

PARENT HANDBOOK 2017-2018



UNIVERSITY OF
EVANSVILLE®

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Mission of the University of Evansville

Mission Statement

The University of Evansville is dedicated to active learning and scholarship. We are committed to the liberal arts and sciences as a basis for intellectual and personal growth. This University strives 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 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, sciences, and professional programs. The University selects talented, motivated students and faculty. Our 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:

Gain a broad liberal arts and sciences foundation through general education options promoting:

- 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 in:

- 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 Parents, Families, and Friends,

On behalf of the University of Evansville, Sharon and I welcome you and your new student to the UE family. Staff, alumni, parents, and friends of this University are committed to providing the life-transforming experiences, connections, and support -- in and out of the classroom -- that make up the heart of a UE education.

For more than 160 years, the UE community has dedicated itself to delivering academic excellence and community service in an environment that supports student success. In this handbook, you'll find extensive information about the resources that enable our students to fulfill their potential during their time at the University -- and in their lives after graduation.

This is an exciting time to become part of the UE community. We have just reached a major milestone in the campaign to renovate Hyde Hall, a core academic building that houses Shanklin Theatre, the William L. Ridgway College of Arts and Science administration, faculty offices and classrooms, and core learning spaces. Located in the heart of our campus, virtually every student who passes through UE attends a class in Hyde Hall, making the completion of this fundraising goal one that will impact the entire campus community. We expect Hyde Hall construction to begin in May 2018.

At UE, students are also benefitting from our recently renovated, digitally based Resource Center in the Bower-Suhrheinrich Library, where team-based learning is well-supported. And at the expanded Center for Career Development, a large and energetic group of alumni and parents are helping students with career planning and assisting with a smooth transition to post-UE life. These efforts are proving highly successful, as a recent survey of the 2016 graduating class showed that 93 percent were employed or enrolled in graduate school (based on a 98 percent response rate).

This Parent Handbook provides important facts about the University and should be referred to often as a resource for information, policy, and contacts. Please encourage your student to use the Student Handbook and the many resources on campus. The Parent Handbook is available ONLY online at www.evansville.edu/parents/resources.cfm. If you have questions, please contact the Office of Alumni and Parent Relations at 812-488-2586 or ueparentrelations@evansville.edu.

Thank you for joining the University of Evansville family! Parents and students find many opportunities here, and it is our privilege to be part of the wonderful experience the years ahead will bring.

Go Aces!

Warmly,

Tom Kazee
President



Dear Parent:

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

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

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

A handwritten signature in cursive script that reads "Dana D. Clayton".

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, welcome to the University of Evansville Parents Association! As a parent of a UE student, 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 him or her – we serve as your resource for information about campus happenings and getting connected within the UE community to help make an impact!

There are a number of ways to get plugged in, whether you live in Evansville or the other side of the country. Different activities and events involve different levels of time, effort, and fun. No matter your level of involvement with the UE Parents Association, every effort benefits incoming and current UE families. And we thank you!

Here are some ways to get connected and stay informed:

1. **Complete and return the Get Connected form**, and be sure to visit the Parent and Alumni table during SOAR (Summer Orientation and Academic Registration). We'd love to meet you and answer any questions you have about getting involved.
2. **Attend Family Weekend September 22-24, 2017**. This is a great way to see how your student is doing and to participate in many events – some especially for you.
3. **Meet other UE parents, families, and students on Saturday, September 23**, at the Family Weekend Ice Cream Social.
4. **Browse through *this* UE Parent Handbook!** It is a valuable resource.
5. **Join and Like us on Facebook** at “UE Parents.”
6. **Go to the parents website** – www.evansville.edu/parents.
7. **Complete the Parents Survey**.
8. **Become a member of the 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, a parent-based advisory board to the University of Evansville, may submit formal recommendations to the administration through committee or as a whole. Find a complete list of Parents Council members by region at www.evansville.edu/parents/council.asp. You may click on the member name in your geographic area and ask questions or pass along suggestions to the University of Evansville. The Parents Council does not decide policy for the University.

If you have questions about The Parents Council or wish to sign up by phone, contact the Office of Alumni and Parent Relations at ueparentrelations@evansville.edu or 812-488-2586. Our office is open weekdays 8:00 a.m. - 5:00 p.m. CST (summer hours 8:00 a.m. - 4:30 p.m.).

We look forward to seeing you and your student during the 2017-18 academic year!

Sincerely,

The Office of Alumni and Parent Relations

The History of Our University

The University of Evansville'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, his dream became a reality when the original charter for Moores Hill Male and Female Collegiate Institute was drafted. Only the fifth co-educational college in the United States, classes began at Moores Hill on September 9, 1856. One year later, the official name of the college was changed to Moores Hill College.

It was 1917 when future UE trustee George Clifford – a prominent Evansville businessman – convinced the Indiana Conference of the Methodist Church that Moores Hill College should be moved to Evansville, the only city in Indiana without an accredited college within a 50-mile radius.

