace everything the University of Evansville has to offer.

The 2018-19 Student Handbook is an important reference tool. It contains valuable information about the University, including policies, procedures, resources, and important dates. Please familiarize yourself with its contents. I suggest that you keep it in a safe place, easily accessible when needed.

This is a very special time in your life. A wealth of knowledge and endless opportunities await you. It is my hope that you will find this year full of life-changing experiences, both in and out of the classroom. Make the most of every minute and if any of us in the Office of Student Affairs can ever assist you, please do not hesitate to ask. Have a great year!

Sincerely,

Dana Clayton, EdD
Vice President for Student Affairs
Dean of Students
Dear Student,

On behalf of the Student Government Association, it is my privilege to welcome you to the University of Evansville for the 2018-19 school year! The past year brought many changes to our campus in the form of a new University president, a new men’s basketball head coach, ground breaking on University renovations, new academic programs, and much, much more. I am excited for our student body to tackle the coming year with even more “Pep and Vim!” than we had rounding out the last.

UE is known for its small campus size, Division I athletics, and study abroad opportunities, but did you know that we also host over 130 organizations across campus? From Greek life to religious life, service organizations and professional organizations, UE has something for everyone. If you haven’t already, I encourage you to find an organization that interests you and get involved!

The Student Government Association is the place for you as a student to make your voice heard on issues that matter to you and changes you would like to see. Through serving on our executive board, taking on the role as an organization representative, attending weekly meetings as a guest, or reaching out to current officers, there are ample opportunities for you to be involved with SGA. Meetings occur each Thursday at 5:00 p.m. in Smythe Lecture Hall, room 170 of the Schroeder School of Business Building. Many impacts to our campus that are made by students start right on the Congress floor.

I am excited to see what the coming year has in store and to continue getting to know each and every one of you. As your student body president, I am eager to hear your concerns and be the voice who speaks on your behalf. If there is any way I can be of service to you, please don’t hesitate to reach out.

Go Aces!

McKenna Lewis  
Student Government Association President  
ml221@evansville.edu
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Unversity of Evansville
Mission Statement

Mission

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

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

Educational Objectives

The following educational objectives reflect the mission and character of the University of Evansville as well as nationally recognized best practices for a liberal education that equips students to compete and thrive in an increasingly complex global society. Recognizing that a well-rounded education has important curricular and co-curricular components, the university envisions integrative learning that emphasizes connections within and between general education and the major course of study and that brings together diverse experiences from campus, community, and the larger world.

Graduates of the University of Evansville will:

- Acquire broad foundational knowledge of the liberal arts and sciences through the general education program, including:
  - Appreciation for creativity and artistic expression
  - Knowledge of historical and cultural developments
  - Insight into human behavior and social relations
  - Understanding of the physical and natural world
  - Cultivation of an international perspective

- Develop and improve intellectual and practical skills, including:
  - Written and oral communication
  - Critical and creative thinking
  - Quantitative literacy
  - Problem-solving and research
  - Collaboration and leadership

- Understand, develop, and demonstrate personal and social responsibility, including:
  - International citizenship
  - Intercultural competence and appreciation of diversity
  - Ethical reasoning and behavior
  - Civic engagement, local and global
  - Commitment to mental, physical, and spiritual well-being
  - Commitment to lifelong learning

- Gain a depth of knowledge and competency in one or more disciplines of their choice

A University of Evansville education goes well beyond these objectives, which are intended merely to establish the common core of knowledge and skills upon which our students will build as they address contemporary and enduring questions, pursue personal growth, and prepare to engage the world as informed, ethical, and productive citizens.
Additionally, the University adheres to the identity, vision, and core purpose to build a solid foundation for today's leaders, and direction towards a strong future:

**Identity:** The University of Evansville is an independent, academically selective, internationally committed University affiliated with the United Methodist Church that integrates distinctive liberal arts education and dynamic professional programs.

**Vision:** To be an innovative institution of global reach and reputation whose students develop the knowledge and skills, vision and wisdom to lead and to serve.

**Core Purpose:** To provide life-transforming educational experiences that prepare students to engage the world as informed, ethical, and productive citizens.
Profile of the University of Evansville

The University’s history began as the dream of one man – John C. Moore – a resident of Moores Hill, Indiana (a small town west of Cincinnati). Moore wanted a college for his community, and he made it a reality on February 10, 1854, when the original charter for Moores Hill Male and Female Collegiate Institute was drafted. The college was the fifth co-educational college in the United States. Classes began September 9, 1856.

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

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

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

UE is ranked as a top Midwest university by U.S. News & World Report with approximately 2,344 undergraduates from 44 states and 55 countries. More than 80 undergraduate areas of study are offered in the William L. Ridgway College of Arts and Sciences, Schroeder Family School of Business Administration, College of Education and Health Sciences, and the College of Engineering and Computer Science. The University also offers six master's degree programs (health services administration, public service administration, public health, leadership, physician assistant science, and athletic training) and a doctoral degree program (physical therapy).

Because today's students graduate as citizens of a global society, the University values opportunities for its students to learn about other countries and cultures. UE ranks as one of the top master's-degree granting institutions for the percentage of undergraduate students who study abroad. UE operates our own study abroad programs at Harlaxton College in Grantham, England.
Student Development Services

In keeping with the mission of the University, a variety of programs and services are offered to students as part of the total educational process. The goal of this developmental effort is to assist all students in reaching their maximum potential. Both out-of-class learning experiences and support services are part of this effort. The information in this section of the Student Handbook is intended to acquaint the student with these services as well as the many programs that have been created to meet students’ needs. Students who desire more detailed descriptions are encouraged to call the Office of Student Affairs or stop by to meet the staff for information or assistance.

Student Life

Because the college years are so important, both now and in later years, the University of Evansville has established the Office of Student Affairs, which brings together a variety of programs important to university life. The office also assists in the creation of a campus environment outside the classroom that is conducive to the development of students’ mental, social, spiritual, and physical well-being.

The Office of Student Affairs includes the Student Fitness Center, the Crayton E. and Ellen Mann Health Center, the Center for Student Engagement, and the Offices of Counseling Services, Cultural Engagement and International Services, Residence Life, Safety and Security, and the Center for Career Development. Under the direction of the vice president and dean of students, the office is dedicated to the philosophy that student development begins upon entry into the University, includes both in-class and out-of-class activities, and continues through graduation and commitment to a life plan.

New Student Orientation

Student orientation and academic registration (SOAR) sessions are held for all new students. During this program, new students have an opportunity to become acquainted with the campus, meet faculty members, administrators, and other students, and to learn about academic procedures and student life. During SOAR, each new student will also meet with an academic advisor and register for classes. Orientation programs are also provided for parents of new students.

An additional “Welcome Week” orientation takes place just prior to the start of fall classes. This three-and-a-half day program provides students with an opportunity to meet new students as well as upper-class students. Orientation participants are exposed to a variety of involvement opportunities available throughout the college experience. Information on campus life, academic assistance, and college adjustment issues is readily accessible for students through this special orientation program.

Counseling Services

The University of Evansville offers counseling services that are designed to help students with a variety of life issues as they make their way through the college experience. It is recognized that interpersonal, psychological, and developmental issues can interfere with learning, and ultimately, personal success. The University of Evansville provides a counseling program with nationally certified and licensed professional counselors to respond to the unique needs of university students so they can achieve maximum benefit from their UE experience. The three program areas offered within the Office of Counseling Services include individual counseling for personal or psychological problems, health education and wellness programs, and disability support services.

Counselors address a variety of psychological issues including depression, anxiety, homesickness and adjustment, stress and positive coping strategies, and various relationship concerns. Counselors also assist with academic difficulties by providing guidance on time management and study strategies.

Health education and wellness programs are offered to assist students in making healthy lifestyle choices during their college careers throughout their lives. These programs provide students with education, prevention, and intervention programs related to alcohol/substance abuse, stress management, and other lifestyle issues.

The Office of Counseling Services is located in Room 200, Ridgway University Center. Appointments can be made by calling 812-488-2663. Crisis intervention and on-call emergency services are available by calling the Office of Safety and Security at 812-488-2051.

Information Disclosure

The counselors in the Office of Counseling Services abide by the professional ethical standards of the National Association of Social Workers. A counselor may not reveal information to anyone about a client unless the client gives written permission to do so.

The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and counselors are on call for emergencies. For more information about available counseling services, call 812-488-2663.

Students with Disabilities

As the designated disability service providers, the counseling staff of the Office of Counseling Services coordinates the provision of appropriate and reasonable academic accommodations and support services for any qualified student with a properly documented disability. Additional information on policies and procedures for students with disabilities, can be found under the General Campus Policies.

The Center for Career Development

The mission of the Center for Career Development is to facilitate educational opportunities that engage students in self-discovery, development, and professional transformation. Promoting the big picture – each student’s academics, involvement, experience, and goals – the career center staff fosters an active partnership among students, faculty members, alumni, employers, and the community. We adhere to an End-to-End Career Development Model. Starting during the freshman year, students are directed to the services and support provided by the Center for Career Development. UE’s career professionals help students get on the path toward a successful career by directing them to the stepping stones of the Evansville Experience.

Career Advising and Exploration. With the innovative “Do What You Are” personality assessment program, students start as freshmen to discover, and then focus, their potential. The career center staff works directly with students and collaborates with academic advisors in the integration of career and academic plans.

On-Campus Recruiting, Career Days, and Job Fairs. To prepare for career recruitment, career professionals work with students on projecting a positive image, writing a résumé and cover letter, and conducting mock interviews. Students will be ready to explore the living and learning laboratory of internships, co-ops, jobs, and study abroad adventures.
**Experiential Education.** The opportunity to explore possible career directions is a valuable part of any educational experience. Credit and non-credit opportunities such as internships, cooperative education, undergraduate research, practicums, clinicals, student teaching, and service learning constitute the laboratory component of college. Putting theory into practice is a tried and true method to test classroom knowledge and skills, and it exposes students to the realities of professional employment in a safe and exploratory manner. UE’s career center staff assists students with all the details of locating internship or co-op options and directly supports them in taking the first steps of their professional journey. Student enrolled in an experiential education course may qualify for the Experiential Education Stipend, worth up to $500.

**Handshake.** The Center for Career Development uses Handshake online student and employer registration. Handshake connects students with professional and part-time employment, internships, and co-op listings in addition to offering event registration and on-campus interview scheduling. The staff actively utilizes Handshake to call upon alumni and employers for current listings.

Handshake is the direct connection with employers and the Center for Career Development and makes it easier than ever for students and alumni to search for internship, co-op, part-time, and full-time positions. It is a modern, convenient career development platform and is now your one-stop-shop for launching your career at the University of Evansville. An account in Handshake offers access to personalized job recommendations based on your major and interests, employment opportunities with seamless application submission, career fair registration, on-campus interview sign-ups, online appointment scheduling, and the ability to efficiently manage co-op and internship experiences in collaboration with your employer.

**Student-Alumni Mentoring Program.** The career development staff along with the Office of Alumni and Parent Relations maintains a network of community and corporate resources, including alumni, parents, and friends, that makes it possible for students to work with professionals, benefit from their experience, and learn from their expertise.

**UE Connect.** The Center for Career Development strives to provide ample opportunity for students to get connected. As juniors and seniors, students have access to many tools and resources to help them as they enter their professional career search. Through UE Connect, students are paired with successful alumni who will support and champion the career goals of individual students. Mentors could be in the same field, city, and state. A relationship is built that will encourage students throughout their transition from college to work life. In addition, UE students and alumni have access to 32,000 alumni in the UE directory; and groups on LinkedIn on where many students come together to share opportunities and experiences.

**Graduate School Connection.** Fifty-five percent of 2017 graduates stated they were attending or would attend graduate school within the next three years—some at such prestigious schools as Vanderbilt, Georgetown University, and the London School of Economics. The career development staff has the expertise to assist in developing a graduate school search plan that will improve the application process and lead to a more informed decision.

**Career Resources.** Directories, books about specific majors, graduate school guides, free career magazines, and job bulletins are all housed in the career center resource room. A binder of current, local part-time job opportunities is also available. Our expanded website is full of valuable information and is available any time of any day. No appointment is necessary!

**Career Advocates.** Career Advocates are student leaders, selected by the academic deans, to provide outreach and initial career development support to undergraduate students. The advocates meet with students seeking advice/support on career related topics such as resume development, interview preparation, and job search. Advocates are conveniently available in the career center on a walk-in basis; no appointment necessary!

**ACE Certificate.** The job market is becoming more and more competitive and our career development staff are prepared to offer students even more opportunities to transform into more savvy, work-ready, and capable employees. The Advanced Career Education (ACE) Certificate allows students to increase their ability to easily communicate professionalism, a valuable skillset, and relevant career focus to potential employers or graduate schools.

**Job Search Strategies.** Beginning a full- or part-time job search can be overwhelming. Developing personal career goals, résumés, cover letters, and interviewing skills are just a few of the ways that the career center staff can help students negotiate the ambiguous process and develop a personalized and effective job search strategy.

**Success Rate.** Ninety-four percent of 2017 graduates were employed or in graduate school within six months of graduation. Results are not guaranteed. Through an active partnership, however, the career center staff can help students understand and communicate how their Evansville experience has prepared them to be successful professionals. For more information, visit www.evansville.edu/careercenter or call 812-488-1083. The Center for Career Development is located in the Student Life Suite on the second floor of Ridgway University Center.

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**Crayton E. and Ellen Mann Health Center**

**General Information.** The University of Evansville Crayton E. and Ellen Mann Health Center has partnered with Tri-State Community Clinics (TSCC) to provide basic health services for acute and chronic medical conditions by appointment to all full-time students. In addition, walk-in service is provided on an as-available basis. The Health Center website is www.evansville.edu/offices/healthcenter.

The Health Center and Tri-State Community Clinic providers welcome and respect the needs of a diverse student population within a safe, supportive and confidential environment.

**Disclaimer.** Medical services are provided by an independent company, Tri-State Community Clinics, which is not affiliated with the University of Evansville.

**Contact Information, Hours of Operation and Appointments.** During the fall and spring semesters, the Health Center operates Monday–Friday from 8:00 a.m.–5:00 p.m. except when the University is closed. Reduced hours of service are offered during the summer, typically Monday through Friday from 8:00 a.m.–noon (nurse only). Appointments can be made by calling 812-488-2033 or visiting the Health Center, located in Sampson Hall.

**Services/Fees.** Services offered by the Health Center are generally offered at no cost. Some services are being offered at a low cost to the student. Students choosing to independently submit a claim with their insurance may request a receipt for services provided. The Health Center does not bill insurance companies.

Services include, but are not limited to the following:
- Evaluation, diagnosis, and treatment or referral for care for illness and/or injury
Health Information Required:

- Physical exams
- STD concerns, treatment and referral to local agencies
- Some lab tests and medications are available on site for a small fee (Fee based on the type of test or medication)
- Allergy injections: $10 fee per injection (ask TSCC staff at clinic for instructions)
- TB skin test: $25 fee
- Referrals (local pharmacies, medical providers, support agencies, etc.)
- Sharps containers: Students who must give themselves insulin or other medically related injections in their room may receive a sharps biohazard container from the Health Center to dispose of needles. When the container is full, the student should return it to the Health Center in exchange for a new one.

Health Information Form:

- All full-time undergraduate and graduate students will automatically be required to fill out the student health form on file with the Health Center. This is communicated to all incoming students through the SOAR/STAR/International Student Orientation processes. Documentation is required for two MMR (mumps, measles, rubella) dates, a TB skin test given and read in the United States within the 6 months preceding the start of classes, DT/tDAP (diphtheria/tetanus) within the past 10 years, and a Meningitis vaccine or booster for those vaccinated before the age of 16. Information regarding religious or medical exemptions to immunization requirements is available from the Health Center.

It’s the law! Indiana state law (IC-21-40-5) requires students to provide proof of immunization status to be a college student. (http://iga.in.gov/legislative/laws/2016/ic/titles/021/articles/040/chapters/005)

Health Insurance: The University of Evansville recommends that all full-time students carry health insurance. The student may rely on his or her own or his or her family’s personal insurance policy. On the required student health form, students provide their health insurance information. Any changes or updates are made by the student on WebAdvisor. This is important so that in case of an emergency, the University can provide the health care provider with accurate information.

Note: if the student does not carry health insurance, the University of Evansville cannot assume financial responsibility for any medical expenses necessitated by an illness. Students opting not to carry insurance should check the waiver box on the required student health form.

Student Athletes: All student athletes (including cheer and dance team members) are required to carry personal health insurance. Because of participation in a NCAA Division I sport, the inherent risk of injury is greater.

Students Studying Abroad: All students studying abroad are required to carry personal health insurance. For more information, contact the study abroad office at 812-488-1085.

International Students: All international students are required to purchase health insurance due to the professional, physical, and logistical demands of the program.

UE programs: Students may be required by their program of study to carry health insurance. This is often a requirement of partners such as educational or medical facilities where the student will be participating in educational activities.

Student Accident Insurance: For the 2018-19 academic year, all full time undergraduate and graduate students will automatically have student accident insurance with a per-occurrence limit of $5,000. This coverage is included as part of the UE Services fee. This accident insurance will typically cover costs associated with accidents, not illnesses. This insurance program will act as a secondary coverage if the student has personal insurance or as primary if no other insurance is in effect. The insurance will typically cover a deductible that the primary insurance may not cover and coinsurance percentage, if any, that are in excess of expenses payable by any other health care plan, regardless of any coordination of benefits provision contained in such health care plan. Students needing to make a claim should contact the Risk Management Office at 812-488-2011; it is important contact be made as soon as possible following a potential claim.

Advance Directives: Students with advance directives (ie) power of attorney or a healthcare representative appointment may place copies on file with the Office of the Registrar.

Medical Involuntary Withdrawal Policy

Upon consultation with the University physician or the director of counseling and health education, a medical involuntary withdrawal can be authorized by the president of the University, or the dean of students as the delegate of the president, for any student with a physical or psychological illness or condition in which the well-being of the University or members of the University community are threatened or affected. The student will receive a grade of W for each course in which he or she is enrolled. Conditions for reenrollment will be provided to the student by the dean of students in consultation with the University physician or the director of counseling and health education. A medical involuntary withdrawal 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 withdrawal. The University’s refund policy will be followed in the case of medical involuntary withdrawals. (See page 34 for additional information on the refund policy.)

Diversity Initiatives

The University of Evansville is committed to diversity and inclusion. The Office of Diversity Initiatives (ODI) strives to create an environment that embraces and celebrates the diversity of all cultures, fosters a broader sense of community and helps students see the connection between what they learn and about other cultures and their own lives.

The ODI serves as a resource for students, faculty, and administrators by developing and facilitating diversity training workshops focused on cultural competency, recruitment and retention efforts, and best practices for teaching diverse populations. The goal is to infuse inclusivity throughout the campus environment. In an effort to do so, the Office of Diversity Initiatives offers the following programs or events:

- William G. and Rose M. Mays Annual Martin Luther King Jr. Lectureship and Symbolic March
- Cultural Historical Month Celebrations
- Women’s HER-story Month Events
- Anti-Bias Training
- Support for LGBT students, underrepresented domestic students of color, and students with different abilities

For more information, contact the Office of Diversity Initiatives at 812-488-2413 or visit online at www.evansville.edu/offices/diversity.
Religious Life

As a United Methodist affiliated institution, the University of Evansville offers an active religious life program and encourages students of all faith communities or no faith community to explore and learn about all the religious traditions during their career at UE. In addition, students are encouraged to grow spiritually regardless of their religious affiliation.

College is a time of discovery when students are challenged to engage the world around them in order to become global citizens. Just as your mind makes that important journey, so too, does your spirit. Your college experience will invite you to become interested in the world around you and to somehow make a difference in that world. When you suddenly find yourself more interested in doing your part to eliminate pain and suffering in the world than you are in the latest Netflix series, you may conclude that you have grown spiritually. We hope all students at UE, on some level, will seek to find solutions to problems in their neighborhoods and in the world and pursue a life of peace with justice for the sake of the greater good.

The Office of the Chaplain and the Office of Religious Life offers support and guidance for students by offering small group experiences, worship opportunities, spiritual direction, and pastoral care.

Weekly schedule during the academic year:

- **University Worship**
  - Sunday 9:00 a.m.
  - Sunday 9:00 p.m.

- **Roman Catholic Mass**
  - Sunday 1:00 p.m.
  - Tuesday 8:00 p.m.

- **Jummah (Friday prayer)**
  - Friday 2:00 p.m.
  - Grabill Lounge, Neu Chapel

Founders Day, Advent Candlelight Vespers, Candlelight Christmas Eve, and other significant University events are also held in Neu Chapel. Opportunities to integrate faith, learning, and practice are offered through religious life. Students are encouraged to engage in acts of service around the Evansville community, the United States, and the world beyond.

Neu Chapel also provides prayer and meditation space for all students of any religious tradition or none in the Kell Interfaith Prayer Room located on the southwest corner of Neu Chapel, open 24/7, 365 days per year.

For more information, call 812-488-2235.

International programs, such as International Week, the International Bazaar, and bi-weekly social events celebrate the delicious food, exciting entertainment, and cultures from around the world.

**UE Global Friends and Families** matches an international student with a family in the UE community for intercultural communication and understanding. International students spend long periods of time away from their homes and families, and the Global Friends and Families Program is designed to provide them with an additional support system in which they can also experience another facet of American culture.

Assistance to International Students

As the central office on campus for matters concerning international students, the office assists students in their adjustment to the University and the Evansville community and provides support services to ensure that each student's educational experience is successful.

- Immigration policies and procedures
- Academic concerns
- Personal issues
- Orientation and adjustment
- Tax preparation
- Health insurance

For more information, call the Office of Cultural Engagement and International Services at 812-488-2279.

Opportunities to Study Abroad

The University of Evansville maintains a strong commitment to internationalization. This commitment is shown in the emphasis on studying abroad for all students, and the ability for UE students to choose locations all over the world to earn credits towards degree completion and to learn to become global citizens.

The Office of Study Abroad also assists students with applications for various national scholarship programs in support of study abroad, including the Fulbright and Gilman Scholarships.

Students are welcome to study abroad through three different types of programs: Harlaxton College, Faculty Led Programs, International Exchanges, and Provider Programs. The Office of Study Abroad, located in SOBA, is available to help students explore these options and select the best fit for a student's field of study and personal goals. Each of these program types are clearly explained on our website and a study abroad advisor will help you through the process of applying and preparing for your time abroad. Although students must be at least sophomores to participate in study abroad, planning should begin as early as the freshman year. Close consultation with the Office of Study Abroad and the student's academic advisor is essential.

**Faculty-Led Programs.** The University of Evansville offers a variety of faculty-led programs abroad, usually over Spring Break or the summer term. Locations and course topics change annually, with some programs running biannually. Trips typically range from one week to five weeks.

Interested students should look for information on the Study Abroad website throughout the year or come to the office to learn more about programs being offered. Recent faculty-led trips have included:

- Designing a marketing plan and then visiting a non-profit in Havana, Cuba
- Visiting and shadowing teachers in rural schools in Trinidad...
STUDENT DEVELOPMENT SERVICES

- Participating in a Habitat for Humanity Build in Nicaragua
- Studying Biology in Costa Rica
- Studying Political Science in South Korea

Harlaxton College. Harlaxton College, housed in a nineteenth-century manor house, is situated in the English East Midlands, just outside Grantham, England, one hour north of London. Academic programs are rigorous yet personal as the British and American educational systems combine to produce a unique scholastic environment in which experiential learning plays a large part. Classes are often complemented by field trips to enhance the classroom setting. All parts of the United Kingdom, as well as Paris, Rome, Florence, and Ireland, are common destinations for Harlaxton students.

Harlaxton College operates a semester-length program each fall and spring and a five-week summer session. Costs of the semester-length Harlaxton program are comparable to charges on the Evansville campus, and UE financial aid applies. Tuition for the summer program is identical to Evansville summer course tuition.

The centerpiece of the Harlaxton College curriculum is a six-hour course in British studies, offering an interdisciplinary introduction to British life and culture. Literature, art history, economics, history, and political science are part of the course, which combines lectures, seminars, and travel. In addition, a wide range of humanities and social science courses are offered each semester to enable students to maintain normal progress in their respective academic programs. Approximately 30 courses are offered each semester from which the student may select two or three in addition to the British studies courses, which are required of all students. Courses are taught both by British faculty and visiting faculty from the United States.

Exchange and Provider Study Abroad Programs. In addition to studying for a semester or summer at Harlaxton College, University of Evansville students can choose from a wide variety of programs in other locations around the world. Students approved on these programs can typically use their UE financial aid packages during the fall and spring, and the Office of Study Abroad will work to find a program that fits individual interests, goals, and academic requirements.

The Office of Study Abroad has approved program locations on six continents and students can take courses in English or in the foreign language based on their academic plan. Courses are approved during the application process so that all courses will carry credit that can be used for the UE plan of study.

Examples of recent summer and semester programs have included:

- CIEE Study Center in Rabat, Morocco
- Institut de Langue et de Culture Françaises, Lyon, France
- Latin University, Heredia, Costa Rica
- Nagoya University of Foreign Studies, Nagoya, Japan
- Richmond University, Florence, Italy
- University of Belgrano, Buenos Aires, Argentina
Student Activities and Organizations

The University of Evansville places a strong emphasis on student involvement. The University offers more than 120 organizations for students. Students are strongly encouraged to become involved with campus activities and organizations, as these opportunities can provide practical learning experiences that complement the academic classroom experience.

Center for Student Engagement

Students have access to a variety of activities, including student organizations, at the University. There is something for virtually everyone. Organizations include national and local social fraternities and sororities, honor societies, community service, and political and religious groups. There is also a large number of special interest clubs such as intramural teams, Aces Dance Team, and International Club.

Major campus events are also sponsored by the center with the assistance of student organizations and other campus offices. Some of the traditional events are Homecoming, Musical Madness, and Bike Race. Volunteers are always needed to assist with these programs.

Information about existing student clubs and organizations as well as event information for students can be found on UEngage.evansville.edu. This site provides students with information on existing organizations and how to join them as well as upcoming events. It is also the location for all organizations to register and manage their organization information.

Information regarding student organizations or events is available in the Center for Student Engagement located in Ridgway University Center. You may also call 812-488-2371 or email cse@evansville.edu.

Greek Life

Fraternities and sororities have made tremendous contributions to the University of Evansville since 1871 by complementing the academic and co-curricular facets of the University’s community life. The Greek system offers a vital source of leadership, academic, and social support for members while they pursue their educational goals.

Today approximately 28 percent of undergraduates are affiliated with the Greek system. Formal recruitment is conducted in the fall and is open to all students. Joining a fraternity or sorority is a lifetime commitment that does not end with college graduation. Members join a family of brothers or sisters who provide a permanent support network. The University of Evansville’s Greek system consists of the following local, national, and international fraternities and sororities:

- Lambda Chi Alpha
- Phi Gamma Delta
- Phi Kappa Tau
- Sigma Alpha Epsilon
- Sigma Phi Epsilon
- Tau Kappa Epsilon
- Alpha Omicron Pi
- Chi Omega
- Delta Omega Zeta (local)
- Phi Mu
- Zeta Tau Alpha

Students interested in historically African American fraternities and sororities may contact the Greek Life advisor for information.

Additional information may be obtained from the Center for Student Engagement. Stop by the office in the Ridgway University Center or call 812-488-2371.

Community Service Initiatives

University of Evansville students enjoy a rich tradition of volunteerism within the Evansville community. A sample of some of our most popular programs include:

- Adopt-a-Family
- Freshman Service Project
- Habitat for Humanity
- Tutoring
- UE Gives Back

Whether you are volunteering for the first time or you have volunteered before, we want to assist you in finding an experience that matches your interests and talents.

Why do service? Giving only one hour a week of your time can provide the positive change desperately needed in the life of a child struggling with school work, an elderly woman in need of companionship, or a puppy starving for attention and care. Your gift of love and compassion can make all the difference to those who need it most. In addition, volunteers gain a sense of civic duty and community responsibility characteristic of the well-rounded individual.

Service activities are coordinated by the director of student engagement and a team of work-study students. Additional information may be obtained from the Center for Student Engagement. You may contact the volunteer services team at 812-488-2538.

UEngage Transcript

The UEngage transcript is UE’s experiential transcript. It provides a record of a student’s co-curricular experiences including organizations, event attendance, approved community service hours, and other experiences tracked or self-imported by students. Students can access their UEngage transcript at any time by logging into UEngage.evansville.edu.

Student Government Association

The University of Evansville Student Government Association (SGA) endeavors to promote student interests throughout the University. SGA’s main branches are Student Congress, the Supreme Court, and the student government offices.

The student government offices house the officials of the SGA, who provide focus and leadership for all areas within the organization. The SGA president is the chief student spokesperson and acts as a liaison between the student body and the University administration. The president and vice president are elected annually, along with a senior trustee in the spring, through campus-wide elections. The senior trustee serves a three-year term on the University’s Board of Trustees.

Student Congress consists of representatives from residence areas and organizations on campus. As the campus-wide legislative body, the Student Congress provides a forum for student ideas and policy. The Student Congress also budgets student activity fee money.

Key organizations who are funded annually by SGA include the Student Activities Board (SAB), the Resident Students Association (RSA), International Club, Intramurals, Crescent Magazine, and the University of Evansville Leadership Academy (UCLA).

SAB provides entertainment and campus-wide programming for students with free admission. Events include weekly movies, comedians, musicians, entertainers, Homecoming, and speakers. RSA is a programming and advocacy organization for students of University sponsored housing. The International Club is an organization whose mission is to provide cultural interactions between international and domestic students. Intramural activities and fitness center programs are recreational activities and classes open to all full-time students.

The Crescent Magazine is funded by SGA for students to have access to student published materials. The Crescent Magazine is
Evansville does not discriminate against individuals and specifically to membership selection. The policy states that the are expected to observe UE’s nondiscrimination policy with regard to requirements outlined in their constitution. Student organizations are expected to provide specific 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.

- Membership is open only to full-time UE students. Part-time UE students are approved on a case-by-case basis through the Center for Student Engagement.
- Organizations are responsible for updating their membership rosters with the Center for Student Engagement as changes occur.
- Organizations may not be open to students who have been disciplined by the Office of the Dean of Students and are ineligible for campus involvement.
- Students enrolled full time at Harlaxton College or at an approved study abroad site are eligible for membership.
- Students enrolled in a University-approved cooperative education program or internship are eligible for membership.
- Alumni are not considered organization members by the University.
- Membership disputes are to be handled, as directed by the constitution, with the organization’s advisor and members.

