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Mission Statement

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

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

Educational Objectives

Students will:

- Acquire a broad foundation in the liberal arts and sciences through the General Education Program, 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, both local and global
  - Commitment to mental, physical, and spiritual well-being
  - Commitment to lifelong learning

Vision

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

Values

Excellence ▪ Integration of Liberal and Professional Education ▪ Student-Centeredness
Dear Parent:

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

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

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

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

Sincerely,

Dana D. Clayton, EdD

Vice President for Student Affairs and Dean of Students
Dear UE Parents and Families,

On behalf of the Office of Alumni and Parent Relations, I welcome you to the University of Evansville Parents Association! As a parent of a student at the University, you are automatically a member of the association. The family of each student plays such a vital role in the student’s college experience. As you stand in support of your student, while letting go of them, the Office of Alumni and Parent Relations is your resource for information about campus happenings and how to get connected and get involved in the UE community to make an impact!

There are a number of ways to get involved, whether you live in Evansville, Indiana, or in San Francisco, California. There is a wide variety of time, effort, and fun for each event and activity. But all involvement will benefit incoming and current families.

Here are some ways to get connected, involved, and stay informed:

1. Complete the Get Connected form. Be sure to complete and return the form that will be available in your packet and at the Parenting UE Style Session at SOAR.

2. Attend Family Weekend from September 23-25, 2016. It is a great way to see how your student is doing and participate in many events, some especially for you.

3. Meet other UE parents at the Family Weekend Parent Social on Saturday of Family Week.

4. Browse through this UE Parent Handbook! It is a valuable resource.

5. Join and Like us on Facebook at “UE Parents.”


7. Complete the Parents Survey.

8. Request to become a member of Parents Council. Check the box on the Get Connected form, or contact the Office of Alumni and Parent Relations at UEParentRelations@evansville.edu or 812-488-2586.

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

For a complete list of current Parents Council members, go to www.evansville.edu/parents/council.asp. Feel free to click on the member in your geographic area and ask questions or give suggestions to the University of Evansville.

Feel free to contact me with questions or concerns at 812-488-2586 or ueparentrelations@evansville.edu, between 8:00 a.m. and 5:00 p.m. CST (8:00 a.m. - 4:30 p.m. in the summer).

Sincerely,

H. Angela Williams
Assistant Director of Alumni and Parent Relations
Parents Council Coordinator
About the University

The University’s history began with the dream of one man – John C. Moore, a resident of Moores Hill, Indiana, a small town west of Cincinnati. Moore wanted a college for his community, and on February 10, 1854, when the original charter for Moores Hill Male and Female Collegiate Institute was drafted, his dream became a reality. The college was the fifth 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 General Assembly as the University of Evansville. Today the University is a private, United Methodist Church-affiliated, 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 nearly 2,300 full-time undergraduates from 41 states and 53 countries. More than 100 undergraduate areas of study are offered in the William L. Ridgway College of Arts and Sciences, Schroeder School of Business, College of Engineering and Computer Science, and College of Education and Health Sciences. The University also offers four master’s degrees – education, health services administration, public service administration, teaching – and one doctoral degree – physical therapy.

Because today’s students will become citizens of a global society upon graduation, the University values and encourages opportunities for its students to learn about other countries and cultures. UE is in the top 20 in the nation among master’s-degree-granting institutions for undergraduate participation in study abroad and boasts an outstanding study abroad program. UE also operates Harlaxton College, a British campus in Grantham, England.

Parenting a College Student

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

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

What to Expect

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

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

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

Expect a challenge. Though not true for all, most students will experience a grade slump during one of the first three semesters. College presents more demanding course work, long-range projects, tougher academic competition, and more social opportunities than ever before. As study habits, self-motivation, and social calendars adjust, many students face lower grades than they, or you, may expect. Parents should be watchful but not anxious about these changes. If academics continue to suffer or your student struggles significantly to adjust, encourage them to use UE’s many academic, advising, and counseling resources. Throughout the college years, most students’ grades improve consistently.
Expect indecision. Some students know what major and career they want to pursue from the beginning, and they never change course. Be assured, these are the rare and lucky few! Nationally, the majority of all college students change majors at least once. A shift in academic direction is to be expected of students as new understanding is gained and new ideas and challenges are introduced.

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

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

- **DO** stay in touch with your student! Frequent e-mails and calls will help.
- **DO** encourage the student to get involved socially and academically. With over 120 student organizations and clubs on campus, it is easy to become a part of what is happening!
- **DO NOT** encourage an early visit back home. Such a visit has been shown to actually increase the feelings of homesickness once the student returns to campus.
- **DO** visit your student here on campus early in the semester. Family Weekend is usually held toward the end of September and is a great opportunity to visit.
- **DO** inform an Office of Residence Life staff member if your student’s homesickness persists or seems serious or debilitating.

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

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

### Parent Resources

[www.evansville.edu/parents/resources.cfm](http://www.evansville.edu/parents/resources.cfm)

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

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

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

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

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

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

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

**Family Weekend.** The fall Family Weekend offers an array of activities to visiting families each year, including program and activity information sessions, a Family Weekend concert sponsored by the Department of Music, and the annual Student Activities Board talent show. All parents and families are welcomed to Family Weekend 2016, September 23-25, 2016! More information about Family Weekend can be found.
on the web at www.evansville.edu/parents. The UE Parent Facebook Group is a forum for parents of UE students to talk to each other, ask questions, share UE photos, and get updated information about campus life.

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

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

You may make your contribution to the Parents’ Fund online at www.evansville.edu.