Scheduling an Event

The Center for Student Engagement receives telephone calls from students, faculty, and the community seeking information about events on campus and holds the master calendar for each organization’s activities that are open to the campus. Each activity open to the UE community must be registered through this office. The application process for scheduling events enables organizations to communicate more effectively with the general campus through adequate advance publicity on planned events.

An activity registration form must be completed by the organization and must be approved by the Center for Student Engagement before any student organization activity can be recognized as an official University event. All activities are centrally recorded to minimize conflicts in scheduling or confusion regarding logistics for the program. The activity registration form requires the sponsoring organization to list the date(s), events, alternative dates, admission cost (if any), and location. No facilities on campus for events or activities can be reserved without an approved registration form. Due to the lack of facilities on campus, social programs are only open to the University community. The handbook for student organizations is available on AceLink and at UEngage.evansville.edu.

Publicizing Events On and Off Campus

All student organizations publicizing campus-wide activities must have their events registered through the Center for Student Engagement. All publicity (fliers, posters, banners, etc.) must be approved and stamped by the Center for Student Engagement.
General Publicity Information
- The Center for Student Engagement must approve all publicity materials.
- Organizations wishing to publicize in the residence halls must get residential coordinator or head resident approval. This includes stuffing mailboxes, door hangers, and sliding information under or posting on individual doors.
- Items hanging from trees or other structures on campus is not permitted.
- Publicity in the University of Evansville Libraries or the Student Fitness Center must be approved for placement by the directors of those facilities.
- Student organizations may post activities on their own websites with a disclaimer stating that the programs are offered only to members of the University community (UE ID required). All publicity posted online should be respectful in format and content.
- Organizations wishing to post AceNotes emails must submit a marketing request form in AceLink.
- Some additional policies may be provided by the Center for Student Engagement relative to certain events such as social parties.

Table Reservations in Ridgway University Center
- In order to make table reservations available to more groups in Ridgway University Center, there is a maximum number of days a group can reserve tables.
- Reservations can be made for no more than three days (including lunch and dinner).
- Exceptions are made for University and departmental events (e.g., 10,000 Villages sale, education book sale)
- Tables are reserved on a first come, first served basis.

Outdoor Tables in Front of Ridgway University Center
- In the case of rain, any outdoor tables can be re-assigned to an indoor location (not necessarily Ridgway University Center) at an organization’s request.
- If there are no indoor locations available, the table reservation will be cancelled and will need to be rescheduled by the organization.

TV Screens in Ridgway University Center
- Events hosted in Ridgway University Center are eligible for advertisements on the television screens.
- An email should be sent to the Office of University Relations and the Center for Student Engagement with event information and any appropriate graphics. The request will be checked to ensure proper event registration.

Fliers and Posters
- All fliers and posters (22”x14”) posted on campus must be approved and stamped by the Center for Student Engagement.
- The name of the sponsoring student organization must be clearly stated on all publicity materials.
- Fliers will only be approved for posting a maximum of two weeks before the date of the event.
- Organizations are responsible for distributing fliers and posters. Posting of materials is only allowed on designated tack strips and bulletin boards. Posting on windows, walls, doors, trees, sidewalks, etc., is not permitted. Organizations are encouraged to use courtesy when posting materials. Please respect other organizations by not covering or removing their postings.
- Scotch tape and staples may not be used for posting. Only thumbtacks or push pins may be used.
- Organizations are expected to remove all outdated materials within two days following the event.

Chalking
- Organizations may use sidewalk chalk to advertise events. Chalking is only permitted on concrete sidewalks. Chalking on buildings, trees, marble, slate, brick, porches, patios, and benches is not permitted.
- Chalking ads are to be text only. No graphics.
- Chalking is not permitted on the walkways in front of Neu Chapel.
- Chalking is not permitted on the East Terrace Lawn or on the brick leading to and around Ridgway University Center.
- Chalking should occur no more than five days prior to the event.
- Organizations failing to follow proper guidelines for chalking will be requested to clean the chalked area immediately.
- Additional sanctions may be issued to a student organization by the director of the Center for Student Engagement.

Game of Chance Policy
The Charity Gaming Division of the Indiana Gaming Commission issues licenses for gaming activities of charitable organizations in Indiana. Games of chance requiring a license include bingo, pull tabs, raffles, door prize drawings, charity game nights, water races, and guessing games. Auctions do not constitute a game of chance. The University of Evansville will comply with the regulations set forth by the Indiana Gaming Commission for these types of events. Due to the complexity of obtaining a license for gaming events, the University will limit the types of gaming events that are conducted by the University and its related organizations.

Student organizations are prohibited from conducting any type of game of chance. Other University departments may request permission to conduct a game of chance from the Office of Fiscal Affairs and Administration. Such requests must be received at least 120 days prior to the proposed event date. Approval of the request will depend upon the dollar amount of fundraising anticipated by the event and the complexity involved with obtaining the appropriate type of gaming license for the event.
The Office of Residence Life regards education as more than a classroom experience. Living within the UE residential community gives students an exciting opportunity to enrich the college experience through the development of friendships and the exposure to new ideas, peoples, and cultures. Our residence halls, apartments, and houses are more than just places to eat and sleep; living on campus offers students an environment that supports a well-rounded education.

Residence Life Staff

The Office of Residence Life is staffed by a team of professional administrators and paraprofessional student staff who collectively assist students in making the most of the on-campus experience. Our team works collaboratively with students, faculty, and staff to offer quality programs and services for student residents.

- **Director of Residence Life/Assistant Vice President for Student Affairs.** Provides vision and direction for the Office of Residence Life as well as several other areas within Student Affairs.

- **Assistant Director of Residence Life.** Oversees operational functions for the department including housing assignments, check in and check out, early arrival requests, room changes, damage assessment and billing, and department budget tracking. Acts as liaison with maintenance, housekeeping, and other key campus offices to provide quality facilities and services.

- **Coordinator of Student Life Operations.** Provides support for both the Office of Residence Life and the Center for Student Engagement. Coordinates staffing for the Ridgway Information Desk, schedules guest room reservations, point person for student organization registration, reserves rooms for student groups, provides billing functions for residential properties and Greek organizations, and coordinates mail services for campus residents. Students, staff, and parents can obtain important information and resources through the coordinator of student life operations.

- **Residential Coordinators/Assistant Directors for Student Engagement.** The residential coordinator (RC) is a full-time professional who lives in the residence halls in a staff apartment. Each RC has a bachelor’s or a master’s degree and has significant experience in residence hall living. Their responsibility includes resident assistant staff supervision, hall committee advising, and the overall management of their residence hall. RCs work closely with students handling crises, mediating conflicts, and establishing a solid residential community. A substantial portion of an RC’s time is spent serving as an active resource to students, assisting with both academic and personal matters, and serving as a link to a variety of campus resources. Each RC also serves as the assistant director of one of the following core student life areas:
  - Diversity Initiatives
  - Campus Programs
  - Leadership Development
  - Civic Engagement and Community Service
  - Greek Life
Freshman and Sophomore Housing

Residency Requirement – University Housing

approved Greek housing. Typically, housing for freshmen and sophomores who meet one of the following criteria may request an exemption:

- The student has attained the age of 21 prior to the start of the academic year.
- The student’s local residence is with parents or legal guardians.
- The student is married and/or must live with a dependent.

The exemption form must be filed with the Office of Residence Life. International students who have participated in the Intensive English Program may count their semester(s) in residence toward this requirement. Other exceptions and modifications to residence requirements are determined by the director of residence life.

Residency Requirement – Transfer Students

For students entering UE as of Fall 2013

Transfer students with less than 60 academic credit hours earned at previous institutions (excluding bridge, early-college, dual-credit, and advanced placement credit) are required to live on campus or in University-sponsored housing unless they meet one of the following:

- The student has attained the age of 21 prior to the start of the academic year.
- The student’s local residence is with parents, legal guardians, or immediate family over the age of 21.
- The student is married and/or must live with a dependent.

The exemption form must be filed with the Office of Residence Life. See more on the Residency Requirement policy here: www.evansville.edu/residencelife/requirements.cfm

Housing and Food Service Contract

Completion of the Housing and Meal Plan Registration on WebAdvisor constitutes a legal and binding agreement between the student and the University of Evansville. By submitting this electronic form, the student acknowledges that he or she has read and understands the terms of the contract and agrees to all of its terms and conditions, including payment of charges and forfeitures when due. The signature of a parent or guardian is required if the student is not yet 18 years old. This contract will be valid for the balance of the academic year indicated.

To provide student housing at the highest value and lowest possible cost, there must be a consistent occupancy level in our residential facilities. For this reason, all housing contracts are binding for the duration of the academic year.

Students should carefully read the terms and conditions of their Housing and Food Service Contract. It is a legal and binding agreement with the University of Evansville. It is a student’s responsibility to become knowledgeable of and abide by University policy related to housing.

A personalized and dated contract is generated upon completion of the online agreement on WebAdvisor. A copy of this contract can be downloaded from WebAdvisor at any time. Students should refer to this document to gain an understanding of their rights and responsibilities. Information related to this contract and policies related to living on campus are conveniently located within this publication and within the residence life section of the University website: www.evansville.edu/residencelife.

Contract Cancellations. There are specific provisions and restrictions regarding contract cancellation requests. Information regarding these requests are found within this publication and on the residence life website under Contract Cancellations and Refunds.

University Housing

University housing refers to all University residence halls, apartments, houses, townhouses, and University-managed fraternity houses.

Residency Requirement – Freshman and Sophomore Housing

The University of Evansville guarantees residence hall rooms for all freshmen and sophomores. Typically, housing for freshmen and sophomores is available in University residence halls as well as approved Greek housing.

Students must reside on campus for a minimum of two academic years or the equivalent of four full term semesters. Freshmen and sophomores who meet one of the following criteria may request an exemption:

- The student has attained the age of 21 prior to the start of the academic year.
- The student’s local residence is with parents or legal guardians.
- The student is married and/or must live with a dependent.

The exemption form must be filed with the Office of Residence Life. International students who have participated in the Intensive English Program may count their semester(s) in residence toward this requirement. Other exceptions and modifications to residence requirements are determined by the director of residence life.

Residency Requirement – Transfer Students

For students entering UE as of Fall 2013

Transfer students with less than 60 academic credit hours earned at previous institutions (excluding bridge, early-college, dual-credit, and advanced placement credit) are required to live on campus or in University-sponsored housing unless they meet one of the following:

- The student has attained the age of 21 prior to the start of the academic year.
- The student’s local residence is with parents, legal guardians, or immediate family over the age of 21.
- The student is married and/or must live with a dependent.

The exemption form must be filed with the Office of Residence Life. See more on the Residency Requirement policy here: www.evansville.edu/residencelife/requirements.cfm

Housing for Juniors, Seniors, and Graduate Students

Juniors, seniors, and graduate students who have met their residency requirement are welcome and encouraged to live on campus. This makes for a positive mix of fresh ideas, peer mentoring, and the passing down of community traditions. A range of housing options are available including residence halls and Village apartments.

Returning Student Housing Registration Process

The application process for fall housing for returning students occurs during the preceding spring semester.

- Returning students currently residing on campus. For students who are currently on campus, their present housing and damage deposit can be carried over into the new contract year. Students should follow all procedures and due dates related to the room selection process to obtain or retain their housing assignment. This information will be made available in late February.

- Returning students not currently residing on campus. For students who do not reside on campus, a contract should be submitted through WebAdvisor by published deadlines. If the housing deposit was previously refunded, a new deposit will be charged to the student’s account.

Village and Greek Housing

The Villages. Village housing refers to all University apartments, houses, townhouses, and University-managed fraternity houses that are owned and operated by the University. These units, located adjacent to the campus, are under the supervision of a residential coordinator, head resident, and two Village neighborhood coordinators. Village space is reserved for upperclassmen with 60+ credits as space allows. Policies regarding Village housing fall under the Office of Residence Life.

University Housing

University housing refers to all University residence halls, apartments, houses, townhouses, and University-managed fraternity houses.

Residency Requirement – Freshman and Sophomore Housing

The University of Evansville guarantees residence hall rooms for all freshmen and sophomores. Typically, housing for freshmen and sophomores is available in University residence halls as well as approved Greek housing.
Greek Housing. Several of our students live in Greek housing. There is a mix of upperclassmen and freshmen in these houses. Freshmen who have signed a bid may request to move into a Greek house if they are in good academic and disciplinary standing with the University. The residency requirement may be fulfilled by students choosing to live in university approved Greek housing.

- Students living in TKE, Phi Tau, FIJI, and DOZ live within University Approved Housing and fall under the standard University Housing Contract as a Village property.
- Students living in SAE, Lambda Chi, and Sig Ep live within University Approved Housing in houses owned and operated by the Fraternity. Housing contracts for these properties are administered by the Fraternity.

Refer to University-approved housing Appendix A at the end of the residence life section of this handbook for a description of policies and benefits of University-approved housing.

Housing Assignments, Placements, and Fees

Deposit

The University housing deposit will hold a student’s space in any of the University’s residential facilities. This deposit may be transferred from year to year so long as the student remains in University housing or is temporarily studying abroad or at Harlaxton College.

Once a student leaves University housing, the deposit will be refunded in full, minus any charges for damages or fines, and minus any balance left on their student account. When a student cancels his or her contract, the housing deposit shall be refunded in accordance with the contract cancellation guidelines outlined in this handbook, in the residence life section of the University website, or in other materials published by the University.

Assignment of Housing

An individual must be enrolled full time with the University and must be making progress toward completing enrolled hours to reserve a space in housing. Most residence hall space is assigned as double occupancy. Village spaces are assigned as two-, three-, four-, five-, and six-person units. Vacancies within individual Village units are the responsibility of unit residents.

The University of Evansville operates under a nondiscriminatory policy with regard to race, color, gender, identity and expression, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes.

Gender Placements and Gender Neutral Housing. Housing placements are made by same sex/legal gender. Gender neutral housing can be made available in support of students who identify as transgender, gender nonconforming, or of varied sexual orientations. Depending on the specific needs of the student, this type of housing may take the form of private rooms, private or semi-private bathrooms, and/or designated mixed gender suite or apartment configurations. For more information on gender neutral housing refer to the residence life section of the University website under Student Housing Options.

Accommodation requests. Students who have documented physical disabilities or health concerns should submit a Request for Accommodation in Housing available within the residence life section of the University website under Disabilities. The completed request with documentation should be sent to the Office of Residence Life for review. Written requests should be submitted as early as possible to allow adequate time to make arrangements or modifications as appropriate.

Exceptions and modifications. The director of residence life determines exceptions and modifications to housing policy. This includes, but is not limited to, space allocation, credit hour requirements, filling vacancies, temporary assignments, consolidations, gender assignments, disability accommodations, reserved housing, theme living, and contract cancellations. With the approval of the director of residence life, individuals who are not full-time students (i.e., part-time students or a student’s spouse, domestic partner, or child) may be assigned and billed according to standard unit occupancy levels and rates on a space – available basis.

Rights of the University. The University reserves the right to make or change assignments, assign a new roommate, or consolidate spaces at any point of the academic year based on the needs of the program. The University also reserves the right to cancel a housing contract for academic failure, non-payment for services, breach of contract, criminal behavior, or violation of rules of conduct or housing regulations as outlined in the Student Handbook, in the residence life section of the University website, and in other materials published by the University.

Single rooms and consolidations. Except for rooms specifically built for single occupancy, all assignments in residence halls are intended for double occupancy. Students may obtain private rooms when space permits for an additional cost.

Single rooms are limited in Powell and Schroeder Residence Halls. Single rooms are not usually available on the first floors of Morton, Brentano, or Hale Residence Halls.

Students requesting a single room because of a physical disability or health concern should submit a Request for Accommodation in Housing, available in the residence life section of the University website under Disabilities. www.evansville.edu/residencelife/disabilities.cfm

Vacancies – residence halls. When a student is without a roommate, there are a number of options:

1. Move into another room with a chosen roommate.
2. Have a new roommate move in.
3. Accept the placement of a new roommate if made by the Office of Residence Life.
4. Pay extra to keep the room as a single if space permits.

Option four is reserved for upperclassmen and second semester freshmen. In matters of vacancy consolidation, the Office of Residence Life reserves the right to reassign space or assign a new roommate at any time.

Vacancies – Village units. Students who collectively contract for a Village unit are financially responsible for any vacancy that occurs within that unit. The remaining residents may identify a qualified replacement (with the appropriate number of hours and good standing with the University) or they may share the cost of the empty space as outlined by the Office of Residence Life.

Payment plans. Students should contact the Office of Student Accounts to make adjustments if they move to another building or pay for a single room. This may have an impact on payment plans.

Period of Occupancy

To provide student housing at the highest value and lowest possible cost, there must be a consistent occupancy level in our residential facilities. For this reason, all housing contracts are binding for the duration of the academic year. UE will provide campus housing for the 2018-19 academic year (or the balance thereof) to the student who enters into a Housing and Food Service Contract.
Occupancy for each semester begins on published dates and ends 24 hours following the last final of a student’s final exam schedule (see residence life section of the University website for dates).

Residents are not permitted to move into and occupy their rooms prior to published dates, or to remain in their rooms after published dates without specific advance approval from the Office of Residence Life. Students who receive approval may be required to pay an early arrival or extended stay fee.

**Winter Break.** For Winter Break, the residence halls officially close at noon of the day following the last day of final exams and reopen on published dates (see residence life section of the University website) before the first day of spring classes. While students may leave their possessions in their rooms at their own risk during this period, all students living in the residence halls are required to vacate their room during Winter Break. Any student approved to stay on campus during Winter Break will be required to move into a facility designated for winter housing. Additional housing fees and contracts for winter housing will be determined by the Office of Residence Life on an annual basis.

**Summer Break and Summer Housing.** Residents may not leave personal belongings in their rooms during the summer. Storage is available on a limited basis. Students may elect to enter into a summer housing contract and reside on campus in a facility designated for summer housing. Food service is usually not provided over the summer. Additional housing fees and contracts for summer housing will be determined by the Office of Residence Life on an annual basis.

**Moving Out of Housing**

Students must officially depart within 24 hours following their last exam. Graduating seniors and those participating in graduation may remain in housing until noon the day following commencement if they complete an extended stay request. Personal property left after checkout times will be removed by the University.

When moving out of housing, students must schedule a checkout appointment with an RA 48 hours in advance. At a checkout appointment, the room and hallway must be vacated and clean, and all room furniture must be reassembled in posted standardized configurations at checkout.

The RA will check the room and furnishings for damages. Students will provide the RA with the room keys, fill out all paperwork, and sign the checkout form during their checkout appointment. Students whose rooms require extra cleanup after checkout will be charged a minimum of $40. An additional fine of $50 will be charged for failure to check out properly, and $25 will be charged for failure to return room keys. Additional charges may be assessed as necessary.

Information regarding this process is shared during mandatory closing meetings at the end of each semester. Information is also available within the closing edition of the residence life e-newsletter and in the residence life section of the University website.

**Financial Aid and Housing**

Full renewal of UE gift assistance for students who live on campus is dependent on continued living in UE housing. Students wishing to reside off campus after fulfilling their residency requirement (effective at their point of entry to UE) should consult with the Office of Financial Aid about the effect on their UE gift aid.

**Student Responsibility of Charges**

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

**Contract Cancellations and Refunds**

There are specific guidelines regarding contract cancellation requests.

**New students.** Deposited students who choose to not attend the University forfeit their housing deposit.

**Continuing students.** Students have until published deadlines to cancel their housing contract for the next academic year/semester. Cancellation requests are reviewed in accordance with University residency requirements.

### Cancellation Deadlines and Penalties for Returning Students

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<th>By April 5 for Fall Semester</th>
<th>After April 5 for Fall Semester</th>
<th>By November 1 for Spring Semester</th>
<th>After November 1 for Spring Semester</th>
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<tbody>
<tr>
<td>Cancellations</td>
<td>Cancellations can be made for the fall for any reason. No late fees.</td>
<td>Cancellations can be made for the fall semester for reasons listed under Acceptable Housing Cancellation Requests. Includes loss of deposit and $200 late fee.</td>
<td>Cancellations can be made for the spring for reasons listed under Acceptable Housing Cancellation Requests. No late fees.</td>
<td>Cancellations can be made for the spring for reasons listed under Acceptable Housing Cancellation Requests. Includes loss of deposit and $200 late fee.</td>
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**Acceptable Housing Cancellation Requests**

The only reasons that a housing contract can be cancelled after published deadlines for the next academic year/semester are for the reasons listed below:

- Attending Harlaxton College or studying abroad during the semester
- Residing locally with parents or legal guardians (Students/parents/guardians must complete a verification form from the Office of Residence Life)
- Participating in any of the following that are outside the Evansville area: a full-time internship, a required clinical, an approved co-op, or student teaching
- Transferring, withdrawing, or graduating (student must notify the DOS office)
Unacceptable Housing Cancellation Requests

Housing contracts will not be cancelled after April 5 because a student has found an off-campus property or has entered into another housing agreement or lease with a private landlord. Students who are not approved to cancel their contract are still financially responsible for their housing contract.

Withdrawing for Academic or Medical Reasons

A student who is permitted or required to withdraw from the University for significant academic or medical reasons will receive refunds as outlined under the University refund policy in the Student Handbook.

Cancellations for Fraternity Move-Over

Individuals moving into fraternity houses must cancel their housing under guidelines for fraternity move-over. These guidelines can be obtained from the Office of Residence Life. Students who choose to move into a fraternity house, yet fail to terminate their housing as required in the guidelines for fraternity move-over, will be responsible for housing charges up until the date of their cancellation request. Students who fail to move into their chosen Fraternity within the posted window of time for move-over forfeit their privilege to move into the fraternity for the Semester.

See more on Housing Cancellations at www.evansville.edu/residencelife/cancellationsAndRefunds.cfm.

Food Service Plan

As part of the Housing and Food Service Contract, all students residing in UE residence halls must participate in one of the following meal plans:

<table>
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<tr>
<th>Plan</th>
<th>Description</th>
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<tbody>
<tr>
<td>Anytime Prime 7</td>
<td>Anytime Orange 5</td>
</tr>
<tr>
<td>Anytime Purple 7</td>
<td>Aces 12</td>
</tr>
</tbody>
</table>

Village residents, fraternity house residents, and seniors living in residence halls have the option of purchasing the Aces 7. Meal plans are optional for Village residents, fraternity residents, or commuters.

Students with a meal plan who move to Villages or fraternity housing after the meal plan change deadline must wait until the beginning of the following semester to change or drop their meal plan.

UE provides meals according to the plan selected during the period of occupancy. No meals are provided during the Fall, Thanksgiving, Winter, Spring, or Easter Breaks. No meal plan is available over the Summer terms.

Meal plans can be changed at semester breaks as posted within the Residence Life section of the University website.

The residence life section of the University website provides additional information on plans and options. More information regarding the food service plan is also available under Dining Services in this publication. It includes general information regarding policies and services, including:

- UE ID card
- Meal plans
- Using meals and Ace Bucks
- Definition of meals
- Definition of Ace Bucks
- Dietary requirements/accommodations
- Sack lunches and sack trays
- Dining locations and hours of operation

Residence Life Policies

Alcohol and Drugs within Student Housing

Drugs. The University prohibits the possession, consumption, use, production, or sale of illegal drugs or unauthorized prescription drugs. Violations of policies related to drugs will result in University disciplinary action.

Alcohol in Residence Halls, Villages, and Approved University Housing. The possession, consumption, use, production, or sale of alcohol is prohibited in all residence halls and all common areas inside and outside of all University residential properties. All members of the campus community and guests are expected to abide by Indiana State Law and University policies governing the possession, consumption, use, production, or sale of alcohol.

While no alcohol is generally allowed in any university student residences, students of legal age who have been approved for 21+ status are allowed to possess and consume alcohol within certain university guidelines. Students living in residence halls are not able to obtain 21+ Status.

For information about 21+ status policies, see the residence life section of the University website.

Students may be subject to disciplinary action for unauthorized possession, consumption, use, production, or sale of alcohol. Action may also take place for unauthorized possession of empty alcohol containers or if present where violations of the alcohol policy occur. Persons found in violation of the alcohol policy are subject to a range of disciplinary action as outlined under the Residential Discipline Process and/or in accordance with the Student Code of Conduct.

Approved Greek Social Events. Students who are of legal drinking age may possess and consume alcohol within university guidelines for Approved Greek Social Events. See details regarding Approved Greek Social Events available in the Student Organization Guide.

Resources for Students. The Drug and Alcohol Abuse Policy and Prevention Program for Employees and Students found under General Campus Policies in the Student Handbook covers information related to:

- Legal sanctions for alcohol and drug use
- Disciplinary action
- Drug and alcohol violation disclosures
- Suspension of eligibility for drug-related offenses
- Health risks
- Resources and assistance
- Crisis lines available

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 call for emergency assistance, regardless of concern about the University disciplinary process. Students should call the Office of Safety and Security at 812-471-6911 (or ext. 6911 from campus phones) immediately 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 her 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.

Appliances, Cooking, Refrigerators, and Allowable Items

Appliances. All appliances and fixtures used in student rooms must be UL approved. Total amperage per room should not be excessive.

Cooking. A full kitchen is provided in each residence hall. For safety and health reasons, most food preparation that requires cooking is permitted only in the kitchen areas of our residential facilities. Any food stored in rooms should be kept in sealed containers to avoid attracting pests.

Refrigerators. Students may bring small refrigerators and microwaves. Only compact models not exceeding 3.7 cubic feet are allowed. A MicroFridge (refrigerator, microwave, freezer) may be available for rent through a recommended vendor as a fundraiser for RSA.

Items Approved in Student Rooms:
- Power strips with fuse and surge protection
- Grounded UL approved heavy duty extension cords (used in a safe manner)
- Christmas lights (recommended only around windows)
- Hair dryers/curling irons/straighteners
- Clothes irons
- Radios and sound equipment (played at reasonable levels)
- Microwaves and small refrigerators (not to exceed 3.7 cubic feet)
- Coffee and espresso makers (no steam attachments)
- Toasters, electric tea kettles, and low heat crock pots/ri ce cookers
- 4 oz or less of properly handled Zippo Refill fluid

Note: Prolonged use of moisture producing appliances (such as rice cookers, crock pots, coffee pots, tea kettles, etc.) can cause additional moisture to build up in the room. Care must be taken to not create an environment where condensation creates problems.

Items Not Approved in Student Rooms:
- Ungrounded light duty extension cords/octopus plugs (ungrounded or without a fuse)
- Toaster ovens, induction ovens/plates, electric griddles, or hot plates
- Open-coil or high heat cooking appliances (including George Foreman grills and sandwich-makers)
- Candle warmers, burning/burnt candles or incense
- Flammable Liquids/Lighter Fluid/Match Light Charcoal
- Portable heating or air-conditioning units
- Halogen lamps
- Tapestries, posters, or other flammable materials draped across the ceilings
- Christmas lights wrapped around furniture or doors, touching wood surfaces, or against the ceiling
- Radio transmitters and exterior antennae

Some kitchen appliances can be approved on a case by case for use in common area kitchens or in apartment kitchens. Check with a Residence Life staff member for more information.

Approved Use of Residential Space

University residences are reserved for the sole purpose of residential living. Unless otherwise specified, living spaces cannot be used for the purpose of conducting a business (including contract work from a third party).

Common areas in residence halls are reserved for specific uses as designated by residence life. Reservation of common areas can be made through the building residential coordinator or head resident.

Unauthorized Access. Students and their guests may not enter any unauthorized or unapproved areas within any residential facility or its exterior areas. This includes, but is not limited to, maintenance or custodial areas, construction zones, roofs, windows, or window ledges.

Care and Condition of Room and Common Areas

Students are to provide normal housekeeping and to use reasonable care within their assigned residence, including all furniture and equipment. All furniture is to be left in designated locations except where allowed.

Students must complete a room condition report (RCR) at check-in and check-out. Charges will be assessed for damages and unauthorized alterations to rooms, furniture, or equipment. Charges will also be made for special cleaning necessary due to improper care of the room, furniture, or equipment. Generalized fees are outlined on posted flyers. Specific fees will be assessed after check-out. Students who do not follow the formal check-out procedure will be assessed an improper check-out fee.

Students are jointly responsible for care of public areas, including furniture and equipment. Charges for damages to public areas may be made to all students assigned to specific wings, floors, halls, or areas as appropriate. Any student who causes damage (or whose guest causes damage) to residential space, furniture, or equipment will be assessed for such damages.

Rooms may be periodically inspected for housekeeping, damage and maintenance problems. Charges for cleaning and damages are based upon labor, repair and replacement costs to restore the room to its original condition. All charges must be paid at the Office of Student Accounts prior to registration for the following semester. In some situations, disciplinary action can be taken in addition to cleaning and replacement costs.

Decorating

Room decorations are encouraged as long as they do not create health or fire hazards or cause damage to the room or furnishings. When decorating, the use of nails, screws, or tacks on or in the walls, doors, furniture, or fixtures is prohibited. Duct tape, two-sided foam tape, contact paper, and wall decals are also prohibited.

Most residence hall properties are constructed using cinder block walls and semi-gloss paint. Village properties are typically constructed with sheet rock painted with flat coat or satin paint. Additional care must be taken to maintain clean and undamaged walls in Village properties. Avoid contact that would result in soil ing or damaging the wall. The use of poster putty is not approved for use in Village properties.
Command Strip products are recommended if instructions for application and removal are followed and no damage results – even so, students are still responsible for any potential damage when using these or any other products.

Alcoholic beverage containers are not considered decorative and are prohibited.

If you are in doubt about decorations, check with residence life staff within the building. They can provide details regarding holiday decorations too.

**Furniture and Equipment**

**Furniture/Beds/Lofts.** Room furnishings for double rooms include twin bed frames and mattresses, shades/blinds, desks, desk chairs, closets, and dressers. In some rooms, these items are built in. Fixed or built-in furniture may not be moved or altered. Many residence halls come with beds that are designed to be bunked or lofted. These halls include Powell, Schroeder, Hale, Morton, Bently, and Moore Residence Halls. Other than in fraternity housing, student-built lofts are not allowed. Waterbeds are prohibited because of facility limitations and potential for water damage. Portable furniture may not be removed from the room under any circumstances without the permission of the residential coordinator responsible for the building.

All room furniture must be reassembled in posted standardized configurations at checkout.

**Heating/Air equipment.** To be sure that heating and air conditioning units are functioning properly, rooms should be arranged so that the unit is not blocked with furniture or other objects.

The air/heating system in Moore Residence Hall is designed to provide for a continual exchange of fresh air. Opening windows in this building disrupts the air conditioning system. There are no screens supplied for this building. For these reasons, Moore Residence Hall room windows are to remain closed.

**Kitchen equipment.** Kitchen items are provided in the halls on a limited basis. Students are requested to show consideration for their fellow residents by cleaning and returning kitchen items after use.

**Other equipment.** In some cases, halls provide other equipment, such as DVD players, for student use. Regulations for use of this equipment are established in the hall by the hall and area committee or the residential coordinator.

**Guests, Visitation, and Escort Policies**

**Guests.** With the roommate's consent, residents may have guests of the same gender stay in their rooms, providing the stay is no longer than three days within a 10-day period and that the guests do not disrupt the normal activities of the floor.

It is recommended that residents notify the RA when having a guest stay in their room. Guests are subject to all University and residence life rules and regulations. Students are responsible for the actions of their guests. Guest rooms are available in select halls as space permits.

**Visitation.** The room visitation policy on designated floors permits men and women students to meet socially in each other's residence hall rooms on a limited schedule. On restricted visitation floors, visitation is permitted Sunday through Thursday from 10:00 a.m. to midnight, and on Friday and Saturday from 10:00 a.m. to 2:00 a.m. There are also several 24-hour visitation floors available within the residence halls.

The following information is added to provide the rationale and approach related to the Visitation Policy:

UE students' primary purpose is to achieve academic success. We strive to create living environments within the residence halls that are conducive to study, sleep, and healthy living. The right of any resident to sleep, study, or simply enjoy privacy will always take precedence over a roommate's privilege to host guests/visitors in the room. We believe that a roommate should not be compelled to leave the room in order to accommodate a guest or visitor, nor should he or she be placed in situations that might cause embarrassment or inconvenience. It is for these reasons that we have set up policies regarding visitation, guests, and escorts.

Several floors on the lower levels of the residence halls, on co-ed floors, and in Powell Hall are designated as 24 hour visitation floors. Having a floor designated as 24 hour visitation is a privilege and not a right. The basic principles outlined in the paragraph above pertaining to the rights of residents to be free of feeling compelled to accommodate a roommate's guest or visitor are highly applicable here. The success of these floors depend on the maturity and responsibility of the students who live on these floors.

There are several floors that are traditionally restricted visitation. Each year we designate a number of restricted visitation floors geared primarily toward new students and those who may feel more comfortable in this setting. In doing so, we believe that the added structure has helped to create a more supportive environment for these students. In preparing for the following year our office projects what the class make-up might be on the floors and make adjustments accordingly. These floor visitation designations are then set for the following year.

At the beginning of the year, if a floor has an upper-class population greater than 50%, a floor can request to change the visitation designation. This must be a unanimous decision of residents of the floor (excluding the RA). If this is successful, a request must be forwarded to the Director of Residence Life for final approval. If approved, the floor will be designated as 24 hour visitation for the remainder of the academic year.

**Escort.** Guests must be escorted at all times by a resident of the hall.

**Hazardous Behavior**

**Fire hazards.** Starting even small fires, using fireworks, burning candles or incense, pulling pranks involving fire, turning in a false alarm, or tampering with any fire safety equipment poses severe safety hazards to all residents in a building. Anyone caught tampering with the fire safety equipment or violating these regulations will be subject to civil prosecution and significant University disciplinary action.

**Explosives and weapons.** The Office of Safety and Security enforces all federal, state, local statutes and University regulations pertaining to the possession and/or use of firearms, ammunitions, explosive devices, fireworks, or other potentially lethal weapons. All of these items are 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. Any violations of these statutes and regulations may result in disciplinary action as well as criminal prosecution.

Unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, flammable liquids, ammunition, or other weapons or instruments that could inflict bodily harm is strictly prohibited on University owned or controlled property. This
Motor Vehicles, Parking, and Bicycles

Mandatory Meetings
Mandatory meetings are scheduled at the beginning and end of each semester. These are designed to provide essential information regarding important policies and procedures within the residential living areas. Other mandatory meetings, may be scheduled to address ongoing issues or concerns on the floor. If it is not possible to attend one of these meetings it is important to contact the residential coordinator. If the roommate is not able to attend, the resident must attend. Failure to attend a mandatory meeting without prior approval results in a $25 fine.

Motor Vehicles, Parking, and Bicycles
The University requires that any vehicle that will be used as transportation to and from campus must be registered with the Office of Safety and Security whether or not the vehicle will be brought onto campus. There is no charge for this registration.

Parking permits. All students must have a current and valid University parking permit to park on campus at any time. Parking permits must be purchased from the Office of Safety and Security to park motorcycles on campus. Motorcycles may be parked only in areas designated for motorcycle parking. Any motorized cycle found inside a residential facility will be considered a fire hazard and must be removed.

Bicycles. There are bike racks located across the campus in all the most convenient locations. We also offer two bike locker hubs where bikes can be locked inside a secure locker, safe from the elements and any other negative issues that may arise. Students may store their bicycle inside their residence hall room, ensuring 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 must be registered through the Office of Safety and Security. While this will not prevent theft, it may help in recovery.

Village parking. All apartment complexes and townhouses have parking areas dedicated for use only by the residents of these facilities who have purchased a valid University Villages permit designated for that facility. All other vehicles from the campus community parked in these lots are subject to issuance of a University parking violation citation.

University houses have limited parking available in drives or designated parking areas. Parking is not guaranteed for all residents of the house. No parking is allowed on sidewalks or lawns. Vehicles parked on sidewalks or lawns are subject to parking citations and charges for damaged landscaping. If additional parking is required, we recommend the purchase of a University parking permit.

Students residing in University Villages may obtain an orange permit for $50/year, $25 for those joining the University at the beginning of the spring semester, and $10 for the summer session. Residents of apartment complexes with assigned parking areas will be issued color-coded permits allowing them to park in the parking areas assigned to the complex.

For more about parking regulations see the safety and security website: www.evansville.edu/safety.

Noise – Living in a Community
Quiet hours. Community living in an academic setting requires that residents respect the rights of others to study and sleep. Primary quiet hours are from 10:00 p.m. to 10:00 a.m. The duration of quiet hours may be increased by vote of the residents and approval of the residential coordinator. Each student has the responsibility to ask another to be quiet, close doors, turn down sound equipment, etc., to maintain quiet hours. During Reading and Study Day and finals week, residential facilities are under continuous quiet hours.

Sound equipment. Sound equipment may be brought to campus and to rooms. However, the right of residents to study and sleep is more important than any right to play music. If you like your music loud, you may want to consider using headphones.

Personal Property
The University of Evansville and the Office of Residence Life assume no responsibility for theft, damage, or loss of money, valuables, food stuffs, or personal belongings of any student or guest. It is recommended that students make arrangements to insure any property brought to school through homeowners insurance or private property insurance.
Pets
Tropical and freshwater fish that are legal to own in the state of Indiana and approved service/assistance animals are the only animals permitted in residential facilities. All other animals, including lab specimens, are prohibited. Violations of this policy will result in a $25 initial fine. The student will be given appropriate time to remove the animal unless immediate removal is warranted due to safety concerns. Periodic room checks will follow. There is a double fine for a recurrence + daily fines for non-compliance.

For information regarding approval of service animals and assistance animals, contact Debbie Brenton, disability services coordinator and ADA coordinator for students, at 812-488-2663. You can also see a copy of our Assistance Animal policy on our website: www.evansville.edu/counseling/disability.cfm.

Roommates and Room Changes
Living with a roommate can be a rewarding experience and may lead to a lasting friendship. This experience will be enhanced by following a few basic suggestions:

- Establish some ground rules and keep communication open.
- Make an honest attempt to get to know each other.
- Discuss likes and dislikes openly.
- Share and respect your roommate’s feelings.

In the event of roommate conflicts that appear beyond discussion, contact your resident assistant or residential coordinator.

No room changes, including roommate changes, will be made during the first three weeks of the semester. After three weeks, room changes may be requested if space is available.

To make a room change, residents must first consult the resident assistant and residential coordinator of the floor and hall they are assigned to. If the residential coordinator decides there is a legitimate reason for a room change, the student will be referred to the assistant director of residence life. The assistant director will work with the student to coordinate the room change and set completion dates. The student initiating the room change is responsible for notifying the current roommate of the room change.

For tips and pointers on living with a roommate, see our Living with a Roommate resources: www.evansville.edu/residencelife/roommate.cfm.

Smoking, Tobacco Use, and Electronic Smoking Devices in and around Campus Residences
All University residences and buildings are designated as tobacco-free facilities. Smoking in any form, the use of any tobacco products (smoked and smokeless), and the use of electronic smoking devices (e-cigarettes) are prohibited in residential housing, approved University housing, contiguous grounds, parking lots, and vehicles in parking lots. Reasonable evidence that smoking, tobacco use, or vaping occurred in a student room will be considered a violation of this policy.

The campus policy further restricts the use of tobacco products and electronic smoking devices anywhere on campus property and at any school sanctioned and/or sponsored activities or functions on campus. For a full description of the campus Tobacco-Free Policy and available resources, please refer to the University website: www.evansville.edu/tobaccofree.

Students seeking information about smoking cessation resources should contact the University Counseling Center’s health and wellness coordinator at 812-488-2663 or seek out tobacco-free resources on our website: www.evansville.edu/tobaccofree/resources.cfm.

Solicitation
To protect residents from unreliable, illegal, and meddlesome peddlers, soliciting is not permitted in the halls. Special permission for student fund-raising projects may be obtained from the dean of students. Residents should report any solicitation in the residence halls or Villages to residential staff, the Office of Residence Life, or the Office of Safety and Security.

Sports, Roughhousing
The University encourages positive social interaction and the ability to recreate within the residence halls. However, any activity that poses potential harm to person or property has no place in a residential facility. For this reason any sports or roughhousing that is likely to be harmful is not allowed within residential facilities.

Students’ Right of Privacy (Entry of Students’ Rooms)
The University of Evansville recognizes and respects students’ right to privacy in their rooms. However, the entry into a room or room search of any student may be conducted by the following people for the following purposes:

- By law enforcement officials in the performance of statutory duties and in accordance with legally defined procedures for search and seizure
- By University maintenance or custodial personnel to make repairs and to provide routine service
- By authorized University personnel in emergency situations to provide for the health and welfare of students or to prevent damage to property of the student and the University
- By a resident assistant, residential coordinator, or other appropriate University official when there is probable cause to believe a violation of University or civil regulations is being committed

Violations of Administrative Policies and Codes/Residential Discipline
As a condition of the Housing and Food Service Contract, the student agrees to be aware of and abide by all published rules of conduct and housing regulations as outlined in this handbook, which can be found in the residence life and dean of students section of the University website. The student also agrees to maintain a proper standard of behavior and not disrupt the residential community.

Violations of the terms of the Housing and Food Service Contract or of any of the rules and regulations outlined in the Student Handbook may be handled through the campus judicial system, the residential judicial system, or addressed as an administrative violation. The University also reserves the right to treat such violations as a breach of contract.

Student housing assignments may change due to disciplinary action. Students removed from residential housing during the semester for disciplinary reasons are not entitled to a refund.

Administrative Policies and Codes (Non-Behavioral Policies)
The Office of Residence Life has the authority to address violations of non-behavioral policies or codes that fall within the terms
of the Housing Contract. Administration of these policies and codes are typically handled by a professional member of the residence staff. This may or may not include an administrative meeting. Examples of these types of actions are listed below.

<table>
<thead>
<tr>
<th>Policy/Code Infraction</th>
<th>Policy/Code Infraction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early arrival/Extended stay fees</td>
<td>$35 per night/$50 per night after posted request deadlines</td>
</tr>
<tr>
<td>Missed Mandatory Meetings</td>
<td>$25 (Student given reasonable opportunity to meet with RAs to make up attendance)</td>
</tr>
<tr>
<td>(opening and closing meetings /other meetings posted as needed)</td>
<td></td>
</tr>
<tr>
<td>Lock-out fees</td>
<td>$5 per lockout</td>
</tr>
<tr>
<td>Lost key</td>
<td>$25 for replacement of core</td>
</tr>
<tr>
<td>Non-Return of second key by roommate after lockout</td>
<td>$25 assessed</td>
</tr>
<tr>
<td>Misuse of room key or ID Sharing key or access card</td>
<td>$50 assessed/possible confiscation of key or card</td>
</tr>
<tr>
<td>Health and safety inspection issues/related to appliances, cooking, and items in student rooms</td>
<td>Action and penalties depend on item identified Student given appropriate time to correct issue</td>
</tr>
<tr>
<td>Pet policy</td>
<td>$25 initial fine (doubled for recurrence) Double fine for recurrence + daily fines for non-compliance.</td>
</tr>
<tr>
<td>Window policy (Moore Residence Hall)</td>
<td>Warnings, fines, and disciplinary action if necessary First fine is $5 (doubles for each occurrence)</td>
</tr>
<tr>
<td>Damage and cleaning assessments</td>
<td>Appropriate restitution, cleaning charges, or damage charges</td>
</tr>
<tr>
<td>Improper checkout fines</td>
<td>$50 assessed</td>
</tr>
</tbody>
</table>

The above actions may be handled through the Residential Discipline Process if necessary. Appeals should be requested in writing to the director of residence life within five working days of action taken based on:

1. Evidence that staff did not substantially follow administrative procedures.
2. New evidence that will materially impact the action taken.
3. That the sanctions imposed by the RC are believed to be too severe.

All appeals must be emailed within five business days to the Director of Residence Life (mt28@evansville.edu). All appeal requests must be accompanied by a written statement identifying the criteria for appeal (1, 2, or 3 above) and explaining the rationale for the appeal under the selected criteria and evidence to support that rationale. The decision to hear the appeal will be made by the Director of Residence Life and Assistant Director of Residence Life.

In the case of a check-out assessment, students have 30 working days to appeal in writing to the building supervisor (RC). The determination of the director of residence life in appeal cases is final.

Community Standards and Residential Discipline

Any community must develop standards of conduct that serve as a guideline for fostering a healthy living environment. All University housing residents are expected to:

- Respect the physical and emotional rights of all other residents
- Recognize and respect the educational mission of UE and the need to maintain an environment that supports this mission in a residential community
- Properly care for the residential facilities
- Recognize that academic and personal development are the primary reasons for residing in this community
- Accept responsibility for their own behavior at all times
- Report concerns or possible misconduct to appropriate residence life personnel

Residential Discipline Process (Behavioral Policies)

In cases of behavioral violations of residence life policy or violations of University policy that occur in or near residential facilities, the Office of Residence Life has been given the designated authority to handle residential discipline processes. A listing of University policies can be found under the student Code of Conduct and policy sections of the Student Handbook. Behavioral breaches of policy that may be heard as part of the residential disciplinary process can include, but are not limited to:

- Violation of local, state, or federal laws
- Violation of Alcohol and Drug Policy
- Violation of Tobacco-Free Policy/Fire Safety Policies
- Hazardous behavior as listed under Residence Life Policies
- Destruction of property
- Littering or intentionally harming the appearance of University property
- Theft
- Continued or serious violation of visitation, escort, or key policies
- Quiet Hours/noise policy violations
- Disorderly or disruptive behavior, especially that which disturbs other residents
- Creating, encouraging, or participating in a situation detrimental to the health, safety, or welfare of the University community and its members
- Violation of harassment policies
- Violation of pet policies
- Illegal forms of gambling
- Failure to comply with the order of a University official acting in accordance with University regulations

Some cases, depending on severity, may be automatically referred to the director of residence life or dean of students for University disciplinary action. Administrative action based on breach of contract may conclude some cases without further hearing. Decisions related to breach of contract are final and binding. Procedures for University discipline can be found in the Student Handbook under Students’ Rights and Responsibilities.
Cases being heard within Residence Life can be handled through one of the following methods:

1. an administrative meeting with the residential coordinator or other designated professional staff members within residence life
2. a hearing by the Residential Judicial Council (RJC), a peer board made up of fellow students.

An administrative meeting or hearing by the RJC shall determine if a violation has occurred. Persons found in violation are subject to a range of disciplinary action as outlined under the Residential Discipline Process and/or in accordance with the Student Code of Conduct.

Due Process in a Residential Discipline Case

Students shall be notified in writing regarding alleged violations of policy related to behavioral policies. The notification will request that the student contact an administrative officer within a designated time to schedule an appointment. Students will have the option to meet with the administrative officer or have the case reviewed by the Residential Judicial Council (RJC). If the student fails to schedule or attend such a meeting, a determination can be made in their absence.

Administrative Meeting. The incident will be discussed during an administrative meeting providing the student the opportunity to verbally respond to the allegation of policy violation and provide his or her view of the circumstances. The administrative officer can make a determination regarding the case at that time or can further review the case (i.e., talk with witnesses or other parties involved) before reaching a final decision. The student shall be notified in writing regarding the outcome of the case. Outcomes and sanctions will vary based on the individual case and the determination of the administrative officer. Disciplinary action may include one or more of the following: no action, a verbal or written warning, educational assignments or referrals, community service, restitution, fines and/or residential probation. Recommendations can be made for visitation restrictions, mandated room inspections, housing relocation, and/or eviction. These recommendations can be authorized by the director of residence Life.

Administrative Meeting. The incident will be discussed during an administrative meeting providing the student the opportunity to verbally respond to the allegation of policy violation and provide his or her view of the circumstances. The administrative officer can make a determination regarding the case at that time or can further review the case (i.e., talk with witnesses or other parties involved) before reaching a final decision. The student shall be notified in writing regarding the outcome of the case. Outcomes and sanctions will vary based on the individual case and the determination of the administrative officer. Disciplinary action may include one or more of the following: no action, a verbal or written warning, educational assignments or referrals, community service, restitution, fines and/or residential probation. The director of residence life may authorize visitation restrictions, mandated room inspections, housing relocation, and/or eviction. If the student disagrees with the action taken, the case will be forwarded to the Residential Judicial Council.

The Residential Judicial Council (RJC). The RJC is called to hear a case at the request of an administrative officer or at the request of the student. The RJC is made up of the following members:

- Student Chair: (1) A voting member who explains hearing format and due process to resident. Reads incident report. Keeps meeting on the prescribed agenda.
- Recorder: (1) A voting member who records minutes including pleas, outcomes, and sanctions.
- Members: (3): At large voting members who listen and asks questions of student and votes on outcomes and sanctions, if any are to be imposed, with the other voting members.
- Advisor: (1) Non-voting administrative advisor present to answer procedural questions and to ensure due process is maintained throughout the hearing.

The pool of RJC members is established through 1) nominations by RSA, 2) students expressing interest as part of the Fall Student Interest Survey, and 3) appointments by Residence Life staff. Students are selected to the RJC based on their maturity and impartiality. RJC members are trained on meeting procedures and due process prior to hearing a case.

The incident will be discussed during the RJC hearing providing the student the opportunity to verbally respond to the allegation of policy violation and provide their view of the circumstances. The RJC panel can make a determination regarding the case at that time or can further review the case (i.e., talk with witnesses or other parties involved) before reaching a final decision. The student shall be notified in writing regarding the outcome of the case. Outcomes and sanctions will vary based on the individual case and the determination of the RJC. Disciplinary action may include one or more of the following: no action, a verbal or written warning, educational assignments or referrals, community service, restitution, fines and/or residential probation. Recommendations can be made for visitation restrictions, mandated room inspections, housing relocation, and/or eviction. These recommendations can be authorized by the director of residence Life.

Appeal process. Appeals to the outcomes and/or disciplinary actions of the RJC are to be made in writing to the director of residence life. This final appeal request must be submitted in writing to the Office of Residence Life within five working days from the date of notification of action. Both parties (the person who allegedly violated the policy or the person bringing the case) have the right to appeal the determination, but only for the following reasons:

1. There is evidence that procedures outlined for the RJC were not adequately followed.
2. There is new evidence that will materially impact the RJC’s decision, and this evidence was not presented at the RJC hearing for good cause shown as determined by the director of residence life.
3. The sanctions imposed by the RJC are believed to be either too severe or too lenient for the violation that the person was found to be responsible.

All appeals must be emailed within five business days to the Director of Residence Life (mt28@evansville.edu). All appeal requests must be accompanied by a written statement identifying the criteria for appeal (1, 2, or 3 above) and explaining the rationale for the appeal under the selected criteria and evidence to support that rationale. The decision to hear the appeal will be made by the Director of Residence Life and Assistant Director of Residence Life.

After considering evidence and arguments, the director of residence life can do the following:

- affirm the original finding and disciplinary action
- affirm the original finding/adjust the sanction to a higher or lower level
- reverse the original finding/dismiss the charges
- reverse the original finding/order a new hearing

The director’s appeal decision is final.

Services and Resources

Cable Television

Students living in residence halls have access to digital streaming services and cable TV in common areas.

Village properties will have one or more cable outlets depending on the floor plan. Students are responsible for bringing their own television and digital equipment for streaming.

For more information regarding basic cable services go to the residence life section of the University website, go to “Amenities and
Service” and select either “Cable Services” or “Cable Setup and Repair”. www.evansville.edu/residencelife/servicesCable.cfm

For a complete list of what works where, see our “Technology on Campus” page. www.evansville.edu/residencelife/services/servicesComputing.cfm

Computing

The residence halls have both Wi-Fi access and two hard line Ethernet ports in student rooms. Common areas are also covered with Wi-Fi.

In the Villages, Jones Hall has similar access as residence halls, with Wi-Fi throughout and an Ethernet port in each student room and apartment living room. Other Village housing does not have Ethernet port access provided by the University. Wi-Fi is available, though the strength of signal and speed cannot be guaranteed. Some apartments or houses may not have access to wireless.

For a complete list of what works where, see our “Technology on Campus” page. www.evansville.edu/residencelife/services/servicesComputing.cfm For assistance with campus computing see: ots.evansville.edu/support.

Laundry

Each residence hall has a laundry room, and there are four laundry rooms located throughout the Villages. All laundry machines are available to building residents at no cost, though students will need to buy their own HE (High Efficiency) soap. Working with MacGray, UE provides front loading, high capacity, high efficiency Maytag washers and dryers for UE residents.

All residence halls and Jones Hall have access to LaundryView®, a web-based monitoring system that displays open machines on campus. TextMe™ alerts notify students when their laundry is done.

See the Residence Life section of the University Website for more information about service repairs, LaundryView®, and TextMe™. www.evansville.edu/residencelife/services/servicesComputing.cfm

Mail Services/Distribution Services

Student mail. Upon check-in, each student receives a mailbox assignment. Mailboxes are located in lobbies of residence halls. Village residents have mail delivered to a central bank of boxes for apartments, or delivered to their door if in a house. Mail addressed to students should be formatted as follows:

Name
Hall name (optional)
Hall address, room number
Evansville, Indiana 47714

DO NOT include University of Evansville in the address.

USPS Mail – Residence Halls and Jones Hall

USPS letters are delivered to hall offices in residence halls and Jones Hall daily (Monday through Friday). Mail is usually placed in mailboxes in the afternoon or early evening. Questions regarding mail can be directed to Hall staff within the building.

Packages, Registered Mail, FedEx, and UPS Packages – Residence Halls and Jones Hall

Packages, registered mail, FedEx, and UPS are delivered to Mail Services / Distribution Services located in the General Services Building (open 8:00 a.m. - 5:00 p.m. Monday - Friday). Students will be notified via email or telephone when a package arrives for pickup/signature. A valid UE student ID and signature are required before packages are released for student pickup. For security reasons, student IDs are matched to the shipping name prior to package release.

UPS Drop Boxes are available on campus in two locations on campus.

Perishables: It is not advised to send perishables or medicine for arrival over the weekend or during breaks as there is no service available during those times.

Contact: 812-488-1067
Email: mailservices@evansville.edu
Operation Hours: Monday - Friday (excluding holidays)
8:00 a.m. - 5:00 p.m.

Mail and Packages in Village Properties – Village Apartments, Houses, and Townhouses

Mail and packages are delivered to external mailboxes by USPS personnel. USPS, FedEx, and UPS deliveries are handled directly by the corresponding service provider. At times, USPS may leave a small brownish peach and/or green slip that indicates that your package must be picked up at the post office located on Washington Avenue.

Special Deliveries – Flowers, Edible Arrangements, Birthday Muffins, etc.

Special occasion deliveries are best to be scheduled during the standard work week. When placing a special order, vendors should be provided with the student’s hall, room, address, and cell phone number for the delivery label. We prefer that the vendor contact the student directly by cell to arrange delivery. Additional support is provided by Student Life staff for Valentine’s Day.

Summer - Sending Packages and Mail prior to Move-in Dates
Due to storage and staffing limitations, mail and packages should not be sent any earlier than two weeks before the first day of classes. Items arriving prior to Wednesday, August 8, 2018, may be returned to sender.

Please note that full service mail deliveries may not be made until the Thursday prior to the regular August opening date (on new student move-in day for the August SOAR). As normal mail delivery is not available prior to that date – check with residence life staff to retrieve priority items (medication, essential paperwork, etc.)

Summer address changes. To change your summer address, log on to WebAdvisor at webadvisor.evansville.edu and select “Current Students.” Then select “Addresses on File.” At the bottom of that screen, enter your seasonal address info. Be sure to include an end date if applicable.

Bulk mail/Magazines. Bulk mail and magazines will not be forwarded. Students must contact organizations that send bulk mail and magazines regarding their summer address. Musical recording packages will be forwarded with postage due. If a Seasonal or Permanent Forwarding Address is not provided, all first class mail will be forwarded to the home address on record.

Village residents. Village residents must change their address through the US Postal Service office. The Internet link for the USPS change of address form is: moversguide.usps.com.

See more about mail at www.evansville.edu/residencelife/servicesMail.cfm

Repairs

Minor repairs. Minor repair needs should be requested through a work order available through WebAdvisor. After submitting this work order, a member of the maintenance staff will make the repair or assess the problem during standard working hours. While some repairs can be made immediately, two or three days should be allowed for any action on a request.
Emergency repairs. Major problems that require immediate attention (e.g., door lock, water leak, loss of heat) should be reported directly to the Physical Plant between 8:00 a.m. and 5:00 p.m., Monday through Friday. For additional assistance, it is important to contact the RA on duty or an RC. If an emergency maintenance situation occurs after hours, call the Office of Safety and Security at 812-488-2051 and ensure that your message is clear about the emergency work order. DO NOT SEND EMAILS OR LEAVE VOICEMAIL FOR THESE TYPES OF WORK ORDERS.

After making telephone contact, please follow up with an electronically submitted work order via WebAdvisor and mark the emergency work order priority as Immediate.

Please note on the work order the time you called in the request and with whom you spoke (include this in the description of work to be done).

See more about repairs and refunds here: www.evansville.edu/residencelife/repairs.cfm

Storage

Each hall offers a limited amount of storage space for students. During the school year, students can store empty suitcases, trunks, and boxes. During summer months, students can store other personal belongings with the exception of standing fans, lamps, cinder blocks, furniture, and carpets.

Items can be left in storage only during the designated period outlined on the storage waiver form. Property stored in University residence halls is done so at the sole risk of the owner. The University does not assume items left in storage. We recommend that students add stored items to their parent’s homeowners insurance or secure independent personal property insurance.

All items placed in storage must be stored in boxes and properly identified with the ID slips provided. If items are not properly identified and labeled, ownership will be relinquished and items will be removed as stated on the storage waiver form.

When the storage period is terminated, all stored articles must be removed. Items that are left behind will be removed and disposed of by the University (the student may be charged if there are any fees associated with that disposal).

Limited storage space is available during summer months for personal belongings of students who are returning to campus. There is no storage for standing fans, cinder blocks, lamps, furniture, or carpets.

Telephones

Room telephones are not provided in residential housing. However, a limited number of IP room telephones are available for check out from the Office of Technology Services on a first come first serve basis. Phones required for special needs will be made available at any time. If interested, stop by OTS with a student ID to check one out and sign a form. You will be assigned a phone and phone number at that time. You will be responsible for returning the phone at the end of the school year or when you check out of campus housing. The phone assigned to you requires a calling card.

For information on the use of IP telephones, please check the Office of Technology Services website, ots.evansville.edu.

Hallway phones. Located on every floor is a hallway phone for emergency service and local calls. Dial 9+812+local number to complete a local call. Long distance calls can be made with the use of calling cards. To make a long distance call, dial 9 and follow the instructions for your calling card.

Healthy Living on Campus

Group Living

When living on campus, students live in proximity to one another. There are health issues and risks that can accompany close living arrangements. The following list includes tips of how students can stay healthy in a group living environment.

<table>
<thead>
<tr>
<th>Residential Healthy Living Habits</th>
<th>Reduced Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring flip-flops to wear in the bathroom and shower. Do not share shoes.</td>
<td>Athlete’s foot and plantar warts</td>
</tr>
<tr>
<td>Change bedding frequently. Do not share combs, brushes, hats, etc.</td>
<td>Head lice</td>
</tr>
<tr>
<td>Wash hands after using computer labs.</td>
<td>Conjunctivitis, also known as “pink eye”</td>
</tr>
<tr>
<td>Refrigerate all necessary food items. Do not eat food that has not been refrigerated.</td>
<td>Food poisoning</td>
</tr>
<tr>
<td>Do not eat or drink from same dishes or containers. Do not share eating utensils.</td>
<td>Meningitis (See CDC recommendation below)</td>
</tr>
<tr>
<td>Do not share bath towels, washcloths, or clothing.</td>
<td>Impetigo, skin rashes, and infections like MRSA</td>
</tr>
</tbody>
</table>

When entering into any group living situation, it is always a good idea to discuss vaccination recommendations with a family physician or local health department. Specific questions should be addressed by your family physician, or you may call the University of Evansville Crayton E. and Ellen Mann Health Center at 812-488-2033. Good nutrition, an adequate amount of sleep, along with general cleanliness and good hygiene will help all students have a healthy year at UE.

CDC Recommendation – Meningitis Shots

The Centers for Disease Control and Prevention (CDC) recommends routine vaccinations of college freshmen living in dormitories with the meningitis vaccine (MCV4). This recommendation is designed to help achieve vaccination among those at highest risk for meningococcal disease. The University does not offer this vaccine through our health center. Please contact your family physician regarding access to this recommended vaccination. For more information regarding their recent press release, visit the CDC website: www.cdc.gov.

Disposal of Medical Waste in Residential Facilities

The following instructions for the disposal of medical waste have been developed by the Office of Residence Life and the Crayton E. and Ellen Mann Health Center. Following these instructions will maximize the safety of students and staff members who live and work in residential facilities.

Medical waste (including needles, needles with syringes, IV tubing, lancets, etc.) or any sharp object that comes into contact with blood or other body fluids contaminated with blood, must be disposed of properly.
Students must use sharps needle containers and biohazard waste bags available through local pharmacies. If assistance is needed in obtaining a sharps container or biohazard bag, please contact the health center.

Filled sharps needle containers and filled biohazard waste bags must be returned to the health center for disposal.