University of Evansville Directory

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>e-mail</th>
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<tbody>
<tr>
<td>President</td>
<td>Thomas A. Kazee</td>
<td>812-488-2151</td>
<td>president</td>
</tr>
<tr>
<td>Executive Vice President for Academic Affairs*</td>
<td>Michael Austin</td>
<td>812-488-1178</td>
<td></td>
</tr>
<tr>
<td>Vice President for Fiscal Affairs and Administration</td>
<td>Jeffery M. Wolf</td>
<td>812-488-2183</td>
<td>jw268</td>
</tr>
<tr>
<td>Vice President for Enrollment Services</td>
<td>Shane Davidson</td>
<td>812-488-2477</td>
<td>sd10</td>
</tr>
<tr>
<td>Vice President for Development and Alumni Relations</td>
<td>Abigail Werling</td>
<td>812-488-2272</td>
<td>am275</td>
</tr>
<tr>
<td>Vice President for Student Affairs and Dean of Students</td>
<td>Dana D. Clayton</td>
<td>812-488-2500</td>
<td>dc26</td>
</tr>
<tr>
<td>Vice President for Marketing and Communications</td>
<td>Don Jones</td>
<td>812-488-2573</td>
<td>dj29</td>
</tr>
<tr>
<td>Athletics Director</td>
<td>Mark Spencer</td>
<td>812-488-2238</td>
<td>ad204</td>
</tr>
<tr>
<td>University Chaplain</td>
<td>Tamara Gieselman</td>
<td>812-488-2240</td>
<td>tg85</td>
</tr>
<tr>
<td>Diversity and Equity Officer</td>
<td>LaNeeca Williams</td>
<td>812-488-2413</td>
<td>lw161</td>
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Academic Services Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President for Academic Affairs</td>
<td>Jennifer L. Graban</td>
<td>812-488-2509</td>
</tr>
<tr>
<td>University Registrar</td>
<td>Jennifer Briggs</td>
<td>812-488-2602</td>
</tr>
<tr>
<td>Director of Academic Advising and Associate Registrar</td>
<td>Deborah A. Kassenbrock</td>
<td>812-488-2605</td>
</tr>
<tr>
<td>Director of Adult Education</td>
<td>Kristie Byrns</td>
<td>812-488-2478</td>
</tr>
<tr>
<td>Director of Harlaxton College Programs</td>
<td>Holly Carter</td>
<td>812-488-1040</td>
</tr>
<tr>
<td>University Librarian and Associate Professor</td>
<td>Robb M. Waltner</td>
<td>812-488-2376</td>
</tr>
</tbody>
</table>

*Effective July 1, 2016
Director Education Abroad  Barbara B. Pieroni  812-488-1085  bp66
Executive Director of  Wesley T. Milner  812-488-2686  wm23
International Programs

Academic Deans
College of Education  Mary Kessler  812-488-2579  mk43
and Health Sciences
College of Engineering and  Philip M. Gerhart  812-488-2651  pg3
Computer Science
William L. Ridgway College  Ray Lutgring  812-488-2589  rl5
of Arts and Sciences
Schroeder School of Business  Greg Rawski  812-488-2954  gr14
Schroeder School of Business  Ben Johnson  812-488-2862  bj23
Associate Dean

Enrollment Services
Vice President  Shane Davidson  812-488-2477  sd10
Office of Admission  Scott Henne  812-488-2624  th176
Office of Financial Aid  Cathleen Wright  812-488-2150  cw259
International Admission  Bev Fowler  812-488-2146  bf28
Student Retention  Angie Dawson  812-488-2895  ad5

Department Chairs
Accounting and  Jennie R. Ebeling  812-488-1019  je55
Business Administration
Archeology and  Stephanie H. Frasier  812-488-1003  sf47
Art History
Biology  Dale Edwards  812-488-2645  dc3
Chemistry  Kristy K. Miller  812-488-1077  km123
Communication  Mark L. Shifflet  812-488-2069  ms83
Creative Writing  Paul B. Bone  812-488-1254  pb28
Education  Paul Parkison  812-488-2004  pp47
Electrical Engineering and  Dick K. Blandford  812-488-2291  blandford
Computer Science
English  Larry Caldwell  812-488-2010  lc4
Foreign Languages  Chris Mohn  812-488-2585  mm333
History  Annette Parks  812-488-1070  ap3
Law, Politics, and Society  Robert Dion  812-488-1150  rb35

Mathematics  David J. Dwyer  812-488-2632  dd4
Mechanical and  Brian J. Swenty  812-488-2652  bs4
Civil Engineering
Music  Thomas J. Josenhans  812-488-2245  tj38
Nursing and  Amy M. Hall  812-488-2414  ah169
Health Sciences
Philosophy and Religion  Valerie Stein  812-488-1103  vs9
Physical Therapy  Kyle Kiesel  812-488-2646  kk70
Physics  Jeffrey J. Braun  812-488-2672  jb53
Public Health  Bill Stroube  812-488-2870  bs52
Psychology  Elizabeth Hennon Peters  812-488-2511  eh82
Theatre  Eric Renschler  812-488-2423  er55

Alumni and Parent Relations
Director of Alumni  Sylvia Y. DeVault  812-488-2239  sy5
and Parent Relations
Assistant Director of  H. Angela Williams  812-488-2900  aw162
Alumni and Parent Relations
Assistance Director of  Liz Riffert ’07  812-488-2440  el37
Alumni and Parent Relations for Career Development

Student Affairs Administration
Vice President for Student Affairs and Dean of Students  Dana D. Clayton  812-488-2500  dc26
Assistant Vice President for Student Affairs and Director of Residence Life  Michael A. Tessier  812-488-2980  mt28
Assistant Dean of Students/ Director of Student Engagement  Geoffrey Edwards  812-488-1102  ge21
Senior Director, Center for Career Development  C. Gene Wells  812-488-1083  gw5
Associate Director, Career Development  Diana Cundiff  812-488-2548  dc114
Assistant Director, Career Development  Abby Michel  812-488-2047  ab249

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The academic information included in this handbook is provided only as a quick reference guide for parents. Complete academic information is available in the University catalog, which can be found online at www.evansville.edu/registrar/catalog.cfm. Students are responsible for familiarizing themselves with the catalog and for seeking regular assistance from their academic advisors.

Current academic calendars can be found in the biannual newsletter, Parents Connections, and online at www.evansville.edu/registrar.

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

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

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

The normal load for a full-time undergraduate is 12 to 18 hours per semester. A student who carries fewer than 12 hours is considered a part-time student. If a student,
in consultation with his or her academic advisor, elects to carry more than 16 hours, grade point average should be a guide in determining the maximum number of hours to be attempted. The recommended load limits are:

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

Academic probation. Only students whose scholastic averages are maintained at or above good standing will be permitted to continue at the University.

Students will be placed on academic probation when they fail to maintain good academic standing, which requires cumulative grade point averages as follows:

Academic dismissal. Students who fail to remove probationary status for two consecutive semesters (exclusive of summer terms) may be dismissed from the University.

The University reserves the right to dismiss a student who is not making satisfactory progress toward a degree at the end of any semester in which minimum academic standards are not met.