**Security and Emergency Procedures**

**Security on Campus**

Uniformed security officers are on duty on campus 24 hours each day. During evening hours, uniformed or student security guards patrol outside the residence halls. As part of their routine patrols, University safety and security personnel patrol the areas around the houses, townhouses, and apartment buildings that make up the University Villages.

While taking every precaution, the University cannot assume responsibility for your personal security or the security of your possessions. Evansville is a good city in which to live while attending college. However, certain precautions should be taken concerning security for you and your property.

**Suggestions for personal security:**

- Lock your door when you sleep and each time you leave your room.
- When leaving your room at night, tell someone when to expect your return.
- If you should be the victim of an attack or other incident, notify the Office of Safety and Security immediately.

**Suggestions for security of possessions:**

- Record serial numbers and makes of all your items of value. Record the numbers of your credit cards (or make copies) and bank accounts.
- Keep money and valuables in a secure place. Do not keep large amounts of cash in your room.
- Keep your room locked. Keep your key with you. Do not let others borrow your key or ID card.
- Report strangers in the building to the RA, residential coordinator, or Office of Safety and Security.
- If there is a theft or there is damage to your property, immediately notify the RA, your RC, and the Office of Safety and Security.

For a listing of all Security and Emergency Procedures see: www.evansville.edu/residencelife/security.cfm

**Fire Safety Procedures**

The University takes a number of precautions to prevent fire in our residential facilities. The use of electrical appliances is regulated. Regular inspections are made by fire safety personnel. Fire extinguishers are placed on each floor. Fire drills are held each semester in residence halls and University-managed Greek housing. Participation in all fire drills is mandatory. Upon hearing a fire alarm, the following procedures must be observed:

- Close your room door, leave it unlocked, and proceed to the nearest exit quickly without running.
- Clear the building by at least 50 feet.

In the event of an actual fire, pull the fire alarm and warn other residents by knocking on doors and shouting as you leave the building. Notify the resident assistant, head resident, or residential coordinator if possible. Call campus security at 812-488-6911 from a safe location, and provide them with as much information as possible. Read more on fire safety under Safe Living in the Student Handbook. For a listing of all Emergency procedures see: www.evansville.edu/residencelife/security.cfm Tornadoes and Severe Weather.

**Tornadoes and Severe Weather**

**Notification.** The Office of Safety and Security monitors a weather alert radio. If a tornado warning is issued for the campus area, students will be notified through the campus AceAlerts emergency notification system. Students in all residence halls, townhouses, and Jones Hall will be notified by the AceAlert system in the following manner:

- Text message if cell phone is registered with your profile
- Email messages

**Take responsibility for your own safety.** During severe weather, do not wait for notification by the University to evacuate to a safe zone. Tornadoes can strike with little or no warning and can travel at high speeds. When in doubt it is always advisable to proceed to your building’s safe zone.

**Tornado guidelines – inside a building.** Move to the safest area in the building. This will be on the lowest level of the hall. Clear stairwells as quickly as possible to avoid wind tunnel effects common in stairwells during tornadoes. Attempt to warn others and stay clear of glassed areas. Do not evacuate the building unless fire ensues or until you receive an “all clear” from security or an approved residence life staff member. Stay away from windows, doors, and outside walls. Protect your head.

**Suggested safer areas in residential areas:**

| Brentano | West ground floor hallway |
| Hale | East ground floor hallway |
| Moore | North and south basement main hallways |
| Morton | East ground floor hallway |
| Jones Hall | Lowest floor in corridors away from exterior doors and windows |
| Powell | Lower level hallways |
| Schroeder | Lower level hallways |
| Villages and fraternity houses | Lowest level if available, closets, bathrooms without windows, interior rooms away from windows. |

**Tornado guidelines – outside.** If you are in a vehicle when you observe a tornado approaching, do not remain in the vehicle. If there is a sturdy structure nearby, go to the lowest level of the structure to obtain protection. If in the open, lie down in the lowest area possible. Be sure to move as far away from the vehicle as possible to avoid being struck by it.
Inclement Weather – Closings or Delays

The Office of Safety and Security monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be issued through the AceAlert emergency notification system.

- Text message if cell phone is registered with your profile
- Email message
- AceAlerts system speakers on each floor or within each unit of the residence halls, in the townhouses, and North Hall
- A message posted to the main page of the campus website
- Tune in to local radio and TV broadcasts when weather looks severe.

Students, faculty, staff, and visitors should use personal discretion when deciding to travel in inclement weather and should contact the appropriate persons in case of an anticipated delay or absence from work, class, or event.

Ace Alert – Update Your Profile

Ace Alerts is the University of Evansville’s emergency alert system. We have partnered with Rave Alerts as a resource to make sure you get alerts in a timely manner when they are sent out. All current employees and students are automatically signed up for an email alert and a text message if you have provided your cell phone number to the University. Please verify this information on AceLink. A test of the Ace Alert system will be conducted in the Fall and Spring semester each year.

Students living in the Villages or fraternity houses or commuting from home should update their profile to make this resource available. Ace Alerts is the primary form of emergency communication. Update your profile through AceLink or by following this link: www.getrave.com/login/evansville

Other Emergency Procedures and Safety Guidelines

For more information regarding tips on safe living, refer to Safe Living in the Student Handbook. It provides additional information on theft prevention, the campus escort service, telephone safety, fire safety, inclement weather, tornado watches and warnings, earthquake procedure, electric shock, ambulance service, missing persons, emergency telephones, and emergency contact numbers.

Emergency protocols are also available on the safety and security and the residence life section of the University Website. They are also available on evacuation fliers posted in residential rooms and common areas. For a listing of all Emergency procedures see: www.evansville.edu/residencelife/security.cfm.
Residence Life Appendix A
University-Approved Housing

University-approved housing refers to a housing status available to recognized fraternities that own houses as a form of alternative housing for students and that request such status from the University.

Policies for University-approved housing. While fraternity houses operate under their own house policies, residents are subject to all University regulations. Violations of University policies in fraternity houses will be handled through the normal judicial process. There are policies that govern students’ eligibility for fraternity housing and responsibilities assigned to the fraternity.

- University policy requires all single freshmen and sophomores who do not live with a parent or legal guardian to reside in University residence halls. Students who have signed a bid may request to move in to the fraternity house if they are in good academic and disciplinary standing with the University. In addition, the fraternity must be in good disciplinary standing and must facilitate the required paperwork as described by the University to expedite the move-over process.

- During the academic year, the fraternity house is to be occupied for residential use by full-time students. Exceptions may be made for part-time graduating seniors. Any other part-time students may be housed on a space-available basis and with the prior approval of the University.

- As a result of University disciplinary action taken against an individual student or the fraternity, eligibility for fraternity housing may change at any time. The University also reserves the right to remove students from residing in the house if it believes the welfare of the student(s) would be better served living in University housing or other facilities.

- The University expects the fraternity to adhere to the same health and safety guidelines that are prescribed for University housing. These guidelines are updated annually and can be obtained from the Office of Residence Life. The fraternity assumes responsibility for conducting safety inspections of individual rooms on a routine basis and for enforcing health and safety guidelines as prescribed by the University.

- The fraternity will carry sufficient real and personal property insurance and/or require occupants to carry personal property insurance to cover up to 100% of the value lost due to accidents or catastrophic events. Also, personal liability coverage at least equal to the maximum liability limits set by the State of Indiana will be purchased. Evidence of such insurance shall be provided to the University on an annual basis, August 1, in the form of an insurance certificate that lists the University as a certificate holder.

Benefits of University-approved housing. There are certain benefits to the fraternity that accompany status as approved University housing. A few of these include:

- Unlike any other students moving off-campus, undergraduates who wish to reside in the fraternity house will not have their UE financial aid amount reduced despite moving out of a University-owned housing facility.

- Fraternity houses are considered an approved alternative to living on campus in regard to the two-year University residency requirement.

- Residents of fraternity houses may purchase meal plans through the Office of Residence Life but are not required to do so.

- During the summer, fraternities that own their own house may rent rooms to non-students who are eligible to be on university property, without approval from the University. However, those occupants and the fraternity will still be subject to and held responsible for the policies and rights of the University. A list of all occupants must be presented to the assistant director for Greek Life prior to move-in. The fraternity is responsible for updating the list, as needed, throughout the summer session.

Rights reserved by the University. In addition to the policies and benefits listed above, the University reserves all rights necessary to insure the proper safety and protection of its students placed in any Approved University Housing facility. Those rights are:

1. The University may conduct monthly safety inspections of common areas and provide a written copy of the report to the chapter and to the housing corporation.

2. The University’s office of safety and security and administration may serve as the first response team to any complaints regarding the behavior of the fraternity. Note: This does not eliminate or replace the authority of local or state law enforcement.

3. The University of Evansville recognizes and respects a student’s right to privacy. However, all approved University housing can be entered without prior notification of fraternity members for the purposes listed below:

- By law enforcement officials in the performance of statutory duties and in accordance with legally defined procedures for search and seizure

- By University personnel in emergency situations to provide for the health and welfare of students or to prevent damage to property of a student, the fraternity, or the University

- By University personnel when there is probable cause to believe a violation of University or civil regulations is being committed

- By University personnel conducting monthly fire and safety inspections of common areas

4. Nothing in these rights and policies is intended to diminish the fraternity’s ultimate liability to provide a safe environment for students. That liability resides solely with the fraternity and not with the University.

Failure to allow immediate access to an approved University unit upon request, or creating, encouraging, or participating in a situation detrimental to the health, safety, or welfare of the University community and its members will lead to severe sanctions, including the possible revocation of approved housing status. Any violation of the policies and rights listed above may result in the fraternity’s loss of “approved University housing” status and all benefits related thereto.
Dining Service

Introduction
The Office of Residence Life issues meal plans for students as part of the Housing and Food Service Contract. Dining services are provided by Chartwells.

Students living in a campus residence hall are required to purchase one of the following meal plans:

- Anytime Prime 7
- Anytime Purple 7
- Anytime Orange 5
- Aces 12

To provide student dining services at the highest value and lowest possible cost, there must be a consistent level of participation in our four basic plans (Prime, Purple, Orange and Aces 12) by students living in the residence halls. As cooking facilities in the residence halls are limited, it is also important to minimize the number of individuals with reduced plans or no plans. For these reasons all students living in the residence halls must participate in one of these meal plans.

Village residents, fraternity house residents, and seniors living in residence halls have the option of purchasing the Aces 12. Meal plans are optional for Village residents, fraternity residents, or commuters.

Students with a meal plan who move to Villages or fraternity housing after the meal plan change deadline must wait until the beginning of the following semester to change or drop their meal plan.

UE provides meals according to the plan selected during the period of occupancy. No meals are provided during the Fall, Thanksgiving, Winter, Spring, or Easter Breaks. No meal plan is available over the Summer terms.

UE ID
- The University of Evansville ID card serves as the dining debit card for meals and Ace Bucks. A valid UE ID must be presented at all meal periods. The identity of the person presenting the ID must match the ID.
- Since this University ID serves as identification, gives access to meals and Ace Bucks, and provides security door access, it should never be loaned to another student.
- If an ID card is lost or stolen, notify the dining services office immediately. It will be placed on lost status and no one else can use it. Replacement cards may be purchased from the Office of Safety and Security. Chartwells and the University are not responsible for charges on a card if it is not immediately reported as lost or stolen.

Meal Plans
Each meal plan offered to UE students is accounted for on a declining balance debit system to offer flexibility and ease to students. Meal plans for fall can be adjusted up until 5:00 p.m. on the first Friday following the first day of class.

Using Meals and Ace Bucks
Students present their dining cards to the cashier indicating if they want to use a meal swipe or Ace Bucks.

Residential Meal Plans (Available to all students.)
All students living in residence halls must sign up for one of these four plans. *Seniors living in residence halls have the additional option of choosing the Aces 12.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Meals Provided</th>
<th>2018-19 Semester Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytime Dine Prime</td>
<td>Unlimited Meals 7 Days a Week + 300 Ace Bucks</td>
<td>$3,120</td>
</tr>
<tr>
<td></td>
<td>Continuous dining is available breakfast through dinner in Café Court. Eight guest passes allow students to treat friends and family in this location.</td>
<td></td>
</tr>
<tr>
<td>Anytime Dine Purple 7</td>
<td>Unlimited Meals 7 Days a Week + 100 Ace Bucks</td>
<td>$2,960</td>
</tr>
<tr>
<td></td>
<td>Continuous dining is available breakfast through dinner in Café Court. Six guest passes allow students to treat friends and family in this location.</td>
<td></td>
</tr>
<tr>
<td>Anytime Dine Orange 5</td>
<td>Unlimited Meals 5 Days a Week (M-F) + 175 Ace Bucks</td>
<td>$2,870</td>
</tr>
<tr>
<td></td>
<td>Unlimited weekday meals combined with 175 Ace Bucks provide a balance of meals and Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace’s Place, and on-the-go locations. This plan works well for students who eat less on the weekend. Weekend meals can be purchased with Ace Bucks. Continuous dining is available breakfast through dinner in Café Court. Four guest passes allow students to treat friends and family in this location.</td>
<td></td>
</tr>
<tr>
<td>Aces 12</td>
<td>12 Meals Per Week + 300 Ace Bucks</td>
<td>$2,870</td>
</tr>
<tr>
<td></td>
<td>The meal credits provided in this plan cover up to 12 meals per week plus an additional $300 in Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace’s Place, and on-the-go locations. Meals can be accessed any time during breakfast through dinner in Café Court. Each meal swipe is deducted from the weekly meal card balance. Four guest passes allow students to treat friends and family in this location.</td>
<td></td>
</tr>
</tbody>
</table>
# DINING SERVICE

## Meal Swipes in Café Court
- Students on Anytime Plans can access an unlimited number of meals in Café Court. A meal swipe constitutes an entry pass into Café court.
- Students on the Aces 12 or Aces 7 plan may use up to three meals per day. Each meal swipe is deducted from the meal allocation balance. Any unused meals left at the end of each semester are forfeited.
- Meal swipes are not valid for guest meals in Café Court. Guest passes or Ace Bucks can be used to treat friends and family to a meal.

## Buying a Meal in Café Court with Ace Bucks, Cash or Credit.
A meal can be purchased with Ace Bucks, Cash, or a Credit Card in Café Court. To do so, students simply tell the cashier their preference.

Only Cash, credit or Ace Bucks are accepted at Chick-fil-A. The card is scanned and the account is updated. Students may request a receipt at the register.

## Carry Out Meals from Café Court.
Up to one carry out meal a day can be obtained with a meal swipe at Café Court. This is done through the Green-To-Go Program, using re-usable containers. Students must sign up to be a part of the program. Upon entering Café Court, students simply tell the cashier that they will be taking their meal to go and they will receive the box. Then the student fills up their box with the menu items of their choosing (box must be able to close) and take their meal to go. There will be a tracking system in place so that guests may only have one box in their possession at a time. They will be able to turn in the box for a fresh clean one or if they don't want to carry the box around, it can be turned in and tracked so they may continue in the program. For full details please visit www.dineoncampus.com/ue

A carry out from Café Court is limited to once per day.

## Meal Exchange.
Up to one meal a day can be obtained with a meal swipe at Rademacher’s Café or at Ace’s Place. This is called a meal exchange. A meal exchange will consist of a combo meal and will be made up of an entree, drink, and a side. To do so, students simply tell the cashier they want to use a meal exchange to buy a combo.

## Limitations on Carry Out and Meal Exchanges.
Students are allowed up to one carry out and one meal exchange per day – this must be during different meal periods.

## Ace Bucks
All full time students who have paid their Campus Services Fee get a $50 allocation of Ace Bucks on their ID Card each semester. If a student has a meal plan, this $50 will be reflected first as their balance. Once the initial $50 is used, the remaining balance of Ace Bucks for their meal plan will be displayed.

Ace Bucks transfer to the spring semester when a student continues with a meal plan on UE’s home campus. Any unused Ace Bucks left at the end of the second semester will be forfeited. Ace Bucks are nonrefundable when a contract is ended or cancelled.

Additional Ace Bucks can be purchased at any time on the Chartwells Website or in person during office hours in the dining services office in the lower level of the Ridgway University Center.

## Dietary Requirements
Whether a student has a restriction as required by a physician, or a cultural, religious, or other dietary need, Chartwells will work with UE students to ensure they maintain a diet consistent with those needs. Chartwells Dining Services offers a variety of options related to dietary needs and interests. Standard food selections are offered that meet the needs of students seeking vegetarian, vegan, or gluten free diets (to name just a few). For more information on these offerings, or to consult with Chartwells management, call 812-488-2951.

Students who have dietary needs or food allergies may request reasonable accommodations related to their meal plan. To do so, please complete a Request for Dietary Accommodation Form available in the dining section of the residence life section of the University website. Requests forms and supporting documentation should be forwarded to the coordinator of disability services. This documentation will be reviewed jointly by Disability Services, Residence Life, and Chartwells Dining Services. A follow-up meeting may be scheduled to discuss specific needs and establish a plan. Due to the severity of some allergic reactions, it may be necessary to inform appropriate staff of dietary restrictions.

<table>
<thead>
<tr>
<th>Aces 7</th>
<th>7 Meals per Week + 200 Ace Bucks (No Meal Exchanges)</th>
<th>2018-19 Semester Pricing</th>
</tr>
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<tr>
<td></td>
<td>A plan for a select groups of students: Students living in Villages or Fraternities, Seniors living in residence halls, and/or Commuters.</td>
<td>$1,245</td>
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| Ace Bucks | Optional plan for Commuter Students. Supplemental for students with a Residential Meal Plan or the Select Plan. | Pricing is variable depending on increments purchased. |

| Students living on campus (residence halls, Villages, or Greek Housing) who have an existing Residential Meal Plan can add Ace Bucks at any time. Students can purchase any number of Ace Bucks in $25 increments. |  |

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Dining Services

Sack Lunches and Sick Trays

Students who have an academic or work conflict with meal times in Café Court can order a sack lunch from Chartwells with at least 24 hours notice.

Sick trays also are available for students who are confined to their rooms by illness. Please contact the health center for authorization, then send both the authorization and the meal plan ID with the person designated to pick up the sick tray.

Dining Locations and Hours of Operation

Café Court

Café Court is the food hub on campus. This location offers several different entrée stations. The Student Choice station changes in concept periodically according with student preferences.

Regular Hours of Operation

Monday-Friday

Breakfast: 7:00 a.m. - 10:00 a.m.
Continental Breakfast: 10:00 a.m. - 10:30 a.m.
Lunch: 10:30 a.m. - 2:00 p.m.
Lite Lunch: 2:00pm - 4:30 p.m
Dinner: 4:30pm - 7:00 p.m

Saturday - Sunday

Brunch: 10:30 a.m. - 1:30 p.m
Lite Lunch: 1:30 p.m - 4:30 p.m
Dinner: 4:30 p.m - 6:30 p.m

Ace’s Place and On the Go

Ace’s Place is the campus convenience store offering a variety of food supplies. On the Go is a self-service venue.

- Convenience store items are always available, including packaged foods, frozen entrées, bottled beverages, snacks, and toiletries. There are also convenient meal solutions for students that need a food fix in a hurry. The grab and go menu consists of sandwiches, salads, desserts, and fresh fruit and vegetable cups.
- On the Go is a self-service concept. Two locations for On the Go will be available: In Aces Place in Ridgway and in the Koch Center Atrium.

Standard Hours of staffed operation will be posted at the beginning of each semester. The On the Go concept will be available during regular operating periods for each building.

Rademacher’s Café

Located in Ridgway University Center, the café features Starbucks drip coffee and espresso beverages as well as an array of sandwiches and salads.

Regular Hours of Operation

Monday-Thursday: 7:00 a.m. - 6:00 p.m.
Friday: 7:00 a.m. - 4:00 p.m.

Chick-fil-A

Chick-fil-A serves up their famous chicken sandwiches, nuggets, spicy chicken sandwiches, and their legendary waffle potato fries.

Regular Hours of Operation

Monday-Friday: 10:00 a.m. - 10:00 p.m.
Saturday: Noon - 8:00 p.m.

Special Events and Offers

Throughout the year, UE’s dining services presents several special dining events and offers. They kick off the school year with specially designed menus to welcome students back to UE. Check out the Events and Offers section of the Chartwells Dining Page for more information.

Campus Dining Employment

Students wishing to earn extra income during the school year may seek a job with dining services. Chartwells will work with student schedules, and the benefits of working close to home cannot be overstated. Interested applicants should contact the Chartwells Management Team.

Contact Information

The dining services staff wants to hear from students. There are a number of ways to communicate with dining services staff.

- Text the “text to solve” number for near-immediate assistance 812-213-2199.
- Fill out a Food Advisory Board (FAB) Online Feedback Form: www.surveymonkey.com/r/UE-FAB
- Fill out the Chartwells Online Feedback Form: new.dineoncampus.com/ue/feedback
- Contact the staff through the dining services website at new.dineoncampus.com/ue/staff.
- Call the Chartwells staff at 812-488-2951.
- Stop by the dining services office to discuss suggestions or request an in-person meeting with management. The office is located in Ridgway University Center.

Dining Services Telephone Numbers and Websites

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Café Court</td>
<td>812-488-2951</td>
</tr>
<tr>
<td>Ace’s Place</td>
<td>812-488-2425</td>
</tr>
<tr>
<td>Rademacher’s Café</td>
<td>812-488-2424</td>
</tr>
<tr>
<td>Card Balances</td>
<td>new.dineoncampus.com/ue</td>
</tr>
<tr>
<td></td>
<td>Log in to view account</td>
</tr>
<tr>
<td>Adding ACE Bucks</td>
<td>new.dineoncampus.com/ue/meal-plan-purchase</td>
</tr>
<tr>
<td>Facebook</td>
<td><a href="http://www.facebook.com/foodatue">www.facebook.com/foodatue</a></td>
</tr>
<tr>
<td>Twitter</td>
<td>twitter.com/foodatue</td>
</tr>
<tr>
<td>Instagram</td>
<td><a href="http://www.instagram.com/foodatue/">www.instagram.com/foodatue/</a></td>
</tr>
<tr>
<td>Dining App</td>
<td>Search for DineOnCampus in the App Store</td>
</tr>
</tbody>
</table>
Safe Living

Security

The University of Evansville Office of Safety and Security is located at One South Frederick Street on the first floor of the General Services building. The non-emergency number is 812-488-2051; the emergency number is 812-488-6911.

Full-time security officers conduct regular foot and vehicular patrols of the campus 24 hours a day throughout the entire year. Clerical staff members provide additional support to the entire year, and student personnel are employed during the school year to assist in a number of services. A select group of the student personnel make up the ACE patrol, which provides campus escorts and patrols around residence halls, academic buildings, and parking lots.

Theft Prevention by Identification

When stolen property is recovered by police departments, positive ownership must be proven. Manufacturer's serial numbers are recognized as distinctive marks by court decision. Students should record these numbers to make this system work. Students may also inscribe their names or other identifiable marks on the property.

Safety Escort Service

The University of Evansville Office of Safety and Security assists students and staff by providing safety escort services after dark. Students are encouraged to use this service to prevent being susceptible to attacks. Non-coin operated campus telephones in each building at UE provide immediate communication with the Office of Safety and Security. On campus, dial 2051 to describe your location and to ask for an escort. Students leaving a fraternity house or village residence after dark may also ask the Office of Safety and Security to provide an escort by dialing 812-488-2051. Students should remember that although there is safety in numbers, care should be taken, especially after dark, to avoid situations where harassment might be possible.

On the Telephone

Never give your name or telephone number to callers until you have positively identified them. Hang up on people who will not identify themselves. If they say, “What number is this?” answer, “What number did you wish?” and refuse to tell your number.

Never allow yourself to be drawn into a conversation with an unknown caller or survey taker in which you reveal your name, address, marital status, or anything to indicate you are alone. If you receive an obscene call, you can control the situation. Hang up hard. If the caller persists, notify campus security at ext. 2051. A loud whistle blown into the receiver is a good deterrent for obscene telephone calls. Do not encourage a prank or obscene caller by resorting to name calling or participating in any conversation. Ignoring the caller is the best defense.

Fire

Fire can be a frightening and deadly experience on or off campus. For the protection of resident students, the University of Evansville maintains upgraded fire detection systems in all residence halls. Smoke and heat-sensing units have been installed in all buildings. All halls, with the exception of Hughes Residence Hall, are equipped with automatic sprinkler systems. Fire alarm pull stations are located throughout the buildings near exits. A central fire alarm panel in the Office of Safety and Security is monitored 24 hours a day for any activation of the alarm system in the residence halls. This panel also alerts the Office of Safety and Security for any malfunctions in the residence fire alarm systems.

Please remember that misuse of the fire alarm system could lead to injury or death. Do not misuse or tolerate misuse of the equipment by others. Your life may depend upon the system operating properly.

Campus buildings are designed to be “fire-resistant.” Prior to their construction, the plans for the buildings are inspected by Evansville Fire Department personnel, and after construction the buildings are inspected annually. The buildings are constructed of fire retardant materials. Fire doors are constructed to keep fire from spreading between rooms, down hallways, and through stairwells to other floors. The buildings are also equipped with portable fire extinguishers for use on small fires. While the facilities are fire resistant, people introduce hazards by overcrowding their rooms with combustible items, using electrical extensions that travel between mattresses and springs or around piles of books and papers, by overloading circuits, or by smoking in bed.

Buildings and rooms designed to be fire-resistant can become ovens when overloaded with flammable materials. A misplaced cigarette ash, an electrical short, or a prank could trigger a fire that could heat to 1,500 degrees in a few minutes. Although the heat and fire are deadly, fumes and toxic gasses from slow-burning fires cause more deaths than fire alone. Asphyxiation often occurs before a person can awaken from sleep, and death may occur from a fire that “smoked” but failed to produce fatal heat.

Please take the following precautions to prevent fire.

- Do not overload rooms with combustibles, including excessive clothing, decorations, and other possessions.
- Keep rooms in a neat and orderly condition.
- Do not overload electrical circuitry or use unsafe extension cords.
- Keep room, hallway, and stairwell doors closed to prevent the spread of fire.
- Locate all means of escape from your room or work place so that if fire blocks one exit you may use a second one.
- Do not tamper with fire emergency equipment or permit others to risk your life by improper use of this equipment.
- Report obvious fire hazards to security or the residential coordinator.
- Alarm pull stations and fire extinguishers should be located now. They are often difficult to find during a crisis.

These rules of fire safety are just as valid at home as they are at school. Be aware of fire safety. If you discover a fire on campus:

- Pull the fire alarm to warn others.
- Call campus security, if possible, at 812-488-6911, and provide them with as much information as possible.
- Attempt to extinguish the fire only if it is very small and you know how to do it safely. If the extinguisher does not put out the fire within a minute, leave immediately.
- If not in immediate danger, remain at the scene to direct security officers or firefighters to the fire.
Inclement Weather – Closings or Delays

The Office of Safety and Security monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be issued through the AceAlert emergency notification system.

- Text message if cell phone is registered with your profile
- Email message
- AceAlerts system speakers on each floor or within each unit of the residence halls, in the townhouses, and North Hall
- Tune in to local radio and TV broadcasts when weather looks severe

Students, faculty, staff, and visitors should use personal discretion when deciding to travel in inclement weather and should contact the appropriate persons in case of an anticipated delay or absence from work, class, or event.

Ace Alerts – Update Your Profile

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Students living in the Villages or fraternity houses or commuting from home should update their profile to make this resource available. Ace Alerts is the primary form of emergency communication. Update your profile through AceLink. Please feel free to follow Ace Alerts on Twitter @AceAlerts and like us on Facebook www.facebook.com/acealerts to receive alerts via those media.

Tornado Watches and Warnings

A Tornado Watch is issued when conditions are favorable for tornadoes in the area. Keep tuned to an emergency channel or television or radio station for information on watches as they are updated. Watch for weather changes and cloud formations that may indicate that a tornado or high wind is approaching.

A Tornado Warning is issued when a tornado has been spotted or indicated on radar and might be approaching. Warn others and move to the suggested place of safety in your building. It will be located in a low point in your building, away from glass and preferably in a well-supported room. Be prepared to sit or lie on the floor, under a heavy table or desk if one is near, until the warning is over.

The Office of Safety and Security monitors a weather alert radio. In the event a tornado or severe thunderstorm warning is issued by the National Weather Service for the campus area, AceAlerts will be activated. Warnings will be sent out in the following ways:

- IP office telephones
- Text message if cell phone has been updated in your profile
- Email message
- Messages sent to Twitter @AceAlerts and AceAlerts Facebook account
- AceAlerts system speakers in residence halls and townhouses
- Electronic messages displayed on campus TVs and message boards
- Campus PCs with installation of AlertUs software

Earthquake

Evansville is located near a fault zone. Should substantial shaking occur, please observe the following guidelines

During an Earthquake. Do not attempt to exit a building or vehicle.

If you are in your office, take one of the following actions:

- Get under a sturdy table or desk or brace yourself in an interior doorway.
- If there are no sturdy tables or desks, drop to your knees, with back to window; fold arms on floor close to knees, bury face in arms; close eyes. If notebooks or jackets are handy, hold over head for added protection.
- Stay clear of windows, bookcases, refrigerators, light fixtures, or other heavy objects that might slide or fall.

If you are in a hallway, take one of the following actions:

- Get in an interior doorway, brace yourself against the side jambs.
- Drop to your knees with back to windows or exterior doors, fold arms on floor close to knees, bury face in arms, close eyes. If notebooks or jackets are handy, hold over head for added protection.
- If outdoors, move quickly away from buildings, power lines, utility poles, and other structures.
- If in an automobile, stop in the safest place available, preferably an open area away from power lines, light poles, and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

Aftershock Actions. Most importantly, remain calm.

After the initial shock, when things have settled down, evacuate the building, stay alert to the possibility of aftershocks, and move to one of the two designated assembly points on campus. These areas are:

- The Sesquicentennial Oval away from trees.
- Black Beauty Field at Arad McCutchan Stadium.

As you are evacuating the building, take your coat with you if weather conditions dictate you will need it.

Remain at the assembly point until you have been given further instructions by University emergency personnel.

Do not attempt to re-enter your building until you have been authorized to do so by University emergency personnel.