As long as a student has not been dismissed from the University, classes may be taken during summer sessions to improve the cumulative grade point average and/or to accumulate earned hours toward satisfactory progress. Transfer credit will only apply to accumulated earned hours and not the cumulative grade point average.

Add, Drops, and Withdrawal

Once enrolled, a student may change his or her class schedule by dropping or adding one or more, but not all, courses. The approval of the academic advisor is required in all cases and, if dropping courses after the semester has begun, the instructors’ signatures are also required. After the semester has begun, an official drop/add form must be filed in the Office of the Registrar.

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

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

After the official “last date to withdraw,” published in the academic calendar, approval for withdrawal from the University without grade penalty will be given only for medical or psychological problems. Proper verification is required in such cases.

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

Attendance Policy

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

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

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

Choosing or Changing a Major

Many students at the beginning of their college careers know, or think they know, what their majors will be. Many others enter the University as undeclared majors. In either case, careful advising by the faculty advisor is necessary. The University of Evansville offers the Major Discovery Program for students who have yet to discover their major or want to change their major and are not sure what to choose. The Major Discovery Program is made up of a team of faculty members and administrators who understand the needs of undeclared students. Students in this program are carefully tracked and encouraged to select a major by the second semester of their sophomore year. We do our best to ensure the student can graduate on time. Though a student
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>Excellent</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Average</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>Withdrawn from course</td>
<td></td>
</tr>
</tbody>
</table>

All grades of A, B, C, and D are passing grades. Grades of I, P, and W are not included in computing grade point averages. An exception to this rule exists for courses that have a prefix of PT and are at the 400, 500, or 600 level. The minimum passing grade for these courses is C. Grade point average (GPA) is the quotient resulting from dividing the total points earned by the number of credit hours. With access to grades available online, the University does not mail a grade report. Faculty enter grades online, and after verification by the Office of the Registrar, your son or daughter can view his or her grades online using WebAdvisor.

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

Athletics
812-488-ACES | www.evansville.edu/athletics

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

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

Student Engagement
812-488-2371 | www.evansville.edu/studentengagement

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

Students have access to a variety of activities at the University, including more than 150 student organizations. These organizations include social fraternities and sororities, service organizations, honor societies, academic organizations, recreation groups, religious groups, and a large number of special interest clubs, such as the Aces Dance Team, the International Club, Habitat for Humanity, and many others. In addition to the programs and events sponsored by University and student organizations, a variety of annual programs are presented campus-wide by the Center for Student Engagement. Traditions such as the Student Organization Fair, Musical Madness, Homecoming Reunion Weekend, Sunset Concert, and a bike race are favorites of students, the faculty, and the community.

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

Parents of commuting students should encourage their students to be involved on campus at every opportunity.

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

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

Greek Life
812-488-2371 ■ www.evansville.edu/studentengagement/greeklife.cfm

Fraternities and sororities have made tremendous contributions to the University of Evansville since 1950 as an integral part of the co-curricular experience. UE Greek Life offers a vital source of leadership development, academic and social support, and numerous opportunities to engage in service to others. The Five Pillars of UE Greek Life are: Leadership, Scholarship, Community Service and Philanthropy, Social Interaction, and Lifelong Brotherhood/Sisterhood. These five values unite all fraternities and sororities in their activities. Today, around 25 percent of undergraduate students participate in Greek Life. Formal recruitment occurs in the fall and is open to all students. Joining a fraternity or sorority is a lifetime commitment that does not end with commencement. Members join families of brothers and sisters who provide a permanent support and professional network. The University of Evansville’s Greek community consists of these international, national, and local organizations:

**Men’s Fraternities**
- Lambda Chi Alpha
- Phi Gamma Delta (Fiji)
- Phi Kappa Tau
- Sigma Alpha Epsilon
- Sigma Phi Epsilon
- Tau Kappa Epsilon

**Women’s Fraternities**
- Alpha Omicron Pi
- Chi Omega
- Delta Omega Zeta (local sorority)
- Phi Mu
- Zeta Tau Alpha

Students interested in culturally based organizations, such as historically African American fraternities and sororities, should contact the assistant director of student engagement for more information.

Religious Life
812-488-2235 ■ www.evansville.edu/religiouslife
Facebook: www.facebook.com/neuchapel ■ Twitter: @neuchapel

The University of Evansville is a United Methodist-affiliated institution and offers a vibrant religious life program. Student-led organizations include the Baptist Collegiate Ministry, Fellowship of Christian Athletes, Habitat for Humanity, Hillel, Inter-varsity, Latter Day Saints Student Association, Muslim Student Association, Neu Chapel Club, Neu Chapel Hand Bells, Newman Club, Student Christian Fellowship, Wesley Fellowship, and Young Life. The University chaplain works with groups and individuals from a wide range of faith traditions in order to help foster the spiritual development of all UE students. Opportunities for spiritual formation and/or vocational counseling are also available through the Office of the Religious Life.

University Worship is offered on Sunday mornings during the academic year in Neu Chapel. Students, faculty, and staff provide outstanding leadership through word and song.

- Sunday, 11:00 a.m.  University Worship (Ecumenical)
- Sunday, 1:00 p.m.  Roman Catholic Mass
- Wednesday, 9:30 p.m.  Roman Catholic Mass

Founders Day, Advent Candlelight Vespers, Baccalaureate, and other significant campus events are hosted in Neu Chapel. Local, regional, and international ministry opportunities are possible for students who are interested. Students are encouraged to participate in a variety of religious life programs and events in order to better understand their own faith and the religious diversity in society.

Residence Life
812-488-2956 ■ www.evansville.edu/residencelife

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

Our goal is to provide activities and services designed to supplement classroom programs. Our residence halls are staffed by a talented group of administrators and student leaders. The residential coordinator is a live-in professional who provides support and direction to students within his or her assigned residence hall. The head resident is a senior level student staff member who has similar responsibilities in two of our smaller residence halls. Head residents supervise a staff of resident assistants, a group of student leaders employed by the University to help students get the most from their residential experience. Be sure that your son or daughter gets to know these important and helpful people.
The University has seven residence halls: Hale Residence Hall for men, Morton and Brentano Residence Halls for women, and four co-ed halls – Moore, Hughes, Powell, and Schroeder Residence Halls. Assignments are made based on the date of receipt of the contract. Roommate assignments are made based on a number of criteria, including common interests. Whenever possible, stated room requests or mutual requests for roommates are honored; however, the Office of Residence Life maintains the right to make and adjust room and hall assignments. A limited number of spaces are available for gender neutral housing. Students who currently reside in University-owned housing can reapply for housing for the following year. Housing reapplication usually occurs in March and April for the following year. Returning students are asked to complete a housing contract to reserve a space. A detailed outline of the sign-up process is available on the web at www.evansville.edu/residencelife/returningStudentProcess.cfm.

In addition to traditional residence halls, the University owns a number of houses, apartments, and townhouses. These furnished units, known collectively as the Villages, are within walking distance of the campus. The Villages are available to upperclassmen who have achieved junior or senior status. About 530 students reside in these popular living options. Students living in the Villages may elect to purchase meal plans but are not required to do so.

**Food service plan.** All students residing in residence halls must participate in the campus dining program. UE provides meals according to the plan selected during the period of occupancy. No meals are provided during the Fall, Thanksgiving, Winter, Spring, or Easter Breaks. Meal plans can be changed at semester breaks. Additional Ace Bucks may be purchased at any point during the semester through the dining services office. See our website, www.evansville.edu/residencelife/dining.cfm, for details on available plans and options.

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**Student Government Association**

812-488-2047 | www.evansville.edu/offices/studentgov

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

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

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

Parents as well as students are encouraged to contact the Student Government Association at any time. The SGA president may be contacted at sga@evansville.edu.
The mission of the Center for Career Development is to facilitate educational opportunities that engage students in self-discovery, development, and professional transformation. We promote the big picture – each student’s academics, involvement, experience, and goals. We foster an active partnership among students, faculty, alumni, and the community, and our assistance is available where students live. Starting in their freshman year, students are directed to the development and support provided by the Center for Career Development. UE’s career professionals set students on the path toward a successful career by directing them to the stepping stones of the Evansville Experience.

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

Career Advantage Program (CAP). Through the Career Advantage Program, students are able to begin their career exploration process before they’ve selected UE to be their University. This program allows high school students who are actively searching for higher education to take the Do What You Are career and personality assessment, then meet one-on-one in the Center for Career Development. During that time, students and their parents will review results, get access to critical career resources, and develop an action plan for exploring their own individual career options. This serves as a great first step in discovering the world of career possibilities that specifically fits their interests and abilities.

Career Advocates. The University of Evansville 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 résumé development, interview preparation, and job search. Advocates are conveniently available in the career center on a walk-in basis; no appointment necessary!

On-campus recruiting, career days, and job fairs. Career professionals work with students on projecting a positive image, writing a résumé and cover letter, and conducting mock interviews to prepare for career exploration. Students will be ready to navigate the living and learning laboratory of internships, co-op jobs, and study abroad adventures. The staff is eager to help students with their job search, even after graduation. Alumni have free access to career development.
Experiential education. UE students who are enrolled in a UE credit or noncredit internship, co-op, practicum, or other experiential learning course may qualify for the Experiential Education Stipend, worth up to $500.

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

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

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

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 are entering 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 through the transition from college life to work life. In addition, UE students and alumni have access to over 400 alumni and friends of the University through the Professional Network on UE JobLink, 31,000 alumni in the UE directory, and finally, groups on LinkedIn where many alumni come together to share opportunities and experiences together.

Graduate school connection. 52 percent of 2014 graduates stated that they would attend graduate school within the next three years, some at such prestigious schools as Harvard University, Columbia University, and the University of Pennsylvania’s Wharton School. 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 development resource room. A binder of current part-time job opportunities in the local area is retained in the resource room for students. Our expanded website is full of valuable information and is available any time of any day. No appointment is necessary!

Job search strategies. The Center for Career Development offers reimbursement to UE students traveling throughout the state of Indiana to participate in professional career events, employment, and graduate school interviews, and career-related programming. UE students may be eligible for up to $500 throughout their college career.

Computer Labs
812-488-2958

Several computer labs are available around campus to meet students’ general computer needs. Many of the computer labs are directly under the supervision of the Office of Technology Services. Labs in Hyde Hall and the Schroeder School of Business Building house Windows operating system PCs. There are two Macintosh computer labs on campus, one in the Krannert Hall of Fine Arts and the other in Hyde Hall. Both Mac labs operate with the current Mac operating system and contain specialized software not found in the Windows computer labs. All labs are used for classroom instruction. A schedule of class times is posted outside of each lab. When classes are not in session, the computer labs are open to all students regardless of their majors. The Office of Technology Services also maintains mini-computer labs found in each of the campus residence halls.

Laser printers are available in all computer labs maintained by the Office of Technology Services. Students receive $40 in printing credit per semester. Each semester, all accounts are reset to the $40 credit. The cost per printing is dependent on the item being printed per the breakdown below:

- Color 10 cents
- Color duplex 9 cents
- Black and white 5 cents
- Black and white duplex 4 cents

If the student uses up the $40 credit, additional cards are available for purchase from the Bookstore, which can then be added to the student’s account.

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

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

812-488-2663  ■  www.evansville.edu/counseling

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

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

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

The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Counselors are on call for emergencies (contact the Office of Safety and Security at 812-488-2051).

**Harlaxton College and Other Study Abroad Programs**

812-488-1040  ■  harlaxton.evansville.edu

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

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

In addition to the opportunities afforded through Harlaxton College, the University of Evansville also offers **faculty-led summer courses abroad**. Locations change annually, and interested students are advised to consult with their academic advisors and the Office of Education Abroad.

A limited number of students are approved annually for semester-length study abroad through outside providers in locations throughout the world. If the student is approved, UE financial aid may be used in exchange for payment of a study abroad fee ($2,000 in 2015-16). Such students must apply for approval through the Office of Education Abroad in the winter for any study abroad plans in the following academic year. Current policy limits a student’s eligibility for institutional aid in support of a semester-long outside program to one semester. Students may also elect to study abroad without their UE aid and are not subject to the study abroad fee. Summer programs abroad through outside providers are not subject to the study abroad fee, since institutional aid is not available for summer programs.

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

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

**Health Services**

812-488-2033  ■  www.evansville.edu/healthcenter

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

Hours for the fall and spring semesters are Monday through Friday, 8:00 a.m. to 4:00 p.m. The health center is closed on Saturdays and Sundays. Summer hours are limited, and the center is usually closed during semester breaks and holidays. Students can receive treatment at the center without charge for most illnesses and minor accidents. In cases of emergency or those that require a specialist, students are referred to other facilities off campus. Since off-campus medical services are not free, all students are expected to have health insurance. Students should be aware of health care providers covered by their insurance in the Evansville area.