Shelter-in-Place/Run, Hide, Fight

In the case of a potential threat to the campus community, a campus-wide “shelter in place” order may be given at the request of local law enforcement or campus security officials. Doors will only be locked if the occupants inside a building feel they can do so safely. Therefore, it is important that each individual consider what the best option is for them personally – Run, Hide, or Fight. Note: If the doors are able to be locked safely, it is recommended they not be reopened until law enforcement or UE Security issues an official “all clear.” Occupants should consider the information they “know” about the possible threat before considering opening a door for someone. For example, if the threat has been identified as a 50 year old male, then opening a door for an 18 year old female student may be considered IF the action does not jeopardize the safety of the individuals within the building. During a shelter-in-place order, individuals outside of buildings should assume that doors may be locked and University ID access cards may not work. Folks who are outside of buildings are encouraged to “Run” from the campus to avoid the potential threat.
To maximize your safety during a shelter-in-place order, please consider the following recommendations:

**RUN, HIDE, FIGHT**

- **RUN:** Flee the building if you can do so safely based on what you know is taking place within the building. (i.e. if you hear gunshots on the other side of the building and you are close to an exit, law enforcement recommends running from the building). If you are outside, get as far away from the threat area as possible.
- **HIDE:** Consider the above recommendations; additionally, turn ringers and other tones off on cellphones and turn off lights.
- **FIGHT:** You (and those with you) stand a better chance of surviving if you do something rather than nothing.

**Remember:** All exterior doors to buildings may be locked if the occupants within the building can do so safely. Electronic Card access may also be shut off. Use your best judgment in determining the safest course of action to protect yourself.

**If the threat is inside the building and you cannot run from the building**

- Seek shelter inside of the building (classroom, closet, office, etc.) If there is a lock on a given door and you can safely reach it, lock yourself in the space.
- Go to a location in the room where you cannot be seen and stay in place until you are notified the threat is over.
- Turn ringers and other tones off of cell phones and turn off classroom lights.

**If the threat is in the neighborhood**

- If you are in a building that can be locked, remain there and take shelter. If the door has an internal lock, lock it. Those in common areas of the building should immediately move into a classroom or other safe area if possible.
- If you are outdoors on campus grounds, take shelter as best as possible or proceed off campus.

For additional information regarding campus emergency protocols, visit www.evansville.edu/safety.

### Electrical Shock

Rescue tactics are needed immediately if a person is rendered unconscious by electrical shock.

- Disconnect the plug from the electrical device.
- Call 6911 for a security officer. All officers are certified in basic first aid, CPR, and the use of automatic external defibrillator units.
- Begin CPR or rescue breathing on the victim if you are certified, then treat for shock.

### Emergency Medical Response

If a medical emergency arises, call 6911 and a security officer will be dispatched. If the officer determines it is a minor emergency he will transport the injured or ill person either to the health center or to a hospital. If the responding officer or the dispatcher receiving the call, determines it is a more serious emergency the dispatcher will call for an ambulance.

### Missing Persons

**Emergency Contact Registration and Missing Person Protocol.** Each year, the University will request all students, on a voluntary basis, to provide through the University’s computer based WebAdvisor system, an emergency contact person or persons. This information will also be used by the institution to notify the designated person(s) if the student is determined to be missing from campus by the Office of Safety and Security or the local law enforcement agency. This information will be kept in a confidential manner and will be accessible only to authorized campus officials. It may not be disclosed, except to campus security personnel or local law enforcement personnel in the furtherance of a missing person investigation.

**If a student is suspected to be missing from campus,** immediately report this to the Office of Safety and Security. Authorized University personnel will be notified of the report and an internal search for the individual will begin. This may include utilizing residence life staff, verifying class attendance with faculty, and interviewing friends of the missing student. In some cases, the University may choose to contact the emergency contact person or parent if the circumstances warrant such notification. All reports of missing students made to the Office of Safety and Security will be investigated.

If the internal investigation determines that the student has been missing over 24 hours, within 24 hours the University will:

- Notify the individual(s) identified as the student’s emergency contact person(s)
- If the student is under 18 years of age, and is not emancipated, the University will notify a parent or guardian and any other designated contact person(s)
- Regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor, the University will notify the local law enforcement agency that has jurisdiction in the area, and the parent of the student, that the student has been reported to be missing

### Jeanne Clery Act

The Jeanne Clery Act is a federal law that requires US colleges and universities to provide information to members of the campus community, prospective students, and employees outlining campus fire and security policies and procedures along with fire and crime statistics that have been reported on campus during the past three calendar years.

In compliance with this law, the University of Evansville provides this information on the web at www.evansville.edu/safety. Click on the Security Brochure link under the Resources section to find the required information in the most current Annual Security and Fire Safety Report. You may print a copy of this report or one can be provided to you upon request.
Emergency Telephones
To enhance the safety of the campus, the University of Evansville has installed 17 emergency telephones in strategic locations around campus. These telephones provide immediate contact with the Office of Safety and Security if you have an emergency situation. Thirteen of these telephones are located in outside areas and are easily recognizable by the blue light at the top of the pole where they are located. The telephones are ADA compliant; each contains an autodial mechanism which calls the Office of Safety and Security upon activation. The autodial mechanism is activated by pushing a clearly labeled red emergency button located on the face of the telephone. When the telephone is activated, the blue light on top of the pole begins to flash.

Emergency telephones have also been installed in the laundry rooms of the Lincoln Park and Weinbach Apartments, in the natatorium of Carson Center, and in the lower level of the Krannert Hall of Fine Arts near the practice rooms. These telephones have been installed on a wall in an easily accessible location. They are bright yellow, with a clearly labeled red emergency button on the face of the telephone. They are activated in the same manner as the outside emergency telephones.

All emergency telephones are answered on special emergency lines in the Office of Safety and Security. Upon answering a call on one of the lines, the location of the activated emergency telephone is displayed on the telephone console, and an officer is dispatched.

EMERGENCY NUMBERS
812-488-6911
Ambulance, Police, Fire (emergency calls)

812-488-2051
Campus Security (non-emergency)

812-488-2033
Crayton E. and Ellen Mann Health Center
The academic information included in this student handbook regarding course work is provided as a quick reference guide only. Complete academic information is available in the University catalog. Handbook information regarding course work is not to be regarded as creating a binding contract between the student and the University. All students are responsible for familiarizing themselves with the portions of the catalog that pertain to academic policies and their course of study and for seeking regular assistance from their academic advisors.

Class Attendance

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

When an absence occurs due to emergency or medical reasons, students are expected to notify their instructors of the absence prior to class or to seek the assistance of the Office of the Dean of Students in notifying instructors. Assistance in notifying professors of an absence should not be mistaken for an excused absence.

Official Excused Absences

The dean of students has the authority to grant excused absences for significant medical, psychological, or personal reasons upon review of appropriate documentation and/or professional recommendation supporting such a request. Students may also request an excused absence for observances of religious holidays (see Religious Holiday policy below). The dean of students in notifying instructors. Assistance in notifying professors of an absence should not be mistaken for an excused absence.

Absence form and provide supporting professional documentation regarding the request. Official excused absences for students attending conferences and programs may also be granted at the request of faculty and advisors. When students are requested to miss class due to excused absences. Students should contact the dean of students office to complete a Request for Official Excused Absence form and provide supporting professional documentation regarding the request. Official excused absences for students attending conferences and programs may also be granted at the request of faculty and advisors. When students are requested to miss class due to excused absences. Students should contact the dean of students office to complete a Request for Official Excused Absence form and provide supporting professional documentation regarding the request. Official excused absences for students attending conferences and programs may also be granted at the request of faculty and advisors. 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There may also be certain circumstances (a concert or a performance for example) that cannot be made up. In this case, the student may be advised to take that specific course in another school semester.

Change of Address

Students who change their permanent (home) or local (school) address must update their address on WebAdvisor and also notify the Office of Human Resources. The University will automatically update addresses pertaining to residence hall or village residents. Students who have changes to their billing address should contact the Office of Student Accounts.

Academic Load

Full-time: A student enrolled in 12 or more hours per semester.
Part-time: A student enrolled in fewer than 12 hours per semester.

The recommended load limits:
Classification of Students

Students are classified based on the following:

- **Senior:** a minimum of 90 semester hours earned
- **Junior:** a minimum of 60 semester hours earned
- **Sophomore:** a minimum of 30 semester hours earned
- **Freshman:** fulfillment of entrance requirements and less than 30 semester hours earned

Adds and Drops

The student is held responsible for each course in which he or she officially registers. Once enrolled, a student may change a class schedule online using Student Planning in Student Self Service. After the first week of classes, schedule changes may only be made by filing an official drop/add form in the Office of the Registrar and the approval of the academic advisor and instructor is required in all cases.

Withdrawal from a Course

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

Withdrawal from the University

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

After the official last day to withdraw, published in the academic calendar, approval for withdrawal from the University without grade penalty will be given for only significant medical or psychological problems. A letter or documentation from a doctor or psychologist verifying the situation is required. Such withdrawals are considered and granted by the Office of the Dean of Students.

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

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

In the case of an involuntary withdrawal, the student will receive a grade of W for each course in which he or she is enrolled. In the case of a suspension or expulsion that is the result of disciplinary action by the University, the student will receive a grade of W unless otherwise directed by the disciplinary hearing body. If any disciplinary action results in the suspension or expulsion of a student, the University may refuse to refund, in whole or in part, such student’s tuition, fees, and room and board charges. Information regarding medical involuntary withdrawal can be found on page 3.

Institutional Charges and Financial Aid Refund Policy

All institutional financial aid will be refunded according to the institutional charges refund schedule shown below. In other words, all UE financial aid will be refunded according to the 100 percent, 80 percent, 60 percent, 40 percent, or 20 percent determination during the first four weeks. After four weeks, there are no refunds for such aid.

**Institutional Charges:** Tuition, on campus room and board, and the following fees: activity, registration, services, applied music, and any mandatory course related fees.

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

The amount of institutional charges that will be refunded is determined as follows:

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

State Aid Refund Policy

The Indiana Commission of Higher Education (CHE) policy for refunds dictates that to be eligible for these awards, a student must be enrolled full-time at the end of the first week of the semester. Hence, if a student completely withdraws from the University before the end of the first week, the student is not eligible for the state award, and the University must return 100 percent of the semester’s award to CHE. After the first week, the student’s state aid
will be 100 percent earned, and like the UE aid and private aid mentioned above, there will be no refund if the student leaves. State aid consists of the Higher Education Award, Freedom of Choice Award, Student Performance Incentives, Twenty-first Century Scholarship, Minority Teacher and State Nursing Scholarships, Mitch Daniels Scholarship, and part-time grants.

**Veterans Benefits Refund Policy**

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

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

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

**Federal Aid Refund Policy**

Students are encouraged to meet with the Office of Financial Aid before changing enrollment by dropping a class or withdrawing from the university so that they can be informed of the financial impact of their enrollment changes. Enrollment is set at census date each term (end of first week).

**I. All programs except CAE**

This policy applies to all University programs, except those administered by the Center for Adult Education. Students enrolled in one of the University’s CAE programs should refer to section (II) for the Center for Adult Education refund policy. Refund information for summer is provided annually when summer course registration information becomes available to students.

**Dropping Below Full Time**

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

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

**Students Withdrawing From All Classes**

The official withdrawal process begins in the Office of the Dean of Students. The policy that determines the Return of Title IV Funds is defined by federal regulation and calculates earned federal financial aid on a per diem basis up to the 60 percent point in the semester. Federal financial aid that is considered “unearned” is returned to the appropriate source. The amount of earned federal aid is calculated by dividing the number of calendar days completed by the total number of calendar days in the semester. A calendar is developed each year and maintained in the Office of Financial Aid that outlines the percentage of federal aid earned during the first 60 percent of the term. There are no refunds (or Return of Title IV funds) if the student attends classes after the 60 percent point as Title IV aid is considered to be 100 percent earned at that point.

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

1. **Refund of institutional charges.** The student’s withdrawal date for institutional charges is the date the student submits the completed withdrawal form to the Office of the Dean of Student. However, UE can determine a withdrawal date related to extenuating circumstances for a student who: (a) left without notification because of extenuating circumstances, or (b) withdrew because of extenuating circumstances but another party gave notification on the student’s behalf. Extenuating circumstances include illness, accident, grievous personal loss, or other such circumstances beyond the student’s control. The Dean of Students makes the determination in such matters.

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

**Walk-Away Students**

Students who simply “walk away” during a semester without officially withdrawing and who earn all Fs or Incompletes will be assessed a $500 administrative fee for subsequent processing of their refund calculation, once that has been determined.

**II. Center for Adult Education Programs**

**Refund Policy**

If a student in the organizational leadership, global leadership, university studies, or public service administration program finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the office of the director of Center for Adult Education where an official date of withdrawal is determined for institutional charges refund purposes. A student’s withdrawal date is determined using the same process as for the federal financial aid refund policy. The director of Center for Adult Education may determine a different withdrawal date for institutional charges due to extenuating circumstances if such conditions exist and can be documented.
The University’s Adult Program institutional charges refund policy treats each five-week class in the semester as a separate class. Students register and are billed for the semester at the beginning of the term, but refunds will be calculated based upon the five-week classes completed and/or the time in the five-week class when the withdrawal occurs. Full refunds for the semester will be given if the student cancels the enrollment before attending any class in the term. Refunds that occur during the semester will be calculated as follows for each five-week class:

- During week one: 75% refund
- During week two: 50% refund
- During week three: 0% refund

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

**Dropping Adult Program Courses in the Semester**

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

**Walk-Away Students from Adult Programs**

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

### III. Returning Federal Financial Aid to Accounts

Unearned federal financial aid will returned in the following order:

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

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

Any refunds of charges will be applied to the student’s account and all adjustments for aid, loans, fines and non-refundable fees or deposits will be made before eligibility for a cash refund is determined. If there is a student account balance resulting from the adjustments, the student is responsible for payment.

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

### IV. Administrative Fees

**Official Withdrawals**

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

**Unofficial Withdrawals (Walk-Away Students)**

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

### V. Student and Institutional Responsibilities in Regard to the Return of Title IV funds

The University’s responsibilities include:

- a. Providing each student with information about the refund policy.
- b. Identifying students who are affected by the policy.
- c. Completing the Title IV return of funds calculation for those affected. Notice will be sent/given to student within 30 days of the withdrawal date of the amounts that must be returned to UE.
- d. Returning federal financial aid within 45 days to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

The student’s responsibilities include:

- a. Cooperating with UE in establishing satisfactory repayment arrangements if it is determined that a repayment is due for a Pell Grant because of the withdrawal.
- b. Returning his or her share of unearned aid attributable to a loan under the terms and conditions of the promissory note.
- c. Making payment to the University for any student account balance that results from the adjustments to the account. Payment in full or payment arrangement should be made within 30 days of the student receiving notice of what is owed.

This policy conforms to the Federal Return of Title IV Funds (Section 668.22) regulations of the 1998 changes to the Higher Education Amendments. Title IV funds refer to the following federal financial aid programs: subsidized and unsubsidized Direct Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal SEOG, TEACH Grant, and Iraq Afghanistan Service grants. Federal work-study funds are excluded from the refund calculation.

### Cancellation of Housing and Food Service Contracts

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

Completion of the Housing and Meal Plan Registration on WebAdvisor constitutes a legal and binding agreement between the student and the University of Evansville. A personalized and dated contract is generated upon completion of the online agreement on WebAdvisor. All housing contracts are binding for the duration of the academic year. There are specific provisions and restrictions regarding contract cancellation requests. Information regarding these policies is found online at www.evansville.edu/residencelife/cancellationsAndRefunds2.cfm, in the student’s personal contract, and in the Residence Life Handbook under Contract Cancellations and Refunds.

The University of Evansville Institutional Charges and Financial Aid Refund Policy

### Payment Policy

A schedule is published annually listing registration, billing, and payment dates. As a general rule, payment is made in full or under a two-payment plan. The two-payment plan carries a 1.5 percent per month finance charge calculated on the month-end balance. Fall
semester bills will be made available online through Self-Service no later than August 1, with the first payment due by August 15 and the final semester payment due on or before September 15. Spring semester bills will be available no later than December 1, with the first spring semester payment due on December 15 and the final semester payment due on or before January 15.

The University also offers a monthly payment plan which permits families to spread the annual cost of tuition, fees, room and board over 10 or eight months. A cost estimator/payment plan application can be found online through both Self-Service/Account Activity and Self-Service/Financial Aid.

Note: Registration may be subject to cancellation if the semester balance is not paid in full, or in good standing on a monthly payment plan, by the final semester due dates listed above.

Responsibility of Charges

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

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

Grades

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Average</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Average</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Poor</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Poor</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from course</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Grade Appeals

1. Any student who questions a course grade should speak to the instructor. If the instructor is unwilling to change the grade and the student is not satisfied with the reasons given, the student may commence a formal appeal.

2. Any student wishing to formally question a course grade must do so in writing within 60 calendar days after the last day of the semester. Correspondence should be addressed to the instructor with a copy to the instructor’s immediate supervisor. A change of grade will occur if both the instructor and his or her immediate supervisor approve and both sign a change of grade form which is forwarded to the Office of the Registrar.

3. If either the instructor or the immediate supervisor disapproves of the change of grade, the student has the right to appeal to the Admissions and Standards Committee within two weeks of receiving written disapproval. If the student receives no response from either party within 30 calendar days of filing the appeal, the student may appeal directly to the Admissions and Standards Committee. Any appeal to the Admissions and Standards Committee must be filed during the semester (exclusive of summer terms) immediately following that in which the disputed grade was received.

An appeal may be filed by completing the grade appeal form which is available from the Center for Academic Advising (Room 264 Clifford Memorial Library, telephone 488-2605). The grade appeal form should be completely filled out and any supporting documentation should be attached to the form. At a minimum, supporting documentation must include a course syllabus and a copy of the appeal letter. These materials should be returned to the Center for Academic Advising. A copy of the appeal must also be sent to the instructor and the instructor’s immediate supervisor.

A hearing will be conducted by the Admissions and Standards Committee to examine the merits of the appeal and either approve or deny the appeal. Both the instructor and the student will be notified of the time and date of the grade appeal hearing. The student, the instructor, and the immediate supervisor will be requested to appear before the committee.

The instructor and the student will each have equal time in which to present the essence of their case. Normally, 10 minutes will be allocated for each presentation. Each presentation will be made without the other party in the room.

After materials have been presented by both parties, they will be excused and committee members will discuss and reach a decision on the merits of the case.

It is the student’s responsibility to retain all dated correspondence until the final decision is reached.

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

Incomplete Grades

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

Work normally should be completed within six weeks of the class ending, but the instructor may grant up to one year from the end of the term for which the I is granted. It is the student’s responsibility to have this deficiency removed within the agreed time period or within one year following the time of receiving the grade of I, whichever is less. Registering for a course a second time does...
Academic Standards

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

Dean’s List

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

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

Academic Good Standing

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

<table>
<thead>
<tr>
<th>Hours of Credit</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 30</td>
<td>1.6</td>
</tr>
<tr>
<td>30 to 59.9</td>
<td>1.9</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Progress Toward Degree

All students enrolled for credit are expected to make regular and satisfactory progress toward completion of a degree in a reasonable time. This is especially true of those students using financial aid grants or loans to meet the cost of education.

Expectations

1. All students must maintain scholastic averages that place them at or above good academic standing (see above).

2. Full-time students (i.e., any student enrolled in 12 or more hours in one semester) are expected to accumulate an average of 12 hours of credit for each semester (fall/spring) enrolled.

3. Part-time students (i.e., any student enrolled for fewer than 12 hours per semester) are expected to accumulate a minimum of 24 hours of credit for each 30 semester hours enrolled.

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

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

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

Academic Probation

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

Dismissal

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

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

Graduation

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

Commencement exercises are held in December and May. Students completing degree requirements at the end of the academic year or the following summer sessions may participate in the May ceremony. Those students completing degree requirements at the end of the fall semester participate in the December ceremony.
The University of Evansville emphasizes the development of individual initiative, responsibility, and self-discipline by students in the planning of their own educational programs. The academic advising system is designed to assist students in the evolution of educational plans and career goals and to help teach them the skills necessary to pursue those goals.

Roles and Responsibilities of Advisee and Advisor

The roles of advisor and advisee are not always clearly defined. Good communication is important to good advising, so you and your advisor should have a few shared expectations.

Your faculty advisor will expect that:
- You will learn and understand regulations and requirements of the various academic programs.
- You will ultimately accept responsibility for your choices.
- You will give some thought to your personal goals, abilities, and aspirations and will discuss your plans with your advisor as you explore your academic interests.
- You will consider many options and ideas and will listen to information and advice with an open mind.
- You will give your advisor courtesy and respect.
- You will be available and spend time with you during registration periods and on a regular basis throughout the year. (Realize, however, that faculty members also teach, conduct research, serve on campus committees, and advise other students. They cannot devote unlimited time to advising and still meet their other responsibilities.)
- You will be knowledgeable about regulations and requirements of the academic programs and the University and be able to interpret them to you.
- You will be candid when he or she does not know the answer to a question and help you find reliable information.
- You will refer you to other campus services when appropriate, such as the Offices of Counseling Services, Financial Aid, Career Services and Cooperative Education, the Registrar, or the Center for Academic Advising.

Changing Majors

Students officially change their majors through the Center for Academic Advising. Changing majors is a formal process that involves several steps:

1. Submitting an Application for a Change of Major
   - This form must be completed and taken to the new department and advisor.
   - The application is then reviewed by the Center for Academic Advising.
   - The advisor will contact the previous department and advisor, and the student's academic information will be forwarded to the new department.
   - The student then meets with their newly assigned advisor.

2. Approval by the New Advisor
   - The new advisor will review the student's academic record and make a decision about the change of major.
   - The advisor will inform the student of the decision.

3. Approval by the Registrar
   - The registrar will review the student's academic record and ensure that the change of major is approved by the new advisor.
   - The registrar will then forward the student's academic information to the new department.

While all advisors have been selected because of their commitment and experience, mistakes can be made; wrong advice can be given, and erroneous information can be communicated. If this happens to you, every effort will be made by campus officials to help you. Remember, however, that ultimately you are responsible for your decisions and actions. Students should be familiar with information in the catalog, especially as it pertains to their major and degree. Students are in consultation with their advisors on a regular basis concerning their graduation requirements, but it is ultimately the student’s responsibility to assure completion of all requirements for graduation from the University of Evansville.

Changing Faculty Advisors

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

1. Application for and/or change of major
   - When a student applies for and/or changes a major, a Change of Advisor/Major form must be completed and taken to the new academic unit where an advisor will be assigned. The student should then bring the Change of Major form to the Center for Academic Advising to have the major changed. Notification will be sent to the previous advisor and to the new advisor.

2. Change from freshman to upper division major advisor
   - In some academic units, majors are reassigned to upperclassmen advisors following the freshman year. Such reassignments may be initiated by the department chair or dean and the new assignments reported in writing to the Center for Academic Advising.

3. Advisor goes on leave or leaves the University
   - In this case, the department chair or dean determines who in the academic unit should take that faculty advising load. The student will be informed of the new advisor’s name and the advising folder will be forwarded to the new faculty advisor.
Philosophy

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

The University demonstrates its commitment to making high quality education affordable by offering several types of merit scholarships and awards as well as need-based assistance in the form of grants, loans, and on-campus employment. Students often have some combination of the four types of aid. Students are free to accept or reject any part of the financial aid offered. First-time applicants to UE are considered for scholarships and merit awards when they apply for admission. These awards are made possible through the generous gifts of donors.

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

Need Analysis and Deadlines

The University adheres to the principles of financial aid administration established by the National Association of Student Financial Aid Administrators. To help judge student need and distribute financial aid fairly, the University asks that students and parents complete the Free Application for Federal Student Aid (FAFSA) on an annual basis. Submitting this form to the federal processor so that it is received by April 15 is mandatory to apply for assistance from the State of Indiana and is highly recommended for all students. Applications received after this date will be processed on the basis of funds available. To be eligible for the majority of assistance administered by the Office of Financial Aid, students must be enrolled full time (12 or more credit hours).

A student must be admitted to UE to receive a financial aid award. Students and parents must reapply for need-based financial assistance every year by completing a FAFSA, listing UE as a recipient of the analysis. The application period begins October 1 with a deadline of April 15 for the following academic year. Incoming freshmen will be notified in December or January about action taken on their applications. Returning students will receive their award notification in mid-June.

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

Satisfactory Academic Progress Policy

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

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

The UE Office of Financial Aid reviews Satisfactory Academic Progress at the end of each semester. Satisfactory Academic Progress will be measured at the end of each semester for all students. Both Summer I and Summer II terms combine to create one summer semester for financial aid purposes.

Quantitative Standards (Pace of Progression)

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

Completed (earned) credits. Successfully completed credits include grades of A, B, C or D, (including plus or minus) and credits taken pass/fail in which a P was earned. Unsuccessful grades consist of F, W, I, classes taken for audit, or any other grade that does not result in completed credits. Credits earned by examination will be considered completed credits.

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

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

Repeated Courses. Courses that are retaken to improve a grade are counted in attempted hours each time the course is taken but only one passing grade is counted toward the credit hours earned in the completion rate. Students may retake a class for which they have previously received a grade of F as many times as it takes to successfully complete the class. However, students may only repeat a course one time in which they have received a passing grade. After one allowable time, the student cannot use federal assistance for future repeats. However, if the course is added to full-time enrollment of 12 or more credit hours, the student can receive federal aid based on full-time status.

Part-time Students. Cumulative GPA requirements are the same as for full-time students. The number of semesters required to complete the program will depend on the hours registered. Students must successfully complete the majority of the credit hours attempted each semester and maintain a 67 percent cumulative completion rate. However, no student will receive financial aid once 150 percent of the required credit hours to complete the program have been attempted.

Second Degree Students. Officially accepted credits that apply to the degree program will count toward both credit hours attempted and credit hours earned.
Qualitative Standards (GPA)
Undergraduate students admitted to UE as freshmen must have earned a minimum cumulative GPA of 2.0 by the end of their second academic year and each semester thereafter. Before the end of the fourth semester, these students must have a minimum cumulative GPA as shown below:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Earned GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 30</td>
<td>1.6</td>
</tr>
<tr>
<td>30-59.99</td>
<td>1.9</td>
</tr>
</tbody>
</table>

**UE Merit-based Scholarships** may have higher GPA expectations. View GPA requirements at www.evansville.edu/financialaid/scholarshipsrenewal.cfm.

Maximum Time Frame For Eligibility

**Federal Aid Standards**

Federal regulations govern the maximum length of time a student may receive federal aid. For students pursuing a bachelor’s degree, this time frame is defined as 150% of the scheduled length of the program. For example, students in an academic program requiring 120 credit hours may attempt up to 180 credit hours (150% of 120 is 180 hours). Students pursuing an associate’s degree requiring 72 credits may attempt up to 108 credit hours (150% of 72 is 108 hours). Other degree programs with differing credit hour requirements will have up to 150% of the required hours as their maximum. All UE attempted hours, including hours taken in a change from one major to another, will apply toward the 150% total. For transfer students, the number of transfer credit hours accepted at the point of admission to UE will be used to calculate the student’s remaining eligibility for the 150% maximum time frame calculation. Second undergraduate degree students are only eligible to receive loan funds. Students enrolled in a degree program that is equal to or lower than a degree already earned will have the previous degree’s accepted credit hours applied toward the student’s current degree. The accepted credit hours will be counted toward the 150% maximum time frame calculation.

**Financial Aid Warning**

Students will be sent a warning if they fail to meet either the completion rate or minimum cumulative GPA standard as outlined. Students will be placed on warning for one semester during which they must come into compliance with the standard. Students not meeting SAP at the end of the warning semester will be disqualified for financial aid and placed on Financial Aid Suspension.

**Financial Aid Suspension**

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

Students receiving grades of F in all courses attempted in any semester will be automatically ineligible for financial aid regardless of whether the student has previously been placed on financial aid warning. In evaluating satisfactory progress, a grade of I will be considered an F.

Students who preregister for a subsequent semester before grades are evaluated and who use financial aid to defer tuition and fees may owe a financial aid repayment if they do not maintain satisfactory academic progress and have been disqualified from financial aid once grades are posted and reviewed.

A student who is disqualified from financial aid more than one time for failure to meet these standards must meet with a financial aid counselor to discuss plans for re-establishing financial aid eligibility. Unless there are extenuating circumstances, a student in this category should expect to enroll for at least 12 semester credits without financial aid at UE and successfully pass all courses with a minimum of a 2.00 GPA to be reconsidered for financial aid.

Students are responsible for maintaining awareness of their SAP status for aid renewal whether or not they receive the official notifications. The Office of Financial Aid is not responsible for address changes that are not reported or for other problems with postal mail or email delivery.

**Correcting Academic Deficiencies**

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

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

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

The student is limited to two appeals. Appeals will be approved or denied in writing, and a letter will be sent with academic expectations attached. If approved, the student will be placed on Financial Aid Probation for one semester and aid will be granted. If the student cannot meet SAP by the end of the probationary semester, the student must complete and submit to the Office of Financial Aid a SAP Academic Plan that shows when the student will be meeting SAP.

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

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

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

Students who were required to live in UE housing when entering UE, and who choose to move off campus after satisfying the Office
of Residence Life’s Residency Requirement will experience a reduction to their UE-funded financial aid:

- **$4,500** ($2,250 per semester) - Students who entered UE in 2012-13 and after

This reduction of aid will NOT apply to students who have elected to live on-campus but later move off-campus to move home with parents in approved counties, live with a spouse or dependent, or transfer students. Documentation may be required. More detailed information about the aid and housing status can be found on the financial aid website at www.evansville.edu/tuitionandaid/guidehousingpolicy.cfm.

### Summer Enrollment

The types of financial aid available for summer study are federal loans (Student Direct Loans and Parent Loans for Undergraduate Students), Pell Grants, Perkins Loans, and work-study. Students must be enrolled for at least six credit hours to qualify for the federal loans. No University of Evansville gift assistance is available for any summer programs including on-campus summer classes. Students enrolled for less than six credit hours may consider private loans.

Students may work on campus (as jobs are available) in the summer regardless of enrollment status. Applications for summer employment are available in mid March.

### For More Information about Financial Aid

Detailed information for students entering in 2018-19 can be found in UE’s Financial Aid Award Guide for Freshmen and Transfer Students. In addition, financial aid policies and information can be found online at www.evansville.edu/tuitionandaid. Questions may be directed to our office at 812-488-2364, 800-424-8634, or financialaid@evansville.edu. Students are also encouraged to visit the Office of Financial Aid, Room 116, Olmsted Administration Hall when questions arise.

### Athletics Participation Rates and Financial Support Data

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

### Student Consumer Information

The Student Consumer Information Regulations of the U.S. Department of Education require universities to disclose certain consumer information to prospective and enrolled students, parents, and employees. This information can be accessed on the University’s website at www.evansville.edu/tuitionandaid/consumer.cfm.

From the website you can access information about the following topics:
- Annual Campus Security Report
- Athletic Program Participation Rates and Financial Support Data
- Family Education Rights and Privacy Act (FERPA)
- Financial Aid
- General Information on Admissions and Costs
- Graduation Rates for General Student Body and for Student-Athletes
- Health Insurance Portability and Accountability Act (HIPAA)
- Institutional Refund Policy
- Satisfactory Academic Progress Policy
- Special Services and Facilities for Students with Disabilities

To contact the Office of Financial Aid, please call 800-424-8634 or 812-488-2364.
The University of Evansville offers many services to support students in academic and student life. Administrative offices are normally open Monday through Friday, 8:00 a.m. to 5:00 p.m.

University Bookstore

The University Bookstore serves many different needs of students, faculty members, administrators, and the Evansville community. The bookstore provides the most complete and convenient source for necessary textbooks and supplies for all University classes. Our general book section includes poetry, history, reference books, and books of local interest. Textbooks and general books are arranged for self-service but our staff is always ready to help. The bookstore also offers textbook rentals through our in-store UrEntal program. We welcome special orders for books of all kinds. The UE bookstore website, bookstore.evansville.edu, is also available for textbook, gift item, and gift certificate purchases.

The bookstore also provides the University community with collegiate spirit clothing and gift items. T-shirts, sweatshirts, athletic clothing, casual wear, and outerwear are customized with the University’s name or logo, and provide the perfect expression of your UE pride. You may also purchase postage stamps at the bookstore.

The University Bookstore is located in the Ridgway University Center on campus. Our year-round hours are 8:00 a.m. to 6:00 p.m. on weekdays (we close at 4:30 p.m. on Fridays), and Saturdays from 10:00 a.m. to 2:00 p.m. For information, call the University Bookstore at 812-488-2678.

Library Services and Resources

The University of Evansville Libraries is a student-focused research and learning center. Access to the libraries, collections, databases, and services are available through the libraries’ website: www.evansville.edu/libraries or by calling the Information Desk at 812-488-2482.

In 2018, the library introduced a new catalog and discovery service, known as QUEST. QUEST allows users to access the books, ebooks, ejournals, and many other useful library resources in one searchable interface. Interlibrary loan (ILL) service (branded as QUILL) is available for any book or article that is not available in the libraries’ collection, and can provide a nearly unlimited range of resources to students and faculty. To access QUILL, please go to: universityofevansville.account.worldcat.org/profile.

The library offers assistance to students who need help locating materials to ensure their success at UE. Library faculty members are available to offer research assistance in one-on-one consultations. Appointments need to be arranged in advance using an online form: www.evansville.edu/libraries/rapSignup.cfm.

Private and group study spaces are available on the third and fourth floors of the library. Rooms can be reserved online: uelibrary.bookedscheduler.com/Web/.

Student Fitness Center

The Student Fitness Center has racquetball courts; both an indoor and an outdoor track; aerobics area; cardio conditioning room with ellipticals, treadmills, bikes, and rowing machines; basketball and volleyball courts; lighted tennis courts; a swimming pool; and weight training rooms. Some of the programs offered through the Student Fitness Center are pilates, zumba, yoga, kickboxing, Fitness and Health Fair, Bike Race, Wander Indiana, Rape Aggression Defense class, and intramurals.

The intramural program provides opportunities for students of all abilities to get involved in a variety of activities. Opportunities for involvement include administration and supervision, officiating, and competition for individuals and teams of all abilities and interest levels. Check the intramural update board in the Student Fitness Center for dates and entry deadlines.

Students are expected to present valid identification. Guests must be accompanied by students, faculty members, or staff members and will be expected to pay a guest fee of $3.

Student Fitness Center hours are Monday through Friday, 6:30 a.m. - 10:00 p.m.; Saturday, 11:30 a.m. - 5:30 p.m.; and Sunday, 11:30 a.m. - 9:00 p.m.

Tennis Courts

Eight lighted tennis courts are available for student use from 8:00 a.m. to 11:00 p.m., except when in use for classes, varsity practice, and matches or intramurals. When others are waiting, participants will be limited to one hour of playing time.

ATM

Two ATMs are located in Ridgway University Center.

Check Cashing

The Office of Student Accounts, located in Room 105, Olmsted Administration Hall, cashes checks for regularly enrolled students. The following conditions apply:

- Checks shall not exceed $30 ($75 for UE payroll checks).
- Checks are to be made payable to cash. A check not exceeding $30 drawn by a parent or guardian and payable to a student will also be cashed.
- Students must present a valid UE ID. The student’s ID number and address must be imprinted or written on checks. Scheduled hours are Monday - Friday, 8:00 a.m. - 4:00 p.m.

Campus Telephone Directory

An online campus directory is available on AceLink. Call the campus operator by dialing “0” for new on-campus telephone or room numbers.

Any student who desires that his or her directory information be excluded from the campus telephone directory can do so by logging into WebAdvisor and selecting the “Address On File” link.

Crayton E. and Ellen Mann Health Center

General Information. The University of Evansville Crayton E. and Ellen Mann Health Center has partnered with Tri-State Community Clinics (TSCC) to provide basic health services for acute and chronic medical conditions by appointment to all full-time students. In addition, walk-in service is provided on an as-available basis. The Health Center website is www.evansville.edu/offices/healthcenter.

The Health Center and Tri-State Community Clinic providers welcome and respect the needs of a diverse student population within a safe, supportive and confidential environment.
Disclaimer. Medical services are provided by an independent company, Tri-State Community Clinics, which is not affiliated with the University of Evansville.

Contact Information, Hours of Operation and Appointments. During the fall and spring semesters, the Health Center operates Monday-Friday from 8:00 a.m.-5:00 p.m. except when the University is closed. Reduced hours of service are offered during the summer, typically Monday through Friday from 8:00 a.m.-noon. (nurse only). Appointments can be made by calling 812-488-2033 or visiting the Health Center, located in Sampson Hall.

Services/Fees. Services offered by the Health Center are generally offered at no cost. Some services are being offered at a low cost to the student. Students choosing to independently submit a claim with their insurance may request a receipt for services provided. The Health Center does not bill insurance companies. Services include, but are not limited to the following:

- Evaluation, diagnosis, and treatment or referral for care for illness and/or injury
- Physical exams
- STD concerns, treatment and referral to local agencies
- Some lab tests and medications are available on site for a small fee (Fee based on the type of test or medication)
- Allergy injections: $10 fee per injection (ask TSCC staff at clinic for instructions)
- TB skin test: $25 fee
- Referrals (local pharmacies, medical providers, support agencies, etc.)
- Sharps containers: Students who must give themselves insulin or other medically related injections in their room may receive a sharps biohazard container from the Health Center to dispose of needles. When the container is full, the student should return it to the Health Center in exchange for a new one.

Health Information Required: All full-time students must have a health form on file with the Health Center. This is communicated to all incoming students through the SOAR/STAR/International Student Orientation processes. Documentation is required for two MMR (mumps, measles, rubella) dates, a TB skin test given and read in the United States within the 6 months preceding the start of classes, DT/tDAP (diphtheria/tetanus) within the past 10 years, and a Meningitis vaccine or booster for those vaccinated before the age of 16. Information regarding religious or medical exemptions to immunization requirements is available from the Health Center.

It’s the law! Indiana state law (IC-21-40-5) requires students to provide proof of immunization status to be a college student. (iga.in.gov/legislative/laws/2016/ic/titles/021/articles/040/chapters/005)

Health Insurance: The University of Evansville recommends that all full-time students carry health insurance. The student may rely on his or her own or his or her family’s personal insurance policy. On the required student health form, students provide their health insurance information. Any changes or updates are made by the student on WebAdvisor. This is important so that in case of an emergency, the University can provide the health care provider with accurate information.

Note: if the student does not carry health insurance, the University of Evansville cannot assume financial responsibility for any medical expenses necessitated by an illness. Students opting not to carry insurance should check the waiver box on the required student health form.

Student Athletes: All student athletes (including cheer and dance team members) are required to carry personal health insurance. Because of participation in a NCAA Division I sport, the inherent risk of injury is greater.

Students Studying Abroad: All students studying abroad are required to carry personal health insurance. For more information, contact the study abroad office at 812-488-1085.

International Students: All international students are required to purchase health insurance due to the professional, physical, and logistical demands of the program.

UE programs: Students may be required by their program of study to carry health insurance. This is often a requirement of partners such as educational or medical facilities where the student will be participating in educational activities.

Student Accident Insurance: For the 2018-19 academic year, all full time undergraduate and graduate students will automatically have student accident insurance with a per-occurrence limit of $5,000. This coverage is included as part of the UE Services fee. This accident insurance will typically cover costs associated with accidents, not illnesses. This insurance program will act as a secondary coverage if the student has personal insurance or as primary if no other insurance is in effect. The insurance will typically cover a deductible that the primary insurance may not cover and coinsurance percentage, if any, that are in excess of expenses payable by any other health care plan, regardless of any coordination of benefits provision contained in such health care plan. Students needing to make a claim should contact the Risk Management Office at 812-488-2011; it is important contact be made as soon as possible following a potential claim.

Advance Directives: Students with advance directives (ie) power of attorney or a healthcare representative appointment may place copies on file with the Office of the Registrar.
The campus of the University of Evansville has grown from one building to more than 33 major classroom and residence buildings. They bear the names of outstanding University faculty, administrators, and friends throughout the years of the institution’s growth and development. What is behind the name of the buildings you use each day?

**University Bookstore (1959)** provides books, supplies, UE clothing, newspapers, snack foods, greeting cards, stationery, magazines, room decorations, and gift items. The bookstore, formerly housed in the building now known as Sampson Hall, was moved to 1935 Weinbach Avenue in 1994 and then to the Ridgway University Center in 2008.

**Bower-Suhrheinrich Library (1986)** was named in honor of Mr. and Mrs. William H. Suhrheinrich, and **Clifford Memorial Library (1957)** was named in honor of Mr. and Mrs. George S. Clifford. The University of Evansville Libraries offer extensive services and hours of operation. Located in the Clifford Memorial Library are the University archives, foreign language laboratories, the Excel Student Academic Success Center, and the Office of Technology Services.

**Carson Center (1962, addition 1977),** named for former trustee William A. Carson, contains two gyms, a pool, weight training rooms, athletics offices, and classrooms. Outside the building are tennis courts, athletics fields, and areas for intramural games.

**General Services (1984)** houses the Office of Purchasing, the Office of Safety and Security, Central Receiving, and Copy and Mail Services. It is located on Frederick Street near the Lloyd Expressway.

**Graves Hall (1974),** named for the University’s 20th president, houses classrooms and offices for the Departments of Nursing and Health Sciences, Physical Therapy, Communication, and Exercise and Sport Science on the first two floors. The third floor houses the College of Education and Health Sciences.

**McCarthy Greenhouse (2015),** named in honor of Burkley and Sharon McCarthy, this 2,560 square-foot, state-of-the-art greenhouse is located on the east side of the Koch Center for Engineering and Science.

**Hyde Hall (1967)** was named for Melvin W. Hyde, the University’s fifth president. The lower level houses classrooms and theatre facilities. On the first floor are the Department of Psychology, Department of Theatre, Shanklin Theatre and ticket office, the May Studio Theatre, a small auditorium, and classrooms.

**John L. and Belle Igleheart Building** was donated to the University in 1928 by Mr. and Mrs. John L. Igleheart. It houses the Offices of Development and Alumni and Parent Relations.

**Koch Center for Engineering and Science (1947, addition 1978, renovation 1979, addition 2001)** was named in honor of Robert L. Koch, a life trustee. It holds offices, classrooms, and laboratories for the College of Engineering and Computer Science and the Departments of Electrical Engineering and Computer Science, Mechanical and Civil Engineering, Biology, Chemistry, Mathematics, and Physics.

**Kranbrrt Hall of Art and Music (1962)** was named for philanthropist Herman C. Kranbrrt. The lower level contains music listening rooms, practice rooms, and a lounge for music students. On the first floor are classrooms, Kranbrrt Gallery art exhibit space, and Wheeler Concert Hall (named for Walton M. Wheeler Jr.). The second floor houses the art and music departments, as well as classrooms, studios, and art laboratories.

**The May House,** donated to the University in 1982 by Mr. and Mrs. Guthrie May, is the residence of the president’s family.

**May Studio Theatre (1994)** was named in honor of donor Alice George May. The facility is a black box studio, which allows complete mobility of stage design, lighting, and seating. It is located on the northwest side of Hyde Hall.

**McCurdy Alumni Memorial Union (1951)** was named in memory of William H. McCurdy, charter trustee of the University. The facility was renovated in 1997, and the Schroeder Family School of Business Administration Building was added to the southern side in 2007. The main floor houses the Schroeder Family School of Business Administration offices. The second floor houses the Institute for Global Enterprise in Indiana and the Office of Education Abroad. The lower level houses the Department of Law, Politics, and Society and the Office of International Admission and Intensive English Center.

**Neu Chapel (1965)** was named for Mr. and Mrs. Adam J. Neu. In addition to the sanctuary, the building houses the office of the University chaplain and Grabill Lounge, named in honor of Paul Grabill.

**Newman Center (1965)** is located at 1901 Lincoln Avenue. Newman Center is owned by the Catholic Diocese of Evansville and is used for various religious and social activities.

**Olmsted Administration Hall (1922)** was named for Ralph E. Olmsted, former University business manager. It houses the Offices of Accounting and Audit, Accounts Payable, Student Accounts, Fiscal Affairs and Administration, Human Resources, Registrar, Admission, the President, Academic Affairs, and Financial Aid. Located on the third floor are classrooms, faculty offices, and the Departments of Foreign Languages, Creative Writing, English, History, Archaeology and Art History, and Philosophy and Religion. Classrooms are on the fourth floor.

**Ridgway University Center (2008)** is named for William L. Ridgway, a loyal and generous supporter of the University. The center houses the University’s dining facilities, bookstore, student magazine and radio station, and the administrative offices for student and resident life.

**Sampson Hall (1959)**, originally the University Bookstore, was renovated in 1994 and named for Delbert J. Sampson, professor emeritus of psychology. The building houses the Crayton E. and Ellen Mann Health Center and the Offices of Content Delivery, Content Design, Content Development, and University Relations.

**Schroeder Family School of Business Administration Building (2007)** was named for several generations of the Schroeder family, long-time University friends. The building is Evansville’s first LEED-certified structure.

**Shanklin Theatre (1967)** was named for Robert French Shanklin and the Shanklin family. The theatre seats 486 and is joined to Hyde Hall on the first floor.

**Student Fitness Center (1991)** houses a variety of student recreational facilities, including racquetball courts, aerobic and free weight areas, and court space.
Residential Facilities

- **Brentano Residence Hall (1966)** was named for A. A. Brentano, trustee. It is an all-women’s residence that houses 184 students.

- **Hale Residence Hall (1966)**, named for Lincoln B. Hale, fourth president of the University, is an all-men’s residence that houses 184 students.

- **Morton Residence Hall (1968)** was named for Mrs. Thomas J. Morton Jr., wife of a trustee. This is an all-women’s residence that houses 184 students.

- **Moore Residence Hall (1960)** was a gift of the Indiana Conference of the United Methodist Church. A coeducational hall, the building is home to 250 students and houses the International Connection, a Living Learning Community.

- **Jones Hall (2005)** is an apartment-style complex with 21 four-person apartments, each featuring four single bedrooms, two bathrooms, a common kitchen, and a common living area.

- **Powell Residence Hall (1993)** was named for Mary Kuehn Powell, life member of the Board of Trustees. Home of the residential Honors Program, it houses students engaged in this academic program. A coeducational facility, Powell Residence Hall houses 100 students.

- **Schroeder Residence Hall (1995)** was named in honor of John H. Schroeder, life trustee. The hall is coeducational, housing 150 students.

- **University Townhouses (2013)** are fully furnished living spaces with ample room for up to 144 students. Each apartment features updated amenities within a two-story, four-person, private bedroom floor plan.
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 264, Clifford Memorial Library; telephone, 812-488-2605). 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 rule, regulation, or policy, or 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 his or her 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

1. Policy and Procedure on Inviting Guest Speakers

   The University of Evansville considers freedom of inquiry and discussion essential to a student's educational development. Thus the University recognizes the right of all students to engage in discussion, to exchange thought and opinion and to speak, write, or print freely on any subject whatsoever in accordance with the guarantees of our state and national constitutions. The University feels this broad principle is a cornerstone of education in a democracy. Further, the University endeavors to develop in its students a realization that all citizens not only have the right but the obligation to inform themselves regarding various problems and issues, to formulate stands regarding these issues and to give expression to them. However, in discharging the right and obligation of citizenship, students must recognize also their responsibilities to other individuals, to the University, and to the state and nation. Accordingly, orderly and dignified expression is expected.

   The University has designated an area on the campus south of Olmsted Administration Hall as an assembly area for outside meetings. In all campus meetings it is expected that all persons will respect the rights of free speech and will maintain courtesy and good order during any speaking and assembly that takes place. Also, meetings in the assembly area cannot disturb classes or interfere with pedestrian and vehicular traffic.

   Campus student groups wishing to schedule classrooms or assembly rooms for meetings which are open to the University community must have an approved activity registration form on file with the Center for Student Engagement. The facilities coordinator will reserve facilities only if this form has been completed. To reserve space for meetings which are limited to members only, reservations can be made directly through the facilities coordinator. Student organizations sponsoring meetings scheduled in classrooms or assembly rooms are responsible for the good order of the program and will ensure that the meeting does not disturb or interfere with other activities in the building.

   Recognized student organizations on the campus may freely select persons they wish to invite as guest speakers for their programs. There are no restrictions to control the point of view expressed by speakers other than those imposed by state and national laws. Obviously the invitation to outside speakers does not imply approval or sponsorship of their views by the University.

2. 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 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 are:

(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. Faculty 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 safety and security 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 faculty 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 activity registration form 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.

3. Policy and Procedure on Disruption of University Activities

The University of Evansville is committed to its role as an academic institution in which a variety of ideas can be responsibly proposed and critically examined without fear of coercion, restraint, or reprisal. The existence of rational debate and controversy, the free and even dramatic exchange of divergent viewpoints, the orderly expression of dissent within the University community can be indicators of intellectual vitality and social awareness.

Hence the University recognizes its responsibility to maintain effective channels for the communication of dissent and to foster a climate favorable to the searching inquiry, free discussion, and reasoned dialogue so necessary to those seeking an understanding of society and its problems. For this reason, it is imperative that the University community unequivocally disallow any conduct which impedes reasonable freedom of expression or of movement which involves the destruction or defacement of property, which threatens physical violence to persons or a significant disruption of any University activity. The University judges such conduct foreign to its character and directly contrary to its purposes as an institution dedicated to free inquiry. While resolved to respond humanely to any problem which may arise and to recognize that each individual situation must be judged separately and according to circumstances, the University has, nevertheless, adopted the following guidelines.

a. Any individual or group participating in conduct which in the judgment of the president of the University or his delegate(s) restraints freedom of expression or freedom of others or significantly disrupts a University operation will be ordered to discontinue such activities and to do so within a reasonable time.

b. If this order is followed, the University reserves the right to review the case and to make appropriate recommendations in line with University policies.

c. If this order is disregarded, the University will 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 dealt with through the University disciplinary process.

(2) Appropriate legal actions, civil or criminal, including the seeking of a court injunction, will be initiated.

(3) The security force of the University or appropriate police authorities will be called in.

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, and to prevent a University incident from becoming a community-wide disturbance.

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 prescribe 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 her 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 principal 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.
STUDENTS' RIGHTS AND RESPONSIBILITIES

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 student code regardless of the offense. 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.

- Dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the University or other constituted authority.
- Forgerly, malicious destruction, damage, alteration, or misuse of University documents, records, or identification, including library materials.
- 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.
- 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.
- Theft of or damage to property of the University or a member of the University community or campus visitors.
- Unauthorized use, possession, or duplication of University keys, and any unauthorized entry to or use of University facilities.
- Vandalism or stealing of University properties.
- Violations of University policies or regulations concerning the registration and/or functioning of student organizations.
- 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.
- 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 two and one half 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 Safety and Security.
- Violation of the rules outlined in the Residence Life section of the Student Handbook governing residence in University owned housing.
- Loitering, disorderly conduct, breach of the peace, and aiding and abetting or procuring another to breach the peace.
- Lewd, indecent, obscene, or otherwise illegal or immoral conduct or expression.
- Failure to comply with directions of University officials acting in the performance of their duties.
- Violation of University policy regarding the use, possession, or sale of alcoholic beverages.
- 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.
- Gambling with any form of legal tender is prohibited on the campus and at all University events.
- 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.
- 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.
- 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.)
- Participation in hazing, encouraging hazing, or failure to report hazing.
- Violation of University policy regarding smoking and/or vaping.
- Violation of University Sexual Misconduct Policy.
- Violation of University Harassment Policy.

Disciplinary procedures applied to persons found in violation of the Student Code of Conduct may include being removed from University premises 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.

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 the Office of Safety and Security at ext. 6911 or 812-488-6911 or 911 immediately 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 her 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.

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 safety and security. The director of safety and security 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 his or her 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, he or she 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 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 himself or herself. At Harlaxton, the dean of students 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 involving academic misconduct or violation of academic policies, rules or regulations

(3) 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 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 his or her version of the situation

(2) The hearing authority questions the person initiating the report

(3) The student(s) whose case is being heard presents his or her 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 his or her 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 he or she requires a period of adjustment away from the community.

(6) Expulsion. Permanent separation of the student from the University community is appropriate when his or her 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 (dc26@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.

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:

(1) Affirm the finding and the administrative action or the disciplinary penalty
(2) 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
(3) Reverse the finding and acquit the student
(4) 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 his or her 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 his or her 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 his or her 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 is based on the active participation of all students. Each student, therefore, is responsible for his or her 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 he or she has 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.
STUDENTS’ RIGHTS AND RESPONSIBILITIES

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 Form must be signed and returned to 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 president 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 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.

If a violation of the Academic Honor Code comes to the attention of a student or faculty member, he or she is encouraged to positively influence the student in question to change the current course of action or to self-report the violation. Some honor code violations may be handled informally between student and faculty (see below for procedure).

If a violation of the Academic Honor Code comes to the attention of a student or faculty member, he or she is encouraged to positively influence the student in question to change the current course of action or to self-report the violation. Some honor code violations may be handled informally between student and faculty (see below for procedure).

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 he or she has the right to have the case investigated through the Honor Council as outlined in the Student Handbook. If the student does not believe he or she has 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 description of the violation
   - A description of the sanctions imposed
   - The following statement: “This letter will be forwarded to the Office of the Dean of Students as part of the documentation process of an Honor Code violation.”
   - The following statement: “By signing this letter, you acknowledge your waiver of an Honor Court 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 himself or herself, 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 his or her version of the situation
2. The hearing panel questions the person initiating the report
3. The student(s) whose case is being heard presents his or her 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 (dc26@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 Ridgeway 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

Student organizations may post activities on their own websites 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 posted by the Office of Technology Services.

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 loud speakers on campus is very limited because of class and residential life activities. Permission to use loud speakers 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 University Organizations Policies and Procedures handbook, available in the Center for Student Engagement.

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 University chaplain before submitted to the Center for Student Engagement. Club sports must meet specific criteria before being approved. Information is available from the director of recreational sports.

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 Handbook relative to activities, publicity, fund raising, 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 responsible for complying with the University’s 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/clauses. 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 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 McCurdy Alumni Memorial Union is prohibited.

3. Solicitation or raising funds off campus is also regulated. To solicit businesses or individuals for donations, prizes, gifts, advertisements, or any other fund-raising efforts, specific guidelines must be followed. Solicitors must submit a typed list of prospective businesses and individuals to the Office of Institutional Advancement two weeks before solicitation. Please refer to the Student Organization Handbook for specific information.

D. 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.)

E. All student organizations are expected to comply with Title IX and University policy on nondiscrimination.
STUDENTS’ RIGHTS AND RESPONSIBILITIES

F. 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.

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.

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

The University is committed to fostering an atmosphere free from sexual harassment, sexual violence, gender-based harassment, and other sexual misconduct (all referred to in this policy as “sexual misconduct”) and to creating an inclusive campus for students regardless of their sex, sexual orientation, or gender identity. These commitments include identifying problems that may lead to sexual misconduct, creating an atmosphere in which the entire University community is sensitive to preventing sexual misconduct and effectively responding when a student, visitor, guest, or program participant believes they may have been the victim of sexual misconduct. An important part of fostering an atmosphere free from sexual misconduct is stating clearly that retaliating [getting back] against a person who reports sexual misconduct or who is involved in an investigation or proceeding concerning sexual misconduct is prohibited. The University strongly encourages any student, visitor, guest or program participant who feels he or she has been a victim of sexual misconduct to report the sexual misconduct. Included in this policy is specific information about reporting options.

The University strongly supports an individual’s desire for confidentiality in cases involving sexual misconduct. An individual has the option of requesting that a report of sexual misconduct be kept confidential, that his or her name not be disclosed to the other student, and that no investigation or disciplinary action be taken against the other student. In such cases, the University will make a careful assessment to determine if such requests can be honored while still providing a safe environment for all students and other members of the University community. Included in this policy is specific information about the levels of confidentiality provided by law.

Human sexuality involves our whole being as persons. It includes powerful emotions and extreme intimacy with profound psychological, physical, and spiritual implications. Ill-advised intimacy can leave one feeling guilty and lonely. In addition, sexually active individuals should be conscious of the threat of sexually transmitted diseases and should make themselves aware of the various ways to prevent transmission of sexually transmitted diseases.

It is the responsibility of all members of the University community to be familiar with this Sexual Misconduct Policy in order to determine appropriate or inappropriate sexual behavior and to engage in the appropriate processes for reporting and resolving a violation of this policy. This policy applies regardless of sexual orientation or gender identity. Questions about this policy may be directed to the Title IX coordinator, the Office of the Dean of Students or Office of Counseling Services.

Important Definitions

1. Consent: Definition of Consent

Consent is the basis for an appropriate sexual encounter. Consent must be present before an individual initiates a sexual encounter or moves on to a different kind of sexual activity during a sexual encounter. Individuals should speak openly and clearly to each other about their expectations and actions before engaging in sexual activity.

Consent is defined in this policy as the voluntary, unambiguous and affirmative agreement to engage in a specific sexual activity during a sexual encounter. An individual who is asleep, or mentally or physically incapacitated, either because of the effects of alcohol or drugs, or for any other reason, is unable to give consent. In addition, an individual who participates in sexual activity because of force, the threat of force, duress, intimidation, or coercion is unable to give consent.

Consent may not be taken for granted because of the existence of a prior or current relationship or because of prior sexual activity.

Consent must take the form of clearly understandable words or actions. These words or actions must state the individual’s agreement to engage in a specific sexual activity. While an individual may consent to one level of sexual activity, like kissing – consent must also be present to take this sexual activity to a more intimate level – for example, the touching or stroking of a partner’s genitals.

Consent should not be implied because of the way a person dresses, because someone has agreed to go on a date or because of an invitation to return to a dorm or fraternity/sorority sleeping room.

Alcohol may impair an individual’s ability to make voluntary and clearly understood choices. It is very important that before engaging in any form of sexual activity a partner’s intoxication level be taken into account. It is always the responsibility of the person initiating the sexual activity to ensure consent has been effectively communicated and the participating individual retains the ability to provide consent before and during the sexual activity. Engaging in sexual activity while under the influence of alcohol or with a partner who is under the influence of alcohol may lead to bad things happening: things that may ruin your college experience or career plans.

2. Reporting Party: Definition of Reporting Party

A reporting party is a person who reports an incident of sexual misconduct to a responsible employee. A responsible employee who reports any incident of sexual misconduct is both a reporting party and a responsible employee. If the reporting party is the same person who reports they have been the victim of sexual misconduct they will then be referred to as the Complainant (see below).

3. Complainant: Definition of Complainant

The Complainant is defined as a student, visitor, guest or program participant who reports they have been the victim of sexual misconduct.

4. Respondent: Definition of Respondent

The Respondent is defined as a student who is alleged by the Complainant to have committed an act or acts of sexual misconduct.

5. Sex and Gender: Definitions of Sex and Gender

For the purpose of this policy, “sex,” when applied to an individual, refers to the biological and physiological characteristics that define men and women. Sex is assigned at birth and recorded on a birth certificate and can be re-assigned and recorded on an amended birth certificate. “Gender” is a more fluid concept. It includes the cultural roles, attitudes, and expectations that a society associates with the different sexes. It also includes an individual’s internal sense of how they identify within those roles and expectations and their individual decisions about how to express that identity. An individual’s gender identity may be the same or different from the same person’s sex assigned at birth.
6. Sexual Misconduct: Definition of Sexual Misconduct
Sexual misconduct is a broad term that includes sexual violence, sexual harassment, creating a hostile environment, sexual exploitation, domestic violence, dating violence, stalking, retaliation, and intimidation. Sexual misconduct is of a nonconsensual nature if the Complainant objected or clearly attempted to object to the conduct, or if his or her capacity to consent was substantially impaired by reason of physical force, threat or intimidation, lack of opportunity to object, physical or mental disability, drug or alcohol consumption, or other voluntary or involuntary cause.

7. Sexual Assault: Definition of Sexual Assault
Sexual assault refers to any actual, attempted, or threatened form of nonconsensual sexual intercourse or other sexual conduct of a forcible, threatening, or otherwise nonconsensual nature. This includes rape, attempted rape, deviant sexual conduct, sexual battery or forcible fondling, deviant sexual behavior, incest and statutory rape.

8. Sexual Harassment and Gender-based Harassment: Definitions of Sexual Harassment and Gender-based Harassment
Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment creates a hostile, intimidating, or offensive environment. It can include, but is not limited to, unwelcome sexual advances, requests, offers, or suggesting a trade of sex for a desired result. Sexual harassment also includes verbal, nonverbal, or physical conduct of a sexual nature if the conduct is sufficiently severe, persistent, or pervasive to interfere with or limit a student or a member of the University communities’ ability to participate in or benefit from the academic, educational, extra-curricular, athletic, or other programs of the University. Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, gender, gender identity, or gender expression, whether or not the conduct is sexual in nature. Both sexual harassment and gender-based harassment occur in any communication format, including, but not limited to face-to-face, telephone, written, and electronic interactions.