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

Students who are chronically ill or receive regular treatment for a medical condition are advised to identify a physician in the local community for continual and immediate treatment. The health center will provide a list of names of local physicians upon request. The health center encourages preventive medicine and a healthy lifestyle by offering a series of health education programs on campus throughout the school year, including an annual health fair.

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

**Immunizations.** All full-time students must have a health card on file in the health center. Mandatory documentation includes two MMR (mumps, measles, and rubella) dates, a TB skin test with results given in the USA within the last six months, and a tetanus shot within the last 10 years. Information regarding religious or medical exemptions to immunizations is available from the health center.

**Student health insurance.** The University recommends all full-time students to carry health insurance. Students must sign a waiver card providing the company’s name and policy number of their personal insurance. It is the student’s responsibility to update insurance information as appropriate. Updates can be made on WebAdvisor.

**Injections.** Allergy injections are not given in the health center. Students are responsible for identifying a local physician to administer the injections. The health center can provide students with the names and numbers of local physicians for this service.

Students who must give themselves insulin or other medically related injections in their room may receive a “sharps” container from the health center to dispose of used needles. When the container is full, they should return it to the health center in exchange for a new one.

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**Cultural Engagement and International Services**

812-488-2279 ■ www.evansville.edu/ceis

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

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

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

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

- **I-Pals** matches American and international students interested in friendship and learning about another culture. Through one-on-one interaction, this program is an effective bridge between cultures that promotes cross-cultural communication and understanding.

- **UE Global Friends and Families** matches students with families or individuals in the Evansville community. Although this is not a home-stay program, it fosters international friendship and understanding, while introducing international students and scholars to the hospitality, diversity, and spontaneity of American life.

- **International events** such as the International Bazaar and cultural weekend trips, are planned and sponsored by the International Club and other cultural organizations. These events and activities promote and share multiculturalism on campus.
Library Services
812-488-2482 □ www.evansville.edu/libraries

The University of Evansville Libaries is a student-focused research and learning center. The library offers research assistance to students who need help locating research materials to ensure their success at UE. Library faculty members are available to offer research assistance in one-on-one interactions where students will learn effective methods to discover and obtain resources for papers and projects. Students can drop in the library for assistance with librarians on duty or can schedule a preferred convenient time to meet through the UE Libraries’ website.

The library offers computers, laptops, databases, books and study spaces for individual and group work, including areas that provide media sharing technology, presentation preparation and audio/visual technology. Private study spaces are available on the upper floors for both single students looking for a quiet place and groups seeking a closed space. Students can check out books, seek help, reserve study rooms, obtain laptops and request research assistance from the Information Desk. Interlibrary loan 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.

For further information, to contact a librarian for assistance, set up an interlibrary loan, or browse through the library’s databases, please go to the Libraries’ website: www.evansville.edu/libraries or call Access Services at 812-488-2482.

Diversity Initiatives
812-488-2413 □ www.evansville.edu/offices/diversity

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

Contact: LaNeeca Williams, lw161@evansville.edu, Coordinator of Diversity and Outreach Initiatives, Room 241, Olmsted Administration Hall, 812-488-2413

Safety and Security Services
812-488-2051 □ www.evansville.edu/safety

The University of Evansville Office of Safety and Security coordinates campus safety and security. Nine full-time security officers conduct regular foot and vehicle patrols of the entire campus 24 hours a day throughout the entire year. The officers are supported by an administrative assistant and four full-time radio-telephone operators who staff the office.

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

Emergency telephones that connect directly to the Office of Safety and Security have been placed in several locations on campus. The number 6911 is the emergency number for all on-campus emergency calls 24 hours a day. Calls made to the 6911 extension or on the emergency telephone receive priority response. If you use a cell phone or a non-campus phone to call the 6911 emergency number, you must dial 812-488-6911. In addition, an efficient city police department responds quickly if assistance is needed. For more information, contact Harold Matthews, director of safety and security, at hm3@evansville.edu, or visit www.evansville.edu/safety.

Resource Center
812-488-2605

A Mission of Learning

At the University of Evansville we are dedicated to active learning and scholarship. Our highest priorities are the educational needs and interests of our students. Through free academic support services, we offer students resources to realize their highest potential.

‒ The Center for Academic Advising is the central headquarters for all academic concerns. The Center for Academic Advising offers assistance with major and advisor changes, graduation checklists, undeclared majors, and other academic matters. Call 812-488-2605 for more information.

‒ Faculty advisors, with the support of the Center for Academic Advising, work closely with students to help them make wise choices regarding their academic career. Faculty advisors assist students in making intelligent decisions about courses, registration, and research or extracurricular opportunities. Call 812-488-2605 for more information.

‒ Tutoring in many subjects is free to all University of Evansville students through the Center for Academic Advising. Call 812-488-2606 for more information.

‒ Supplemental instruction (SI) is offered for several of our traditionally challenging courses. SI involves peer-facilitated study sessions led by students who have taken the course before and have done exceptionally well. SI creates a collaborative learning environment where students can compare notes, hold discussions, and predict test questions. Call 812-488-2606 for more information.

‒ Time Management and Study Skills development is available to aid all students through the Center for Academic Advising. Call 812-488-2605 for more information.
The Student Fitness Center has racquetball courts; an indoor and an outdoor track; aerobic areas; cardio conditioning rooms 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 fitness center are personal fitness assessment, individualized training, aerobics classes, a fitness and health fair, an annual bike race, Wander Indiana, a rape aggression defense class, and intramurals.

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

Student Fitness Center Hours:
- Monday - Friday: 6:30 a.m. to 10:00 p.m.
- Saturday: 11:30 a.m. to 5:30 p.m.
- Sunday: 11:30 a.m. to 9:00 p.m.

Swimming Pool Hours:
- Monday - Friday: 7:15 to 8:30 a.m., Noon to 1:00 p.m., 6:30 to 9:30 p.m.
- Saturday and Sunday: 2:00 to 5:00 p.m.

Student Publications
812-488-2846 | www.evansville.edu/offices/studentpublications

**LinC. Life in College.** Known on campus as the LinC, is the University’s award-winning yearbook. Produced by and for the students of the University of Evansville, the yearbook chronicles the academic year in pictures and stories and is an academic-credit experience for those students accepted onto staff. All students who pay the student activity fee for both semesters of an academic year receive a copy of the yearbook, which are distributed each fall. Graduating seniors receive their yearbooks at their permanent home addresses. The yearbook staff can be reached at www.facebook.com/uecrescent or linc@evansville.edu.