Some examples of sexual or gender-based harassment include:
- Sexually explicit profanity
- Sexual humor or sexually suggestive language
- Unnecessary remarks about parts of the body
- Obscene gestures
- Cyberbullying that is based on gender or sexual activity
- Unwelcome touching
- Sexual assault or violence
- Inappropriate remarks about a person’s sex, gender identity or sexual orientation
- The display of sexual pictures or images
- Forced sexual activity
- The use of electronic media (like email or text messaging) to send sexually charged words, images, or messages

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

9. Sexual Exploitation: Definition of Sexual Exploitation
Sexual exploitation refers to any situation in which sexual advantage of another person is taken without that individual’s consent. This includes voyeurism and recordings (photo, audio, or video) of sexual activity (sometimes referred to as “revenge porn”), administering alcohol or drugs without consent, exposure of one’s genitals, buttocks, or breasts, and providing opportunities for others to view consensual sexual activity without the knowledge and consent of all parties to the consensual sexual activity.

10. Domestic Violence: Definition of Domestic Violence
Domestic violence is defined as student-on-student violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabiting with or has cohabited with the Complainant as a spouse, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Indiana.

11. Dating Violence: Definition of Dating Violence
Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse.

12. Stalking: Definition of Stalking
Stalking is defined as a knowing or intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the Complainant to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

13. Intimidation: Definition of Intimidation
Intimidation occurs when a person communicates in any manner a threat to another person with the intent that the other person engage in sexual conduct against the other person’s will.

14. Retaliation: Definition of Retaliation
Retaliation occurs when an effort is made to get back at any person because he or she reports sexual misconduct or opposes sexual misconduct or who is involved in an investigation of reported sexual misconduct. Retaliation is also prohibited against any member of the investigative team, witnesses, or individuals involved with the investigation or adjudication of a report or complaint of sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against a person because of their complaint or involvement in the complaint process. The University will take prompt and appropriate action to investigate retaliation and it will take strong responsive action against anyone who engages in retaliation. This prohibition against retaliation covers a wide range of participants and interested parties including, but not limited to, the Complainant, Respondent and the family and friends of the Complainant and Respondent.

15. Title IX Coordinator Definition and Identity of the Title IX Coordinator
Title IX of the 1972 Education Amendments forbids institutions receiving federal funds from discriminating against students on the basis of sex or gender identity. All forms of sexual misconduct described in this policy are prohibited by
Title IX, and the University has the responsibility to investigate all Title IX complaints. Keith Gehlhausen, interim director of institutional equity/Title IX coordinator is responsible for overseeing Title IX. Gehlhausen’s office is located in Room 118, Olmsted Administration Hall. His telephone number is 812-488-2943. His email address is kg77@evansville.edu. It is the responsibility of the Title IX coordinator to ensure that the University’s policy is followed with respect to reporting, investigating, and responding to allegations of sexual misconduct. The Title IX coordinator will enlist the assistance of other University employees to facilitate the appropriate response to any allegation of sexual misconduct. Questions regarding Title IX should be directed to Gehlhausen. In addition, questions regarding Title IX may also be addressed to the Office of Civil Rights, United States Department of Education, at 500 W. Madison Street, Suite 1427, Chicago, Illinois 60661.

16. **Definition of Responsible Employee**

A “responsible employee” must report incidents of sexual misconduct to the Title IX coordinator or other appropriate school designee. This includes information about incidents a responsible employee knows or reasonably should have known about. For the purposes of this policy, a responsible employee is defined as a University employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty. The following employees are considered responsible employees: all full-time, part-time, visiting, and volunteer faculty, administrators, staff, coaches, and resident assistants.

A responsible employee must report the incident, including all relevant details. This includes the names of the Respondent (if known), the name of the student, visitor, guest or program participant who experienced the sexual misconduct, other students involved in the alleged sexual misconduct, as well as relevant facts, including the date, time and location of the alleged misconduct to the Title IX coordinator, Keith Gehlhausen, interim director of institutional equity/Title IX coordinator; the human resources department; the Dean of Students office; the Office of Residence Life; or the Office of Safety and Security. To the extent practicable, information reported to a responsible employee will be shared only with the University officials responsible for responding to the report.

**Scope of Policy**

This policy applies to prohibited conduct both on campus and away from campus, regardless of where sexual misconduct takes place, if the conduct occurs in the context of a University sponsored or sanctioned education program or activity. This policy also applies if the conduct has continuing effects on campus or in an off-campus education program or activity. This policy applies to prohibited conduct both on campus and away from campus, regardless of where sexual misconduct takes place, if the conduct occurs in the context of a University sponsored or sanctioned education program or activity. This policy also applies if the conduct has continuing effects on campus or in an off-campus education program or activity. The University reserves the right to contact law enforcement authorities for action separate from or in addition to University disciplinary action.

**Scope of Confidentiality**

When Reporting Sexual Misconduct

The University encourages all students who believe they have experienced some form of sexual misconduct [hereinafter called the “Complainant”] to talk to somebody about what happened - so they can get the support they need and the University can respond appropriately. Different employees on campus have different abilities to maintain a Complainant’s confidentiality.

A student who believes they have experienced sexual misconduct (Complainant) has the following options to choose from when reporting sexual misconduct:

**Reporting Option One:**

**Professional and Pastoral Counselors**

The University’s professional, licensed counselor(s) [including those who act in that role under the supervision of a licensed counselor] and pastoral counselors who provide mental-health counseling to members of the University community are not required to report any information about an incident to the Title IX coordinator without a Complainant’s permission. The following is the contact information for these individuals:

1. Karen Stenstrom, LCSW, Director of Counseling Services
   University Counseling Center
   Room 200, Ridgway University Center
   812-488-2663, sb79@evansville.edu

2. Liz McCormick, LCSW, Counselor
   University Counseling Center
   Room 200, Ridgway University Center
   812-488-2663, em232@evansville.edu

3. Carissa Young, LSW, Counselor
   University Counseling Center
   Room 200, Ridgway University Center
   812-488-2663, cy41@evansville.edu

4. Jennifer Hargus, LCSW, Counselor
   University Counseling Center
   Room 200, Ridgway University Center
   812-488-2663, jh693@evansville.edu

While these professional counselors may maintain a Complainant’s confidentiality as it relates to the University, they are required by Indiana law to report:

a. If they believe there is imminent danger of self-harm.

b. If there is reason to believe that child, elder, or dependent abuse has occurred.

c. If you report being sexually assaulted and are under the age of 18.

d. If you express threats of violence towards another person.

e. If federal law enforcement officials request your information under the United States Patriot Act.

f. Under court order, subpoena or as otherwise required by law.
Sexual Misconduct

Reporting Option Two:
Non-Professional Counselors and University Health Center Employees

Individuals who work or volunteer in the University’s health center, including non-professional unlicensed counselors, front desk employees and students who work in the health center, can generally talk to a Complainant without revealing to the University any personally identifying information about an incident. A Complainant can seek assistance and support from these individuals without triggering a University investigation that could reveal the Complainant’s identity or that the Complainant has disclosed the incident.

However, while maintaining a Complainant’s confidentiality, these individuals or their office will report the nature, date, time, and general location of an incident to the Title IX coordinator. This limited report – which includes no information that would directly or indirectly identify the Complainant – helps keep the Title IX coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX coordinator, these individuals will consult with the Complainant to ensure that no personally identifying details are shared with the Title IX coordinator.

While these non-professional counselors, employees and volunteers may maintain a Complainant’s confidentiality as it relates to the University, they are required by Indiana law to report:

a. If they believe you are in imminent danger of self-harm.
b. If there is reason to believe that child, elder, or dependent abuse has occurred.
c. If you report being sexually assaulted and are under the age of 18.
d. If you express threats of violence towards another person.
e. If federal law enforcement officials request your information under the United States Patriot Act.
f. Under court order, subpoena or as otherwise required by law.

Reporting Option Three:
Reporting to “Responsible Employees” at the University

A responsible employee is a University employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a Complainant tells a responsible employee about an incident of sexual misconduct, the University will take prompt and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator or his designee all relevant details about the alleged sexual misconduct that is provided by the Complainant – including the name of the Complainant and Respondent, any witnesses, and other relevant facts, including the date, time and specific location of the alleged misconduct. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to a report of sexual misconduct.

The following employees (or categories of employees) are the University’s responsible employees: all full-time, part-time, visiting and volunteer faculty, administrators, staff, coaches, and resident assistants (“RAs”). Contact information for these employees is found at the following link: https://acelink.evansville.edu/Directory.

Before a Complainant reveals any information to a responsible employee, the employee will advise him or her of the employee’s reporting obligations – and, if the Complainant wants to maintain confidentiality, direct the Complainant to the confidential resources described in Reporting Option One above.

If the Complainant wants to tell the responsible employee what happened but also maintain confidentiality, the responsible employee will tell the Complainant that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the responsible employee will also inform the Title IX coordinator of the Complainant’s request for confidentiality.

Reporting Option Four:
Reporting to Law Enforcement

The Complainant has the right to choose to report their complaint to law enforcement at any time throughout the sexual misconduct investigation or hearing process. The University disciplinary process is separate from the legal process.

If you wish to contact local law enforcement directly you may call the

Evansville Police Department
812-436-7896 or 911.

The University will assist a Complainant in contacting law enforcement or the Complainant may contact law enforcement directly.

Reporting Option Five:
Reporting Anonymously to Local Law Enforcement

The Complainant has the right to make an anonymous report to local law enforcement by contacting:

WE TIP Crime Hotline
1-800-782-CRIME
1-800-782-7463.

The University will assist a Complainant in contacting WE TIP or the Complainant may contact WE TIP directly.

Reporting Option Six:
Reporting to Local Community Support Organizations

The Complainant may wish to report sexual misconduct to either of the following local community support organizations:

Albion Fellows Bacon Center
Domestic Violence Hotline: 812-422-5622
Sexual Assault Hotline: 812-424-7273

Holly’s House
750 N. Park Drive
Evansville, Indiana 47710
812-437-7233

These organizations are not connected with or part of the University. The Complainant should be sure to ask each organization about its policy concerning confidentiality and the provision of personally identifying information to law enforcement and other authorities before providing personally identifying information.

How the University Will Evaluate a Request for Confidentiality

If a Complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University’s obligation to provide a safe, non-discriminatory environment for all students and member of the University community, including the Complainant. A Complainant should understand
that, if they want to maintain confidentiality, the University will be unable to conduct a meaningful investigation into the particular incident or pursue disciplinary action against the Respondent.

If the University honors the request for confidentiality, a Complainant must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent may be limited. Although perhaps rare, there are times when the University may not be able to honor a Complainant's request in order to provide a safe, non-discriminatory environment for all students and members of the University community.

The Title IX coordinator, the Executive Vice President of Academic Affairs, the Assistant Vice President of Students Affairs and the Director-Office of Safety and Security, will evaluate all requests for confidentiality once the Title IX coordinator's office is put on notice of alleged sexual misconduct;

When weighing a Complainant's request for confidentiality or that no investigation or discipline be pursued, a range of factors will be considered, including the following:

a. whether there have been other sexual misconduct complaints about the same Respondent;
b. whether the Respondent has a history of arrests or records from a prior school indicating a history of sexual misconduct;
c. whether the Respondent threatened further sexual misconduct against the Complainant or others;
d. whether the sexual misconduct was committed by multiple Respondents;
e. whether the sexual misconduct was perpetrated with a weapon;
f. whether the Complainant is a minor;
g. whether the University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
h. whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors may impact the scope of the University's investigation as well as the University's determination concerning confidentiality. If none of these factors are present, the University will more likely be able to respect the Complainant's request for confidentiality.

If the University determines that it cannot maintain a Complainant's confidentiality, the University will inform the Complainant prior to identifying the Complainant's name to the Respondent and will, to the extent possible, only share information about him or her. The University will make students, visitors, guests and program participants who file complaints aware of this right and explain how it might affect the University's ability to maintain complete confidentiality.

Amnesty for Complainants and Witnesses of Sexual Misconduct. Reporting sexual misconduct is important. The University recognizes that an individual who reports sexual misconduct may be engaged in under-age drinking or drug use or other prohibited conduct at or near the time of the incident complained of. To encourage reporting under these circumstances, the University will not take disciplinary action against a Complainant or against witnesses for their personal use of alcohol or drugs or for other prohibited conduct at or near the time of the incident complained of if such violations do not or did not subject other people to harm or result in destruction of property.

Public Awareness Events. Students may disclose their experiences with sexual misconduct at public awareness events like "Take Back the Night" without triggering a reportable event to the University. However, when such events occur on campus or in the context of a University sponsored or sanctioned off-campus program or activity, the University will provide information at such event, programs or activities on Title IX and how to file a Title IX complaint with the University or with area law enforcement agencies.

When a Complainant confides in a Friend. Many times, a Complainant of sexual misconduct will confide in a friend that they believe they have been victimized. This is particularly true on a residential campus like the University of Evansville given the close-knit community of students. Students can provide direct support to a Complainant by assisting them through the various steps listed in the "What to Do if You Have Been Sexually Assaulted" section of this handbook. Direct support may also be provided to the friend of the Complainant from the University Counseling office.

Bystander Assistance. Sometime a student or other person (a "Bystander") may be in a situation, particularly a social situation, where they observe sexual misconduct either taking place or likely to take place. If a Bystander may do so safely and positively they may be in a position to prevent instances of sexual misconduct or likely sexual misconduct. In such circumstances, a Bystander should carefully evaluate the situation and if they feel it is safe to
do so, lend assistance to the person who is or may be subjected to sexual misconduct. If a Bystander does not believe assistance may be safely rendered, the Bystander is strongly encouraged to contact the Office of Safety and Security (812) 488-6911 or (812) 488-2500 and/or local law enforcement at 911 as soon as possible. An anonymous report can also be made by calling the WeTip hotline at 1-800-78-CRIME (1-800-782-7463).

Title IX Statement. The University of Evansville has obligations under federal law to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. The University has designated Title IX coordinator to coordinate its compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

Clergy Act Statement. The University of Evansville has obligations under federal law to provide the Department of Education with information about crimes that take place on University property and in federally defined zones not on University property. Under most circumstances, reports of sexual misconduct are covered by the University’s Clergy Act reporting obligations. If the University determines that a crime poses a serious and immediate threat to the University community, the Clergy Act may require the Campus Security Department to issue a timely warning to the University community. Any such warning will not include personally identifiable information about the Complainant.

Violence Against Women Act Statement. The University of Evansville has obligations under the Violence Against Women Act (“VAWA”). VAWA seeks to reduce domestic violence and improve the treatment of rape victims. VAWA extends protection to Native American women and members of the LGBTQ community.

What to Do if You Have Been Sexually Assaulted

Seek Refuge. If you are assaulted, get to a safe place as soon as you can. The University has resources available to you for emotional and physical support. The Office of Safety and Security, 812-488-6911 or 812-488-2500, can provide assistance to you by telling you how you can reach a counselor, contact law enforcement authorities, obtain hospital transportation and the like. You may also contact the Evansville Police Department directly by dialing 911.

Right to File an Anonymous Crime Report. An anonymous report can also be made by calling the WeTip hotline at 1-800-78-CRIME (1-800-782-7463).

Preserve Evidence. Resist the urge to bathe, use the toilet, change clothing or apply soaps or lotions. If you must change clothes, put them in a paper bag or wrap them in a clean sheet. Do not place these items in a plastic bag as the bag may distort evidence. It is also important not to disturb any evidence that may be present in the location where the offense occurred or destroy or delete any correspondence relative to the offense.

Get medical attention as soon as possible. It is important to seek medical attention in the case of sexual assault in order to check for injuries, effectively preserve evidence, and test for sexually transmitted diseases. Medical attention can also be obtained directly from one of these locations:

- Crayton E. and Ellen Mann Health Center 812-488-2033
- St. Vincent’s Hospital 812-485-4491
- Deaconess Hospital 812-450-3405

Personal Support. A University counselor is available 24 hours a day to provide personal support and guidance after an assault. The office phone number is 812-488-2663. After normal business hours, you can reach the counselor on call by contacting the Office of Safety and Security (812) 488-2051 and requesting a counselor.

Rights of Students

When a student makes a complaint about sexual misconduct, or is accused of sexual misconduct, the following rights shall be respected as the University investigates and resolves the complaint:

1. The right to be informed of disciplinary procedures and the extent of all alleged violations that are noted in the investigative report.
2. Both parties may have an advisor of their choice present during their investigative interview. However, the advisor may not actively participate in the investigative or disciplinary process.
3. The right of the Respondent to receive written notice of the date, time and place of the hearing at least 48 hours before the Hearing Board meets.
4. The right to consult with the student ombudsman.
5. The right to request that any Sexual Misconduct Hearing Board (as described in section E. below) member be removed and replaced if there is evidence of a conflict of interest or demonstrated bias toward the Complainant or Respondent. The Title IX coordinator will consider the request and make any changes deemed necessary.
6. The right to be present, if desired, for all testimony given and evidence presented before the Hearing Board.
7. The right to make an impact statement at a disciplinary hearing and to have that statement considered by the Hearing Board making its determination.
8. The right to appeal the disciplinary hearing outcome.
9. The right, subject to the law, not to have any personal information released by the University to the public without prior consent.

Intake of Report, Interim Measures and Investigation of Sexual Misconduct

When possible the University will strive to investigate a complaint about sexual misconduct, and if appropriate, hold a hearing before a Sexual Misconduct Hearing Board (“Hearing Board”) and issue its post-hearing determination within a 60 calendar day period from the date of the complaint. This 60 day target does not include the time it takes to appeal an initial determination. However, depending upon the circumstances, including the complexity of the facts and the number and availability of witnesses, there may be occasions when the process will take more than 60 calendar days. In such instances, the Title IX coordinator will advise the Complainant and Respondent that additional time will be required.

Intake

Title IX Intake Process

Generally, the intake process is as follows: Once the Title IX coordinator’s office is put on notice of a complaint, the Title IX coordinator will email and/or call the Complainant to conduct a preliminary investigation. Absent unusual circumstances, a face to face meeting will be held. If the reporting party is the Com-
plaintiff, they will complete Sexual Misconduct Information Check List. The Complainant will also be made aware of on and off campus support resources. Interim measures may also be discussed if appropriate (see section B). The Complainant will also be provided assistance if they wish to meet with a counselor, seek medical attention, or notify law enforcement.

After the Complainant meets with the Title IX coordinator, the Title IX coordinator will email and/or call the Respondent to conduct a preliminary investigation. Absent unusual circumstances, a face to face meeting will be held. The Respondent will also be made aware of on and off campus support resources. If appropriate, interim measures will be discussed.

Based on the information gathered during the preliminary investigation, the Title IX coordinator will determine the extent of the fact-finding investigation required.

If the Complainant chooses not to file a complaint, the information provided by the Complainant will remain on file in the Title IX Office. The Title IX coordinator will nonetheless determine to what extent a fact-finding investigation or other action is required. The University reserves the right to contact law enforcement authorities regardless of the Complainant’s request if it believes there exists a threat to the health or safety of students and employees.

Interim Measures

Depending on the severity of the alleged sexual misconduct, the University reserves the right to take interim measures at any point throughout the process to protect the Complainant and the Respondent. Such interim measures may include, but are not limited to:

a. A change in academic and extracurricular activity schedules so the Complainant and Respondent avoid contact.
b. A change in living and dining arrangements.
c. The offer of counseling to both the Complainant and Respondent.
d. Alternative testing arrangements, seeking incompresses, alternatives for course completion and similar measures.
e. Increased monitoring, supervision or security at locations or activities where the alleged misconduct occurred.
f. The opportunity to obtain health, mental health, academic support and counseling services.

Pre-determination disciplinary or other action against a Respondent will only be taken where, because of the severity and extent of the alleged conduct, such extraordinary action is appropriate. The Dean of Students may suspend or expel a student and provide that student with notice as soon as practicable. A suspension or expulsion may be appealed in writing to the President from off campus. Such an appeal must be received in the President’s office no later than five days after the day the notice of suspension is provided to the student by the University. The written request to appeal must identify with specificity the facts upon which the appeal is based and why the decision of the Dean of Student is clearly in error.

Investigation and Outcome of Investigation

Investigations of alleged sexual misconduct are the responsibility of the Title IX coordinator and investigators designated by the Title IX coordinator. An investigation will begin promptly and the University will not wait for the conclusion of a criminal investigation. The University prohibits retaliation against any party or participant in an investigation or hearing. During the investigation process, the complainant and respondent will have the opportunity to provide any evidence that may exist to the investigators including copies of text messages, photos, social media posts, etc.

After the investigation, the Title IX coordinator will determine whether the case will be presented to a Hearing Board. The Title IX coordinator will notify the Complainant and Respondent of the decision in writing.

If the Title IX coordinator determines that a case will be presented to a hearing board, the Title IX coordinator will request the Dean of Students to convene that board. The Title IX coordinator will provide the Dean of Students with the documents comprising the investigative file.

The Dean of Students will notify the Complainant and Respondent about the hearing in writing. The Dean of Students will provide both parties with the evidence packet (all evidence collected during the investigation) and the evidence packet will be provided to the Sexual Misconduct Hearing Board as part of the hearing process. The complainant and respondent will have the opportunity to provide, in writing, any corrections or clarifications to the investigator’s report regarding their individual testimony to the Title IX coordinator. Any such corrections or clarifications will be distributed to all parties as an addendum to the evidence packet.

Administrative Hearing before Dean of Students

An administrative hearing may be conducted by the Dean of Students or her appointee in her absence. An administrative hearing is appropriate under certain limited circumstances such as where the Respondent has accepted responsibility for both the misconduct and the proposed sanctions, cases involving the violation of the sexual misconduct policy by a student organization, or cases where the circumstances are extremely sensitive in nature and both the Complainant and Respondent voluntarily and without coercion, request the case not be heard by the sexual misconduct Hearing Board. Whether an administrative hearing is appropriate will be determined by the Title IX coordinator. Administrative action by the Dean of Students in an administrative hearing will conclude complaints of sexual misconduct without any further hearing(s).

Sexual Misconduct Hearing Board

If the Title IX coordinator determines that, based on the outcome of the investigation, a hearing on the allegations should be held, the hearing will be conducted by the Sexual Misconduct Hearing Board. Twenty employees, comprised of faculty and administrators, will be appointed by the President to serve as a pool of members for the Sexual Misconduct Hearing Board. From the pool of members, the Dean of Students will select a total of three individuals from this pool to serve on the Sexual Misconduct Hearing Board (“Hearing Board”). The “Preponderance of Evidence” standard, (i.e., “more likely than not”) will be used by the Hearing Board. The Title IX coordinator will appoint one of these individuals to be President Hearing Board Member. The Dean of Students will serve as an advisor to the Hearing Board. The President Hearing Board Member will, in consultation with the Dean of Students or her designee, determine the outcome of all procedural and evidentiary issues raised at the hearing.

No individual may attend the Hearing Board hearing unless they serve as an advisor to the Complainant or Respondent or are otherwise permitted to do so by the President Hearing Board Member. All Hearing Board witnesses will be separated and no witnesses other than the Complainant and Respondent may be present in the hearing room during witness testimony.

Hearing Board members may meet prior to the hearing to discuss logistics and review evidence that has been provided to both the Complainant and Respondent. Prior to the hearing, the Hearing Board is empowered to request that additional information from the investigators be made available to it. Once the hearing is convened, the Hearing Board is also empowered to call witnesses
of its choosing. Witnesses are not required to participate but are encouraged to do so.

**Hearing Procedures**

1. The University will determine if the Complainant needs to be present for the entire Hearing Board hearing.
2. If the University allows one party to be present during the entire Hearing Board hearing, it will do so equally for both parties.
3. When requested, the University will make arrangements so that during the Hearing Board hearing the Complainant and the Respondent do not have to be present in the same room at the same time.
4. The University will not require the Complainant to be present at the Hearing Board hearing for the hearing to take place.
5. If the Respondent chooses not to participate in the hearing, it will nonetheless be held and the Hearing Board will render its decision based on the information that is presented to it.
6. The University will not permit the parties to cross-examine each other. However, each party may submit written questions to the Title IX coordinator for consideration, at least forty-eight hours before the time the hearing starts. Approved questions will be forwarded to the Hearing Board and the Hearing Board may, in its discretion ask these questions on behalf of the complainant and respondent without disclosing the author of the question.
7. Questions about the Complainant’s sexual history with anyone other than the Respondent will not be permitted. The same restriction applies to the Respondent’s sexual history with anyone other than the Complainant.
8. While they may not ask questions of each other, the Complainant and the Respondent will both be provided the opportunity to question all other witnesses directly. The Presiding Officer or the Dean of Students, acting as advisor to the hearing process, may not allow certain questions if the question is perceived as irrelevant to the case or inappropriate.
9. The University will allow both parties to be accompanied to any University disciplinary proceedings and any related meetings by the advisor of their choice. However, the advisor may not actively participate in the investigative or disciplinary process.

The order of a Hearing Board hearing will be as follows:

1. The person initiating the complaint (Complainant) will give his or her evidence of the sexual misconduct alleged. The Complainant may choose not to participate in the hearing but does so with the understanding that it may impact the Hearing Board’s decision regarding whether or not sexual misconduct occurred and what the appropriate actions should be if it did occur. In place of the Complainant, this evidence may be provided by the party responsible for the investigation of the allegations.
2. The Respondent may give his or her evidence of the sexual misconduct alleged. If the respondent chooses not to participate in the hearing, the hearing will nonetheless be held and the hearing board will render its decision based on the information presented.
3. Any witnesses for either party may appear individually before the Hearing Board. The number of such witnesses will be pre-determined by the Dean of Students in consultation with the Title IX coordinator. Both parties will have the opportunity to present the same number of witnesses.
4. Both parties will have the opportunity to question each witness.
5. The Hearing Board may ask questions of the witnesses.
6. The Complainant and Respondent will not be permitted to question each other directly. Both may submit questions for the other party to the Title IX coordinator, in writing, at least 48 hours prior to the hearing for consideration (see Hearing Procedures).
7. The Hearing Board may ask questions of the Complainant or the party responsible for the investigation.
8. The Hearing Board may ask questions of the Respondent.
9. The Complainant may make a closing statement, including an impact statement and a description of the desired outcome from the hearing.
10. The Respondent may make a closing statement, including an impact statement and a description of the desired outcome from the hearing.
11. The parties will leave the hearing at the same time in such a way to avoid contact with each other.

**Notice of Outcome of Hearing Board Hearing**

Both parties will be notified concurrently in writing [sent by email and first class mail] about the outcome of the complaint and appeal rights. In the notification to the Complainant, the University will provide: (i) a conclusion as to whether or not, based upon a preponderance of the evidence, the alleged conduct occurred; (ii) any individual remedies provided to the Complainant; (iii) any sanctions imposed on the Respondent that directly relate to the Complainant, and other steps the University took or will take to eliminate a hostile environment, if the University finds one to exist and the steps taken and/or to be taken to eliminate the hostile environment. Information regarding the appeal process will also be provided to both parties.

**Determination and Possible Sanctions**

At the conclusion of the hearing, the Hearing Board will adjourn to evaluate the record of the proceedings. Thereafter the Hearing Board will render its written decision on the Complainant’s complaint. As a result, the Hearing Board may either dismiss the complaint without further action or recommend one or more of the following sanctions:

1. Warning. The Respondent is warned that his or her behavior is unacceptable to the University community. The Respondent may also be warned that further violations will result in more severe disciplinary action.
2. Restitution. The Respondent may be assessed charges for any damages or losses which may have resulted from the sexual misconduct.
3. Fines. The Respondent may be assessed fines as appropriate in addition to charges for restitution.
4. Disciplinary Probation. Disciplinary probation may be accompanied by additional sanctions or by special conditions including, but not limited to, required counseling.
5. Counseling. The Respondent may be required to attend counseling.
6. Restricted access on campus, at University events, University housing, etc.
7. Restricted communication with other party or witnesses associated with the case.
8. Suspension. The Hearing Board will determine the appropriate length of time for the suspension.

9. Expulsion. Permanent separation of the Respondent from the University and the University community.

The Hearing Board’s written decision will be sent by email and first class mail concurrently to the Complainant and the Respondent.

**Appeals from Determination of Hearing Board**

Following the determination of the Hearing Board, 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 Sexual Misconduct Policy were not adequately followed.

2. There is new evidence that will materially impact the Hearing Board’s decision and this evidence was not presented at the Hearing Board hearing for good cause shown as determined by the Title IX coordinator.

3. The sanctions imposed by the Hearing Board are believed to be either too severe or too lenient for the violation which the person was found to be responsible.

A request for an appeal must be made in writing and submitted by email to the Title IX coordinator [kg77@evansville.edu] within five (5) business days [Monday – Friday] after the date the Hearing Board’s written decision is received by the appealing party. The Hearing Board’s written decision will be sent to both parties by email and certified mail and the five day period will be counted using the date the first method of delivery was received by the appealing party. The Title IX coordinator, Executive Vice President and the Assistant Vice President for Student Affairs will determine if an appeal may be taken. If a decision is made to hear the appeal, the non-requesting party will receive a copy of the appeal letter and notification that the appeal has been granted.

For an appeal hearing, the following process will be followed:

The Sexual Misconduct Appeals Hearing Board will be comprised of a total of three faculty and administrators, selected by the Dean of Students from the pool of Hearing Board members. None of the Appeals Board members may have served on the original hearing board. The appeals board will make every effort to decide each appeal as quickly as possible, preferably within two weeks of the time the request for appeal was granted by the Title IX coordinator. The sanctions from the original hearing will be upheld, if applicable, until the appeal is heard.

The Appeals Board will be provided copies of all evidence received by the Hearing Board, including a transcript of the initial hearing. The Hearing Board will consider new evidence if permitted by the Title IX coordinator.

The Appeals Board will meet, with all members present to review the transcript of the Hearing Board hearing and all evidence submitted to and accepted by the Hearing Board. After considering this material, the Appeals Board may:

1. Affirm the findings and sanctions determined by the Hearing Board;

2. Affirm the findings but adjust the severity of the sanction to a greater or lesser degree;

3. Reverse the finding and as such make a determination that, based on the “preponderance of evidence” standard, there was insufficient evidence to find the Respondent committed the offense(s) complained of;

4. Reverse the Hearing Board’s decision and order a new hearing. The Appeals Board’s written decision will be sent by email and first class mail to both parties concurrently. Decision of the Appeals Hearing Board is final.

The University reserves the right to modify the hearing and appeal procedures to provide for what in its sole opinion, is equitable treatment of the Complainant and Respondent.

This policy was drafted upon review of published sexual misconduct policies and guidelines from DePauw University, Northwestern University, Texas Women’s University, Washington University, Colorado State University Pueblo, Notalone.gov, ATIXA, Indiana Criminal Code, and the United States Department of Education.
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 www.evansville.edu/alcoholpolicy. 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, 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**

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 members, administrators, and staff members) 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 38, 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 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, illegal drugs. Unauthorized manufacture, distribution, 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 the Office of Safety and Security at ext. 6911 or 812471-6911 or 911 immediately 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 her 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 indianaflageline.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

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<tr>
<th>First offense</th>
<th>Second offense</th>
<th>Third offense</th>
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<tbody>
<tr>
<td>One year</td>
<td>Two years</td>
<td>Indefinite</td>
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The sale of a controlled substance, ineligibility period is

<table>
<thead>
<tr>
<th>First offense</th>
<th>Second offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two years</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

(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

(B) 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/accaintance rape, vandalism, financial problems, and the deterioration of personal relationships and work or school performance. Alcohol use and abuse is also associated with poor 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 812-488-2663
- Coordinator of Health Education and Wellness 812-488-1082
- Crayton E. and Ellen Mann Health Center 812-488-2033
- Sampson Hall
- Office of Safety and Security 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 800-NCA-CALL
- Information Line
- 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.

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 non-academic 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.

Policy on Harassment

The University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement 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. Harassment based on any of these protected characteristics undermines the mission of the University and negatively impacts the University community as a whole. Prohibited harassment is conduct based on one of these characteristics when such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning. The University will not tolerate retaliatory behavior against any individual(s) who reports harassment.

Behaviors that could be considered harassment based on these characteristics include any patterns of conduct aimed at another because of a protected characteristic that would degrade, distress, or humiliate a reasonable person, such as:

- Physical intimidation, assault, or vandalism.
- Exhibits of pictures or reading materials in print or electronic form containing negative information about a person’s protected class.
- Verbal abuse or degrading conversations regarding a person’s protected class.
- Name-calling, jokes, or negative comments about a person’s protected class.

Sexual harassment is a violation of Title IX and is addressed specifically in the Policy Prohibiting Sexual Misconduct (students) and Policy Prohibiting Administrators, Faculty, and Staff from Engaging in Sexual and other Unlawful Harassment.

Policy Prohibiting Administrators, Faculty Members, Staff Members and Students from Engaging in Sexual and Other Unlawful Harassment

Section 1:
Introduction

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, 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.

This policy covers all administrators, faculty members (including all part-time and full-time professors, assistant professors, associate professors, visiting professors, lecturers, and instructors), staff, and students. The University shares an equal commitment to protecting its students from sexual harassment and other forms of sexual misconduct. All administrators, faculty and staff members should understand that any form of harassment against students including, but not limited to, sexual harassment and sexual misconduct, if found to be the case, will be dealt with severely. In this policy, any such individual is hereinafter referred to as “employee” or “student”. This policy also prohibits discrimination and harassment by independent contractors, volunteers who perform work for the University, vendors, alumni, and guests or visitors of the University.

The University requires any Employee or student who feels he or she has been a victim of harassment or sexual harassment to report this misconduct. Included in this policy is specific information about reporting options.

For “student versus student” sexual misconduct and harassment, see the Policy Prohibiting Sexual Misconduct.

Section 2:
Important Definitions

A. Definition of Sexual Harassment

Sexual harassment (also called “sexual misconduct”) is unwelcome conduct of a sexual nature. Sexual harassment creates a hostile, intimidating, or offensive environment. It can include, but is not limited to, unwelcome sexual advances or requesting, offering, or suggesting a trade of sex for a desired result (this offer to trade is also known as quid pro quo sexual harassment). Sexual harassment also includes verbal, nonverbal, or physical conduct of a sexual nature if the conduct is sufficiently severe, persistent, or pervasive to interfere with or limit a member of the University community’s ability to participate in or benefit from the academic, educational, extracurricular, athletic, and other programs of the University.

Sexual harassment can occur in a variety of circumstances. Sometimes sexual harassment involves relationships of unequal power (for example the unequal power between an academic instructor and a student), and contains elements of coercion, as when compliance with requests for sexual favors becomes a condition of employment, benefits, work assignments, education, or study.
Some examples of sexual harassment include, but are not limited to:

- Sexually explicit profanity
- Sexual humor or sexually suggestive language
- Unnecessary remarks about parts of the body
- Obscene gestures
- Cyberbullying that is based on gender or sexual activity
- Unwelcome touching
- Sexual assault or violence
- Inappropriate remarks about a person’s gender or sexual orientation
- The display of sexual pictures or images
- Forced sexual activity
- The use of electronic media (like email or text messaging) to send sexually charged words, images, or messages

Sexual harassment may also involve unwelcome relationships among equals, as when sexual advances or demeaning verbal or physical behavior have a harmful effect on a person’s ability to work or study at the University.

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

**B. Definition of Other Harassment**

In addition to sexual harassment as defined above, the University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement as follows: 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.

Prohibited harassment is conduct based on one of these characteristics when such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

**Examples of Other Discriminatory Harassment**

Behaviors that could be considered harassment based on these characteristics include any patterns of conduct aimed at another because of a protected characteristic that would degrade, distress, or humiliate a reasonable person, such as:

- Physical intimidation, assault, or vandalism.
- Exhibits of pictures or reading materials in print or electronic form containing negative information about a person’s protected class.
- Verbal abuse or degrading conversations regarding a person’s protected class.
- Name-calling, jokes, or negative comments about a person’s protected class.
- Retaliation, as defined in Section H.

**C. Definition of Sexual Exploitation**

Sexual exploitation refers to any situation in which sexual advantage of another person is taken without that individual’s consent. This includes voyeurism and recordings (photo, audio, or video) of sexual activity, administering alcohol or drugs without consent, exposure of one’s genitals, buttocks, or breasts, and providing opportunities for others to view consensual sexual activity without the knowledge and consent of all parties to the consensual sexual activity.

**D. Definition of Domestic Violence**

Domestic violence is defined as violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Indiana.

**E. Definition of Dating Violence**

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse.

**F. Definition of Stalking**

Stalking is defined as a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

**G. Definition of Intimidation**

Intimidation occurs when a person communicates in any manner a threat to another person with the intent that the other person engage in sexual conduct against the other person’s will.

**H. Definition of Retaliation**

Retaliation occurs when an effort is made to get back at any person because he or she reports harassment, sexual misconduct, or opposes harassment or sexual misconduct, or who is involved in an investigation of reported harassment or sexual misconduct. Retaliation is also prohibited against any member of the investigative team, witnesses, or individuals involved with the investigation or adjudication of a report or complaint of harassment or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against a person because of their complaint or involvement in the complaint process. The University will take immediate and appropriate action to investigate retaliation, and it will take strong responsive action against anyone who engages in retaliation. This prohibition against retaliation should be seriously considered by the person complained about and the friends and family of the person complained about.

This policy applies to prohibited conduct both on campus and away from campus, regardless of where harassment or sexual misconduct takes place, if the conduct occurs in the context of a University sponsored or sanctioned education program or activity. This policy also applies if the conduct has continuing effects on campus or in an off-campus education program or activity.
Section 3:
Procedures for Filing a Complaint with the University

Complaints should be reported promptly so that appropriate action may be taken and an investigation completed while the recollection of events is most clear. Early reporting and investigation greatly helps to address complaints of harassment and discrimination.

Any employee who believes he or she has been subjected to harassment or who is aware of someone who is being subjected to harassment should contact one of the following individuals:

Keith Gehlhausen, Interim Director of Institutional Equity/Title IX Coordinator/Director of Human Resources
Room 118, Olmsted Administration Hall
812-488-2943
tf91@evansville.edu

LaNeeca Williams, Chief Diversity Officer/Interim Deputy Title IX Coordinator
Room 234, Olmsted Administration Hall
812-488-2413
lw161@evansville.edu

Geoff Edwards, Associate Dean of Student Engagement and Innovation/Interim Deputy Title IX Coordinator
Student Life Center, Ridgway University Center
812-488-1102
gw211@evansville.edu

When one of the parties to the prohibited conduct is a student:
Dana Clayton, EdD, Vice President for Student Affairs and Dean of Students
Room 230A, Ridgway University Center
812-488-2500
dc26@evansville.edu

These individuals will also help answer your questions about this policy.

When two students are involved in a complaint, the University of Evansville Policy Prohibiting Sexual Misconduct shall apply to both procedural and substantive matters as they relate to the student.

All employees have a duty to report any situation in which they believe another employee or student is being harassed. Unless a complaint involves student-on-student harassment, the following procedure applies:

All complaints will be written out on Complaint Form A by either the employee making the complaint or the University official who receives the complaint, in order to preserve an accurate record. The written complaint will identify the parties involved; describe the harassing behavior; when and where it occurred; and identify by name or description any witnesses.

All complaints of discrimination, particularly those related to sexual harassment, will be investigated promptly and treated with as much discretion as practicable. Access of information provided by the person making the complaint will be made available only to those persons who the University believes need to know.

Section 4:
The Investigation

The Title IX coordinator and the director of human resources, and his or her designees, will conduct a prompt, thorough, and impartial investigation of the complaint. When a student alleges he or she has been the victim of sexual misconduct and when a student is otherwise involved in an allegation of sexual misconduct, the dean of students will assist in the investigation. A “preponderance-of-the-evidence” standard will be used during fact-finding. The parties to the complaint and any witnesses will be interviewed as part of the investigation. Both parties to a complaint may be accompanied to any University disciplinary proceedings and any related meetings by the advisor of their choice. However, the advisor may not actively participate in the investigation or disciplinary process. The parties will be informed of the status of the investigation as deemed appropriate. The investigation will conclude within 60 days of the date the complaint was filed, absent unusual circumstances. A confidential record of the investigation will be kept on file in the Offices of Academic Affairs and Human Resources.

Section 5:
Following the Investigation

At the conclusion of the investigation, the Title IX coordinator, director of human resources and, if participating, the dean of students will provide the president with one of the following recommendations:
1. There is sufficient evidence supporting the alleged violation.
2. There is insufficient evidence supporting the violation.
3. The two parties negotiated a settlement.

The recommendation will be submitted to the president in writing within five business days after completion of the investigation.

Section 6:
Sanctions

If harassment is found, the president, in consultation with the Title IX coordinator, director of human resources, and the appropriate administrator will determine the formal sanctions in accordance with University policy. Sanctions include but are not limited to:

- Formal warning
- Suspension
- Dismissal/termination

An employee who has been found to have engaged in prohibited conduct has the right to appeal both the findings and any sanctions imposed. Written notice of any employee's desire to appeal must be received by the director of human resources within five business days (Monday - Friday) after the date the employee has been advised in writing that an adverse finding has been made, or the right to appeal will be waived. Upon the timely submission of an employee's notice of appeal, the following procedures apply.

Non-tenured faculty members will have their appeal heard by the Faculty Appeals Committee. In the case of a tenured faculty member, the appeal will initially be heard by the Faculty Professional Affairs Committee (FPAC). FPAC will make a recommendation concerning the appeal to the senior vice president for academic affairs. This recommendation will be considered by the senior vice president for academic affairs who will make a decision on the appeal. Thereafter, upon the request of the faculty member charged with engaging in prohibited conduct, the senior vice president for academic affairs will send the case to the Faculty Appeals Committee. This request must be made in writing and submitted to the senior vice president for academic affairs within five business days (Monday - Friday) after the date he or she makes a decision on the appeal. The Faculty Appeals Committee will serve as a formal hearing with counsel. The Faculty Appeals Committee will make its recommendation to the president.

Administrators and staff must file their written notice of appeal with the University's director of human resources. This notice must be received by the director of human resources within five business days (Monday - Friday) after the date the employee has been advised in writing that an adverse finding has been made, or the right to appeal will be waived. This appeal will be forwarded to the Human Relations Committee. The Human Relations Committee will thereafter convene a formal hearing with counsel and make its recommendation to the president.
A “preponderance-of-the-evidence” standard will be used at any hearing. The president will make the final decision with input from the Board of Trustees. Once the president’s final decision is made, there will be no additional hearing or appeal. An individual who makes a complaint about harassment or sexual harassment may appeal the leniency or severity of any penalty imposed against a person found to have engaged in prohibited conduct. The appeal procedure will be substantially the same as the appeal procedure available to a person against whom the complaint was made. To initiate such an appeal, the Title IX coordinator should be contacted.

**Section 7: Right to File Criminal Complaint**

You have the right to file a criminal complaint against the person who engages in unlawful harassment and discrimination and you have the right not to make a criminal complaint. You may do so before, during or after the University’s internal investigation. You may also contact area law enforcement authorities and/or file a criminal complaint and a complaint with the University at the same time. The University is available to assist you if you wish to file such a complaint. In addition, the University will advise you about your right to ask a court to issue a no contact order.

In certain situations, the University reserves the right to take action regarding a person against whom a complaint has been made – before the conclusion of the investigation and any hearing. Such action may include, but is not limited to, administrative leave with or without pay or the imposition of restrictions on work or University related activities.

Both the individual filing the complaint and the person against whom the complaint was filed will, at the same time, be notified in writing about: (i) the outcome of any disciplinary hearing; (ii) the University’s procedure for both parties to appeal the result of the hearing; (iii) any change to the outcome that occurs prior to the time the outcome becomes final; and (iv) when the outcome becomes final.

**Section 8: Bystander Assistance**

Sometimes an employee may be in a situation where they observe sexual misconduct either taking place or likely to take place. If an employee may do so safely and positively, they may be in a position to prevent instances of sexual misconduct or likely sexual misconduct. In such circumstances, an employee should carefully evaluate the situation and if they feel it is safe to do so, lend assistance to the victim of sexual misconduct. If an employee does not believe assistance may be safely and positively rendered, the employee is strongly encouraged to contact the Office of Safety and Security 812-471-6911 or 812-488-2051, and/or local law enforcement at 911.

**Section 9: What to Do if You Have Been Sexually Assaulted**

If you are assaulted, get to a safe place as soon as you can. **Preserve Evidence.** Resist the urge to bathe, use the toilet, change clothing, or apply soaps or lotions. If you must change clothes, put them in a paper bag or wrap them in a clean sheet. Do not place these items in a plastic bag as the bag may distort evidence. It is also important not to disturb any evidence that may be present in the location where the offense occurred or destroy or delete any correspondence relative to the offense.

**Get medical attention as soon as possible.** It is important to seek medical attention in the case of sexual assault in order to check for injuries, effectively preserve evidence, and test for sexually transmitted diseases. You can contact the Office of Safety and Security 812-488-2051 for assistance. Medical attention can also be obtained directly from one of these locations:

- Crayton E. and Ellen Mann Health Center 812-488-2033
- St. Vincent Hospital 812-485-4491
- Deaconess Hospital 812-450-3405

**Personal Support.** The University Employee Assistance Program (EAP) is available to provide support and assistance to an employee victim of sexual harassment and other forms of sexual misconduct. To schedule an EAP appointment, contact Magellan Health Services at 800-588-8412.

The victim may wish to report sexual misconduct to either of the following local community support organizations:

- Albion Fellows Bacon Center
- Domestic Violence Hotline: 812-422-5622
- Sexual Assault Hotline: 812-424-7273
- Holly’s House, 750 N. Park Drive, Evansville, Indiana 47710
- Phone: 812-437-7233

These organizations are not connected with or part of the University. The victim should be sure to ask each organization about its policy concerning confidentiality.

A complaint form can be obtained from the Office of Human Resources, Room 118, Olmsted Administration Hall.

**Hazing is Strictly Prohibited**

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 Office of the Registrar in writing within one week of the beginning of each semester each academic year. Students may rescind their request in writing at the Office of the Registrar. 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 requests not to release such information. Regardless of the effect upon the student, the University assumes no liability as a consequence of honoring requests not to release such information.

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, 85 percent of the freshman class returned for their sophomore year. Additional information on persistence rates is available on request from the Office of Technology 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 the Office of Counseling Services in Ridgway University Center. As the designated disability service provider for the University of Evansville, the counseling staff of the Office of Counseling Services coordinates the provision of appropriate and reasonable academic accommodations and support services for any qualified student with a properly documented disability. Each student should schedule an appointment to meet with a counselor/disability service provider (812-488-2663). During the consultation, the counselor and student discuss the current impact of the disability in the academic setting. After reviewing the student's medical and diagnostic records and meeting with the student and faculty member(s) as appropriate, the counselor makes recommendations for services or reasonable accommodations for the student. The medical records and disability documentation will be maintained in the Office of Counseling Services and used in accordance with applicable confidentiality.

Procedures for Communicating with Faculty

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

Procedural Difficulties with Accommodation Requests

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

Disability Advisory Committee

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

To reach the ADA coordinator for UE students, please contact Debbie Brenton at 812-488-2663.
To reach the ADA coordinator for UE employees, please contact Keith Gehlhausen at 812-488-2943.

Grievance Process

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

Subsequent Semesters

Students who want academic accommodations must contact the Office of Counseling Services at the beginning of each semester to review progress, review the student's schedule and needs for the semester, and secure appropriate releases for notification of professors. The student 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 appro-
Rights of the University:

- The University will identify and establish core competencies and technical standards.

Responsibilities of students with disabilities:

- Students must request accommodations each semester in a timely manner by meeting with their counselors/disability service providers.
- Students should discuss the accommodation request with instructors of each class for which accommodation will be used.
- Students need to notify their counselors/disability service providers if there are difficulties with the accommodations.

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 service provider to provide the instructor with a verification letter before expecting accommodations.
- Students are expected to meet the academic performance standards of the class after an accommodation is provided.
- Students are expected to follow established institutional procedures.
- Students must request accommodations each semester in a timely manner by meeting with their counselors/disability service providers.
- Students need to notify their counselors/disability service providers if there are difficulties with the accommodations.

Students with Disabilities

4. A student's file may be released pursuant to a court order or subpoena.

5. If a student wishes to have information about his or her disability shared with others outside the institution, the student must provide written authorization to the disability service provider 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 coordinator will share information regarding a student's disability at his or her discretion if circumstances necessitate such sharing and the coordinator has determined that there is an appropriate legitimate educational interest involved.

6. A student has the right to review his or her own disability services file with reasonable notification.

Further Information

For further information contact Karen Stenstrom, director of counseling services, or Debbie Brenton, 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 public spaces. It is the student's responsibility to inform the Office of the Registrar if he or she wishes to not be photographed or filmed. If a student agrees to be photographed or filmed for a scheduled project in a non-public location, a waiver will be provided, and the student's signature is required for participation.

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 our website: ots.evansville.edu.

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 in the Office of Human Resources, the Crayton E. and Ellen Mann Health Center, and the Health Education Office on the second floor of Ridgway University Center. A pdf version of this card is 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 Safety and Security 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.

Hoverboards
Due to potential fire hazard, the University of Evansville has banned all hoverboards 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. We also currently offer two bike locker hubs where bikes can be locked inside a secure locker, safe from the elements and any other negative issues that may arise. 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 Safety and Security. 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 acelink/tools/statevoterregistinfo.
Student Government Association Constitution

Approved as amended by the Student Congress in May 2017.

Preamble

“We, the students of the University of Evansville, in order to promote education and academic success, establish communication between students and faculty, ensure the continual improvement of the University, and nurture the welfare of the community within the University, do ordain and establish this Constitution for the governing body of our association.”

Article I
NAME
The name of this association shall be the University of Evansville Student Government Association.

Article II
CONSTITUTION DESCRIPTION

Section A: Title
This document shall be known as the Constitution of the University of Evansville Student Government Association, hereby referred to as the SGA.

Section B: Purpose
This document is to provide the framework of the University of Evansville Student Government Association. It outlines processes that should be relatively concrete and in little need of frequent change. This Constitution is to be used as a guide that emphasizes growth and collectiveness within the SGA.

Article III
PURPOSE OF THE STUDENT GOVERNMENT ASSOCIATION

1. The Student Government Association will:
   a. Be responsible for making requests and recommendations to the University administration that reflect the needs of the Student Association
   b. Be responsible for reflecting the ideas and opinions of the Student Association
   c. Propose the budget detailing the expenditures of the Student Activity Fee and shall submit it to the University administration for approval
   d. Approve all newly formed student organization seeking SGA recognition

Article IV
MEMBERSHIP

Section A: Student Association
1. Each student who pays his or her Student Activity Fee, as recognized by the University of Evansville, will be a member of the University of Evansville Student Association.
2. The University of Evansville Student Association will be represented by the University of Evansville Student Government Association.

Section B: Funding
1. All student fees, traditionally labeled as Student Activity Fees, specifically designated for Student Government by the University’s Vice President of Fiscal Affairs, will be deposited with the University of Evansville in the name of the SGA, allocated by the Student Congress, and approved by the Chief Financial Officer.
   a. The SGA budget is defined as the Student Activity Fee moneys collected less the Ridgway money, Crescent Funding, Athletics share, and Theater share of the Student Activity Fee.

Section C: University-Recognized vs. SGA-Recognized Organizations
1. University-recognized organizations must meet the requirements set forth in the Student Handbook and receive approval from the Director of the Center for Student Engagement.
2. SGA-recognized organizations must meet all the requirements of University-recognized organizations, as well as requirements set forth by SGA in the SGA Bylaws.
   a. SGA-recognized Organizations in good standing will be eligible to request SGA funds through resolutions and the yearly budget.

Article V
OFFICERS

1. Officers of the SGA will consist of:
   a. Executive Branch:
      i. President
      ii. Vice President
   b. Legislative Branch:
      i. Chief Executive Officer (CEO)
      ii. Chief Operating Officer (COO)
      iii. Academic Fund Board (AFB) Chair
      iv. Chief Financial Officer (CFO)
      v. Parliamentarian
      vi. Secretary
      vii. Enhancement Officer and Ombudsman
      viii. Chief Marketing Officer (CMO)
   c. Judicial Branch:
      i. Chief Justice of the Supreme Court
      ii. Justices of the Supreme Court
2. Officers will take and uphold the following oath upon entering office:
   “I, (full name), do solemnly swear to carry out the responsibilities of the office to which I have been elected and now accept. I further agree to abide by and execute the provisions of the office as stated in the Student Government Association Constitution and Bylaws and to abide by all of the published policies and regulations of the University of Evansville.”

Article VI
REMOVAL OF OFFICE

Section A: Finances
Any elected or appointed individual may be impeached for misconduct in office or failure to comply with the constitution of the SGA.

Section A: Elected Officials
1. Dean of Students may inform the Chief Justice of the Supreme Court if any elected individual has been found responsible of a significant violation of the Student Code of Conduct that may adversely affect the person’s ability to perform in a given role.
   a. The Chief Justice of the Supreme Court will determine whether the information warrants a special investigation.
   b. In the event that the Chief Justice cannot fulfill his or her duties, another member of the court will be appointed to head the special investigation.
2. If any member of the SGA feels that an elected person has committed an impeachable offense, that member can petition the Supreme Court.
3. The Chief Justice will begin an investigation process with the assistance of the other six (6) Justices of the Supreme Court.
4. The Justices of the Supreme Court will investigate the charge to determine if there is a valid concern and will report the results of said investigation to the petitioner.
5. The impeachment proceedings of an elected member of the SGA will be held before the Supreme Court.
6. The Supreme Court has the charge of trying the case in a fair and impartial manner.
   a. Supreme Court also has the right to call for any evidence or person that is pertinent to the case at hand.
   b. The decision of the Supreme Court need only be supported by a simple majority of the court.
7. The accused will have the right to face his or her accuser(s) at every stage of the process leading up to impeachment and including the trial.
   a. He or she will also have the right to be made aware of the charges against him or her in writing at least one (1) full week prior to any action taken by the Supreme Court.
   b. The Chief Justice of the Supreme Court is responsible for informing the accused of his or her rights and charges.

8. If the same member of the Student Association who first petitioned the Supreme Court strongly opposes the decision of the committee, he or she may submit a petition consisting of at least ten percent (10%) of the signatures of members of the SGA to the Supreme Court.
   a. The Supreme Court must then uphold the original decision of

    Section B: Appointed Officials

1. If the President or Chief Executive Officer feel that any of the officials that they appointed are no longer fit to best serve the SGA, they may petition for their removal.
   a. These appointed positions include Vice President, Chief Financial Officer, Enhancement Officer and Ombudsman, and Chief Marketing Officer.

2. The officer responsible for the appointment will submit this petition to the Supreme Court for review.

3. The Chief Justice of the Supreme Court will head the review of this petition and, if seeing it as just and in the best interest of the SGA, can approve the removal of the appointee from his or her respective office with a majority vote from the members of the Supreme Court.

4. The officer in question will have the right to be knowledgeable of the process leading up to the final decision made by the Supreme Court.
   a. He or she will also have the right to be made aware of the petition against him or her at least one (1) full week prior to any decision made.
   b. The Chief Justice of the Supreme Court is responsible for informing the officer in question of his or her rights and the final decision.

Article VI

AMENDMENTS

Section A: Officers of the Judicial Body

1. An amendment proposed to Student Congress will be a petition bearing the signatures of at least five (5) Student Congress members.

2. The Chief Executive Officer of Student Congress will call a special session of Student Congress within fifteen (15) days of the submission of the petition.

3. The constitution or bylaws will be amended by a 3/4 approval of the members in attendance at the special session.

4. A committee formed by the Parliamentarian of Student Congress shall bear the responsibility of announcing any approved amendments to the constitution or bylaws.

Article VII

RATIFICATION

1. The University of Evansville SGA Constitution and Bylaws and SGA Financial Bylaws will be considered ratified when passed by a 3/4 vote of Student Congress in a special session called for the purpose of their consideration.
   a. A special session for considering these documents must be announced to Congress at least one (1) week in advance.
   b. A call for a special session can include, but is not limited to, discussions for amendments to the constitution and bylaws.

2. These documents, and all amendments to them, are subject to the approval of the President of the University of Evansville, the Dean of Students of the University of Evansville, and the Director for Student Engagement.

3. The SGA Bylaws shall be reviewed every even-numbered year in the spring by the Executive Board and a committee formed by the Parliamentarian.
   a. This committee must consist of at least two (2) members of Student Congress.

4. The SGA Constitution shall be reviewed every odd-numbered year in the spring by the SGA Executive Board.

5. Student Congress holds the right to call for an audit of the constitution or bylaws at any time with a simple majority vote.
   a. In the case of an audit, a committee will be formed and chaired by the Parliamentarian to discuss and review changes that need to be made to the documents.
   b. The committee shall recommend amendments before a special session of Student Congress held for that purpose.

6. The SGA Financial Bylaws shall be reviewed every even-numbered year in the spring by the Finance and Budget Committee.
   a. The committee shall recommend amendments before a special session of Student Congress held for that purpose.

Article IX

OTHER DOCUMENTS

All registered student organizations’ constitutions, bylaws, regulations, governing documents, or provisions thereof that are contrary to the provisions of this constitution are to be declared null and void.
The Office of Student Affairs is located on the second floor of the Ridgway University Center.

Some important contacts in student life and other areas include:

- Christopher M. Pietruszkiewicz
  University President
  Room 201
  Olmsted Administration Hall
  812-488-2151

- Michael Austin, PhD
  Executive Vice President for Academic Affairs/Provost
  Room 205
  Olmsted Administration Hall
  812-488-2277

- Donna Teague
  Vice President for Fiscal Affairs and Administration
  Room 214
  Olmsted Administration Hall
  812-488-2183

- Abigail Werling
  Vice President for Development and Alumni Relations
  Igleheart Building
  812-488-2361

- Dana Clayton, EdD
  Vice President for Student Affairs and Dean of Students
  Room 230
  Ridgway University Center
  812-488-2500

- LaNeeça Williams
  Diversity Initiatives Officer
  Room 234
  Olmsted Administration Hall
  812-488-2413

- Keith Turner
  Assistant Chaplain
  Neu Chapel
  812-488-2235

- Amanda Campbell
  Director of University Relations and Content Development
  Room 100
  Sampson Hall
  812-488-2241

- Shane Davidson, EdD
  Vice President for Enrollment and Marketing
  Olmsted Administration Hall
  812-488-2624

- Jennifer Briggs
  Registrar
  Room 106
  Olmsted Administration Hall
  812-488-2603

- Debbie Brenton
  Coordinator of Disability Services
  812-488-1022

- Karen Stenstrom, LCSW
  Director of Counseling Services
  812-488-2663
  Counselors include Liz McCormick and Carissa Young

- Holly Carter, PhD
  Director of Harlaxton College Programs
  812-488-1040

- Jeffrey Chestnut
  Director of Student Fitness Center
  812-488-2357

- Geoffrey Edwards, EdD
  Associate Dean for Student Engagement and Innovation
  812-488-2371

- Kate Hogan
  Director of Cultural Engagement and International Services
  812-488-2279

- Harold Matthews
  Director of Safety and Security
  812-488-2051

- Mary Kay Purcell
  Director of Intensive English Center
  812-488-2983

- Michael Tessier
  Assistant Vice President for Student Affairs and Director of Residence Life
  812-488-2956

- Gene Wells
  Senior Director of Career Development
  812-488-1083

- Health Center
  812-488-2033

Student government offices (SGA, Congress, and Ombudsman) are located in the Ridgway University Center within the Student Life Center.
2018-19 University Calendar

Fall Semester 2018

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<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Wednesday</td>
<td>August 22</td>
</tr>
<tr>
<td>Last Day to Register/Add Courses</td>
<td>Tuesday</td>
<td>August 28</td>
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<tr>
<td>Last Day to Drop w/o a “W”</td>
<td>Tuesday</td>
<td>August 28</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 3</td>
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<tr>
<td>Fall Break Begins</td>
<td>Saturday</td>
<td>October 6</td>
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<td>Classes Resume</td>
<td>Wednesday</td>
<td>October 10</td>
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<td>Last Day to Withdraw with a “W”</td>
<td>Friday</td>
<td>November 9</td>
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<tr>
<td>Thanksgiving Break Begins</td>
<td>Wednesday</td>
<td>November 21</td>
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<tr>
<td>Classes Resume</td>
<td>Monday</td>
<td>November 26</td>
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<tr>
<td>Reading/Study Day</td>
<td>Thursday</td>
<td>December 6</td>
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<tr>
<td>Final Examinations Begin</td>
<td>Friday</td>
<td>December 7</td>
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<td>Final Examinations End</td>
<td>Thursday</td>
<td>December 13</td>
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<tr>
<td>Commencement</td>
<td>Thursday</td>
<td>December 13</td>
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Spring Semester 2019

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<tr>
<td>Classes Begin</td>
<td>Monday</td>
<td>January 14</td>
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<tr>
<td>Last Day to Register/Add Courses</td>
<td>Friday</td>
<td>January 18</td>
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<tr>
<td>Last Day to Drop w/o a “W”</td>
<td>Friday</td>
<td>January 18</td>
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<td>Martin Luther King Jr. Day</td>
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<td>Spring Break Begins</td>
<td>Saturday</td>
<td>March 9</td>
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<td>Monday</td>
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<td>Easter Break Begins</td>
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<td>May 9</td>
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<tr>
<td>Commencement</td>
<td>Saturday</td>
<td>May 11</td>
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Events and activities are posted daily to www.evansville.edu/calendar.

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