**Crescent Magazine.** Crescent Magazine is the University’s student-run magazine. Six issues are produced each year. It is created by and for the students of the University of Evansville and is an academic-credit experience for those accepted onto staff. The magazine is funded through advertising sales, and students receive the magazine compliments of a subscription fee paid by SGA. You can access the magazine online at www.issuu.com/uecrescent. The magazine staff can be reached at www.facebook.com/uecrescent or crescentmagazine@evansville.edu.

Campus Resources and Services

- **The Writing Center** is an invaluable resource to all UE students. Many elements of the University of Evansville’s core curriculum are writing-intensive. Writing Center tutors are available to help students with every step of the writing process from brainstorming to editing. Call 812-488-2391 for more information.

- **The Student Early Alert System** is a mechanism to identify student issues early and allow all University employees to submit a web-based alert as well as monitor previously-issued alerts. This is an interactive tool supported by Academic Advising and the Student Success Team to intervene as necessary. By issuing an alert and identifying a student who is having academic or personal difficulty, University resources are directed to the student to enable his/her success. Call 812-488-2605 for more information.

- **Research and reference assistance** are offered by the University Libraries. Utilizing the expertise of librarians, students are assisted in finding online and print materials, taught the fundamentals of being savvy information consumers, and encouraged to discover resources for academic majors. Call 812-488-2482 or visit www.evansville.edu/libraries for more information.

- **Counseling Services** staff offer guidance with stress management strategies, mental health issues, test anxiety, and time management. Call 812-488-2663 for more information.

- **The Center for Career Development** provides a host of programs such as individual career and major advisement to assist students in the various stages of their college career — from the freshman to the senior year and beyond. Students exploring their major options can benefit from individual appointments, career-related assessments, and web resources to identify interests, skills, and corresponding career paths. Call 812-488-1083 or visit www.evansville.edu/careercenter for more information.

- **The Majors Discovery Program** is a faculty-led initiative for undeclared students to receive resources and expertise to assist them in discovering an academic path at the University of Evansville. Call 812-488-1344 or visit www.evansville.edu/majors/undeclared for more information.

- **The Office of Veterans Affairs** and the UE student veteran organization provide student veterans academic support and student life engagement with their transition to and from the military. Call 812-488-2141 or visit www.evansville.edu/veteransaffairs for more information.
Although the publications have an advisor, the University does not regulate the yearbook and magazine. Contact the advisor at tm2@evansville.edu for more information about the yearbook and the magazine.

Writing Center
812-488-2391 ■ www.evansville.edu/writingcenter

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

The Writing Center is equipped with Windows-compatible personal computers, one HP laserjet printer, and Microsoft Word. Connected to the University of Evansville Libraries, the Writing Center is open every weekday and on Sunday evenings.

Policies and Disclosures
www.evansville.edu/offices/deanstudents

Accommodating Students with Disabilities

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

Rights and Responsibilities of Students with Disabilities

Federal Laws Impacting Disability Services in Postsecondary Level Education

■ Section 504 of the Rehabilitation Act of 1973
■ Americans with Disabilities Act (ADA), 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 self-identify themselves to the Office of Counseling Services if they are requesting accommodations.
■ Students must submit documentation of a disability.
■ Diagnostic records are kept confidential, but the student must allow the disability service provider to provide the instructor with a verification letter before expecting accommodations.
■ Students are expected to meet the academic performance standards of the class after an accommodation is provided.
■ Students are expected to follow established institutional procedures.
■ Students must request accommodations each semester in a timely manner by meeting with his or her counselor or disability service provider.
■ Students should discuss the accommodation request with instructors of each class for which the student will use the accommodation.
Students need to notify their counselor or disability service provider if there are difficulties with the accommodations.

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

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

Procedures to establish eligibility. Students who wish to request accommodations must establish eligibility by providing appropriate written documentation of the disability to the Office of Counseling Services, Room 200, Ridgway University Center. As the designated disability service providers 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 or disability service provider (call 812-488-2663) for an individual consultation. During the consultation, the counselor and student discuss the current impact of the disability in the academic setting. After reviewing the student’s medical and diagnostic records and meeting with the student and faculty member(s) as appropriate, the counselor makes recommendations for services or reasonable academic accommodations for the student. The medical records and disability documentation will be maintained in the Office of Counseling 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 disability. The counselor will be responsible for notifying each professor in writing about the student’s approved accommodations as well as offering assistance to implement the accommodations if necessary.

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

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

Procedural difficulties with accommodation requests. The professor is only required to make available the accommodations that are delineated within the accommodation letter issued by the Office of Counseling 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 that involve accommodations related to changes in curriculum or program. This committee is composed of representatives from the faculty, counseling services, academic affairs, academic advising, and the registrar’s office. The committee acts in an advisory capacity and submits written recommendations on each request to the vice president for academic affairs, who makes final decisions on the requests.

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

Subsequent semesters. Students who wish academic accommodations must contact the Office of Counseling 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 is responsible for scheduling the appointment.
Disability Services Confidentiality and Release of Information

The Office of Disability Services is committed to ensuring 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 by Office of Disability Services and will be shared with students. These guidelines incorporate relevant state and federal regulations:

1. No one will have immediate access to student files except appropriate staff of the Office of Disability Services or Counseling Services in which Office of Disability Services is located. Any information regarding a disability is considered confidential and will be shared only with others within the University who have a legitimate educational interest.

2. This information is protected by the Family Educational Rights and Privacy Act (FERPA).

3. Sensitive information in Office of Disability Services student files will not be released except in accordance with federal and state laws.

4. A student’s file may be released pursuant to a court order or subpoena.

5. If a student wishes to have information about his/her disability shared with others outside the institution, the student must provide written authorization to the Office of Disability Services coordinator 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/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/her own Office of Disability Services file with reasonable notification.

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

Alcohol and Drug Policy and Disclosures

**Alcohol.** The University of Evansville prohibits the possession, consumption, use, or sale of unauthorized prescription drugs, illegal drugs, or alcohol on campus, at any student campus activity, or in any campus living units occupied by students, including University-approved housing. Students present in a residential facility where alcohol or illegal drugs are present are also subject to disciplinary action. While the University cannot control off-campus situations, the University does not sanction student organization-sponsored events held off campus that include alcoholic beverages. At no time may student activity funds be used for the purchase or promotion of alcoholic beverages at a student organization-sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age.

University-sponsored events that 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, worker’s compensation coverage, and employer’s liability. Proof of such insurance shall be provided by a certificate of insurance to the director of administrative services. Additional information regarding the certificate of insurance requirements is available from the director of administrative services.

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

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

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

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

Attendance Policy

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

Students wishing to request an official excused absence for significant medical or psychological illness requiring hospitalization or family emergency may submit a request from the dean of students’ office. Documentation will be required for review. Full policy is available in the Student Handbook.

Automobiles

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

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

Health Insurance and Immunizations

www.evansville.edu/offices/healthcenter

Student Health insurance. The University recommends all full-time students to carry health insurance. Students may rely on his or her own personal policy or family insurance policy. Students must sign a waiver card providing the company’s name and policy number of their personal insurance. Waiver cards are provided to all incoming freshmen during the summer orientation and are also available from the UE Crayton E. and Ellen Mann Health Center.

Student Athletes

All student athletes are required to carry personal health insurance. Because of participation in an NCAA Division I sport (includes cheerleading and dance team members) the inherent risk of injury is greater. Thus, the University has sourced vendors that can provide such plan options for purchase. For more information on this alternative, please contact the Office of Risk Management at 812-488-2011 for information on providers.

Study Abroad Students

All study abroad students are required to carry personal health insurance. While the ACSA provided plans usually offer Scholastic Emergency Services (SES), it does not provide medical insurance for study abroad students. To learn more about SES, go to www.uhcsr.com for the SES Global Emergency Assistance Services brochure, which includes service descriptions and program exclusions and limitations. If you need to purchase medical insurance for studying abroad, please contact the Office of Education Abroad at 812-488-1085 for information on providers.

Other UE Programs

There are some current UE programs that require students (e.g., international students) to purchase health insurance due to professional, physical, or logistical demands of the program. Additionally, there may be new programs in the future that will establish similar requirements. For more information, please contact the appropriate department directly for more details of what insurance is required.

Students without Health Insurance Coverage

There is an option listed on the waiver card for students to indicate if he or she currently does not have health insurance and does not plan to purchase such insurance. If this is the case, then the University cannot assume financial responsibility for any medical expense necessitated by illness suffered by the student while enrolled at the University. The student must acknowledge that he or she is financially responsible for any and all medical expenses related to any medical care he or she receives for preventative care or illness. Please understand that some medical care providers may choose not to provide service to students because of not having student health insurance.

Student Accident Insurance

For the 2015-16 academic year, all full-time undergraduate students will automatically have student accident insurance with a per-occurrence limit of $5,000. This coverage is included as a part of your health and wellness fee. This accident insurance will typically cover costs associated with accidents, not illnesses. This insurance program will act as a secondary coverage if you already have insurance. This insurance will typically cover a deductible that your current insurance may not cover. If you do not have insurance, it will be primary. For more information on this coverage, please visit www.evansville.edu/offices/healthcenter.

Immunizations

All full-time students are required to have a health card on file in the health center. Mandatory documentation includes two MMR (mumps, measles, and rubella) dates, a TB skin test with results within the last six months, and a tetanus shot within the last 10 years.

Honor Code

www.evansville.edu/offices/deanstudents

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

I understand that any work which I submit for course credit will imply that I have adhered to this academic honor code: I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid.
The honor code, enforced by faculty and fellow students alike, is designed to maintain an academic environment of integrity in which cheating in any form is not acceptable. Students may find complete information regarding the academic honor code process in the Student Handbook posted on UE's AceLink website.

Jean Clery Act

The Jean 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/security. The most current Annual Security and Fire Safety Report Brochure will be available for viewing and contains the information required by the Jean Clery Act. You may print a copy of this report, or you may request one from the Office of Safety and Security.

Payment Policy
812-488-2565

Generally, payment is required in full or under a two-payment plan.

The two-payment plan carries a 1.5 percent finance charge calculated on the outstanding month-end balance.

- Fall semester tuition is due on August 15, with the spring tuition due on December 15. The two-payment option allows for a minimum payment of one-half of the fall balance due on or before August 15, with the remaining fall balance, plus a 1.5 percent finance charge due on or before September 15.
- The spring semester two-payment option allows for a minimum payment of one-half of the balance due on or before December 15, with the remaining balance, plus a 1.5 percent finance charge due on or before January 15.

Registration may be subject to cancellation if balances are not paid by the due dates.

Electronic Billing Statements

Electronic billing statements are available to students and their proxy through Student Finance Self-Service. E-mail reminders are sent to students and their proxy prior to semester due dates. If a student chooses not to grant proxy access to a parent or other responsible party, it is the responsibility of the student to provide copies of their electronic billing statement.

Monthly Payment Plan

In addition to the one or two-payment options, the University also offers an interest-free monthly payment plan, which permits students and their families to spread annual net costs over 12, 10, or 9 months. An online payment plan application is available through WebAdvisor.

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 default, the student will be obligated to pay all collection costs and/or attorney fees incurred by the University of Evansville in the collection of these charges.

All questions relating to student billing should be referred to the Office of Student Accounts by calling 812-488-2565. Should you require a personal conference, please contact Becky Hamilton, director of student accounts, at 812-488-2163.

Registration Policy

New freshmen may register at SOAR. Returning students with a balance due of $500 or less in the most recent term may register for the fall semester beginning in March. Students returning for the spring semester may register in November under the same conditions. Students registering for the fall term after July 1, but before August 1 will be required to pay all past due amounts. Students registering between August 1 and August 31 (fall) or December 1 and December 31 (spring), will be required to pay all past due amounts, along with a minimum of one-half of the new semester’s balance at the time of registration. Students registering after August 31 (fall) or December 31 (spring) will be required to pay in full at the time of registration.

Residential Policy

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

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

Freshmen and Sophomores

The University of Evansville guarantees residence hall rooms for all freshmen and sophomores.

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.

Exemptions do not apply if the student receives a financial aid award that requires the student to live on campus.

Transfer Students

Transfer students with fewer than 60 academic credit hours (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 or 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.

Student Records Policy

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

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

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

Title IX/Sexual Misconduct Policy

The University is committed to fostering an atmosphere free from sexual harassment, sexual violence and other sexual misconduct (all referred to in this policy as “sexual misconduct”). This commitment includes 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 is 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 spiri-
tual 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 inappro-
priate sexual behavior and to engage in the appropriate processes for reporting and
resolving a violation of this policy. This policy applies regardless of sexual orienta-
tion or gender identity. Questions about this policy may be directed to the Title IX
coordinator, Office of the Dean of Students, Office of Safety and Security, Office
of Counseling Services, Office of Human Resources, or the residence life staff.
Information can be found online at: www.evansville.edu/offices/deanstudents.

Tobacco-Free Policy

In support of the health and wellbeing of the campus community, the use of all
tobacco products and electronic smoking devices (e-cigarettes) are prohibited 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. For a full description on this policy and available resources, please refer to
the University website.

Financial Aid and Refund Policy

Financial Aid Information
812-488-2364

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

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

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

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

A student must be admitted to UE to receive a financial aid award. Students and
parents must reapply for need-based financial assistance every year by completing
a FAFSA and listing UE’s school code: 001795. The application period is between
January 1 and March 10 for the following academic year. Incoming freshmen will be notified in March or April about action taken on their applications. Returning students will receive their award notification in late June.

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

**Duration.** Financial aid from the University or state resources for full-time students is normally available for only eight semesters or when requirements for the first bachelor's degree have been met, whichever comes first. However, students may apply for the continuation of University aid for a fifth year (a separate application is required) if extenuating circumstances have precluded the student from obtaining a degree in four years. Federal Pell Grant and Direct Loans may be available for a fifth year, based on need as demonstrated on the FAFSA.

**Programs designed to last longer than four years:** UE physical therapy students pursuing DPT will receive their awards for either six years (12 semesters) or seven years (14 semesters), depending on the curriculum plan selected by the student and approved by UE faculty. Awards remain fixed at their fourth-year value.

Students in the following five-year programs will receive their awards for five years: health services administration (combined BS/MS), applied exercise science/PTA, athletic training/PTA, exercise science/health services administration, and music education/music therapy.

**Moving off campus.** All freshmen, sophomores, and transfer students are required to live on campus unless they receive an exemption from the Office of Residence Life (See Residential Policy in this publication regarding On-Campus Residency Requirements). University housing includes the traditional residence halls, UE Villages (houses, apartments, and townhouses), and fraternity houses. Students who move out of University housing in subsequent years may have their UE gift aid reduced:

- **Financial Aid Reduction.** Student 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 an annual reduction to their UE-funded financial aid of $4,500 ($2,250 per semester). This reduction of aid will not apply to students who have elected to live on campus but later move off campus to live at home with parents in approved counties or to live with a spouse or dependent. Documentation may be required.

- **Summer aid.** Work on campus, Federal Pell Grant (in some cases), Federal SEOG, Federal Perkins, Federal Direct Loans, and PLUS loans are the only forms of financial assistance available for students who wish to take summer classes. Students must take a minimum of six credit hours to be eligible for a summer loan. Work on campus is not contingent upon enrollment during the summer, but only students who have not graduated and who will be returning to campus the following year will be eligible to apply.

**For more information.** Details and specific information about all financial aid, including aid from the University of Evansville as well as the federal and state governments, are found at www.evansville.edu/tuitionandaid/current. However, students are encouraged to call or visit the Office of Financial Aid at 812-488-2364 when questions arise.

**Satisfactory Academic Progress Policy (Revised December 2015)**

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 students 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 (fall, spring, and summer) 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 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 again 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. Please be aware that academic progress standards as determined by the Office of the Registrar will apply during the first two academic years. See the UE catalog for more information on those standards.
Transfer and graduate students must maintain a minimum cumulative GPA of 2.0 at the end of each semester.
UE merit-based scholarships may have higher GPA expectations. View GPA requirements at www.evansville.edu/tuitionandaid/current.

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 percent 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 percent of 120 is 180 hours). Students pursuing an associate’s degree requiring 72 credits may attempt up to 108 credit hours (150 percent of 72 is 108 hours). Other degree programs with differing credit hour requirements will have up to 150 percent 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 percent 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 percent maximum time frame calculation. Second undergraduate degree students are only eligible to receive loan funds. Students enrolled in a degree program which 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 percent 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 placed on Financial Aid Suspension.

Financial Aid Suspension: Students who fail to meet the standards at the end of their warning semester will be ineligible for financial aid beginning with the next semester of attendance. (See appeals to regain eligibility.)
Students receiving grades of F 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 F will be considered an F in calculating the pace of progress.
Students who pre-register 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; or 4) other serious extenuating circumstances.

The student is limited to two appeals. Appeals will be approved or denied in writing. 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 terms of enrollment that year.

Student Consumer Information
The Student Consumer Information Regulations of the US Department of Education require universities to disclose certain consumer information to prospective and enrolled students, parents, and employees. The listing of topics can be found on the University’s website at www.evansville.edu/tuitionandaid/consumer.cfm. Some of the topics covered include:

- 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
- Study Abroad

For additional information, including requesting a paper copy of any materials, call the appropriate office or visit the indicated websites. The Office of Financial Aid is responsible for the annual update of this information.

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 would be 100 percent earned, and like the UE aid and private aid mentioned above, there would 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 US 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 on or before the first day of the term, the University of Evansville will return the tuition and fees payment received, directly to the VA, upon receipt of school debt letter. If the date of complete withdrawal is after the first day of the term, any credit balances that result from a refund of institutional charges will be issued to the student. In this case, the student will receive a debt letter from the Department of Veterans Affairs with balance due.

For students dropping a 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 student. If debt is established, 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.

I. 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 all financial aid – including federal and state aid - removed. However, eligibility is recalculated if a student continues to be enrolled for at least six credit hours and is eligible for a portion of the Federal Pell Grant and/or the Federal Direct Stafford Loan.

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

II. Center for Adult Education Programs Refund Policy

If a student in the organizational leadership, global leadership, or public service administration program finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the office of the director of continuing education where an official date of withdrawal is determined for 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 continuing 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.

III. Returning Federal Financial Aid to Accounts

Unearned federal financial aid will returned in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. TEACH Grant
8. 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. UE retains a $100 administrative fee when calculating a refund for all students.

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

The University’s responsibilities include:

- Providing each student with information about the refund policy.
- 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 Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, and Federal SEOG grants. Federal work-study funds are excluded from the refund calculation.

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

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

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

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

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

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

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

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