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

Today the University remains 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 2,200 full-time undergraduates from 46 states and 56 countries. More than 80 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 master's degrees in athletic training, health service administration, physician assistant, public health, and public administration as well as a doctoral degree in physical therapy. In addition, UE's Center for Adult Education now offers an undergraduate degree program for adults under the university studies degree program.

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 perhaps no other time that can produce as much anxiety for parents. This handbook is designed to give you information, resources, and even advice as you help your student make the most of his or her Evansville Experience.

While 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 extended UE family. You and your son or daughter have the opportunity to become involved with others here who share the same hopes and dreams 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. In turn, the Parents Association and Parents Council 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 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 students should withdraw from their families. Actually, most students draw closer to their families once 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 her or him to use UE's many academic, advising, and counseling resources. Most students' grades improve consistently throughout the college years.

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 college students change majors at least once. A

shift in academic direction is to be expected 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 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 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 your student to get involved socially and academically. With more than 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. The personal, academic, and professional support services available to students represent an important facet of the holistic educational environment at UE. Using these services can significantly improve students' performance and preparedness after graduation but all too often, students do not take advantage of the help that's available. Encourage your student to utilize UE support services routinely; they are a very valuable part of the Evansville Experience.

Read University materials. You should read all materials the University provides both parents and students – just in case your son or daughter does not read them. Find additional parent resources, contact information, and news about upcoming campus events and activities at www.evansville.edu/parents. You will also find the annually-updated version of the UE Parent Handbook on this site.

Parent Resources

Parenting a College Student

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 the annual newsletter, *Parents Connections*; a bimonthly electronic newsletter; and through the parent website at 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.

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 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 children attend UE. A current list of Parents Council members, along with their geographic location and contact information, can be found online at 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 for 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 2017, taking place September 22-24. Find more information about Family Weekend 2017 at www.evansville.edu/parents.

You may also want to become a part of The UE Parent Facebook Group, a forum for parents of UE students to talk with each other, ask questions, share UE photos, and get updates about campus life.

Parents' Fund. The Parents' Fund is a fund of monetary gifts contributed by parents to help make possible 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 assist in offering 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 students now and in the future. Many companies will match your gift to the UE 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.

President	Thomas A. Kazee	812-488-2151	president
Executive Vice President for Academic Affairs	Michael Austin	812-488-1178	ma352
Vice President for Fiscal Affairs and Administration.....	Donna Teague	812-488-2212	dt52
Vice President for Enrollment Services and Marketing	Shane Davidson	812-488-2477	sd10
Vice President for Development and Alumni Relations.....	Abigail Werling	812-488-2272	am275
Vice President for Student Affairs and Dean of Students.....	Dana D. Clayton	812-488-2500	dc26
Athletics Director	Mark Spencer	812-488-2238	ad204
University Chaplain.....	Tamara Gieselman	812-488-2240	tg85
Chief Diversity Officer	LaNeeça Williams	812-488-2413	lw161

Academic Services Administration

Assistant Vice President for Academic Affairs	Tracey Folden	812-488-2509	tf91
University Registrar	Jennifer Briggs	812-488-2602	jb610
Director of Academic Advising and Associate Registrar	Deborah Kassenbrock	812-488-2605	dk26
Director of Adult Education	Lindsay Roberts	812-488-3101	lr155
Director of Harlaxton College Programs.....	Holly Carter	812-488-1040	hc110
University Librarian and Associate Professor	Robb M. Waltner	812-488-2485	rw3
Director Education Abroad	Holly Carter	812-488-1040	hc110
Executive Director of International Programs	Wesley T. Milner	812-488-2686	wm23

Academic Deans

College of Education and Health Sciences	Mary Kessler	812-488-2579	mk43
Chair, Mechanical and Civil Engineering	Brian Swenty	812-488-2652	bs3
William L. Ridgway College of Arts and Sciences	Ray Lutgring	812-488-2589	rl5
Schroeder School of Business.....	Greg Rawski	812-488-2954	gr14
Schroeder School of Business, Associate Dean	Ben Johnson	812-488-2862	bj23

Enrollment Services

Vice President	Shane Davidson	812-488-2477	sd10
Office of Admission.....	Kenton Hargis	812-488-2142	kh88
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

Archaeology and Art History.....	Alan Kaiser	812-488-1049	ak58
Art	Stephanie H. Frasier	812-488-1003	sf47
Biology.....	Dale Edwards	812-488-2645	de3
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	Sharon Gieselman	812-488-2004	sg78
Electrical Engineering and Computer Science.....	Dick K. Blandford	812-488-2291	db64
English.....	Larry Caldwell	812-488-2010	lc4
Foreign Languages.....	Chris Mohn	812-488-2585	mm333

University of Evansville Directory

History.....	Annette Parks	812-488-1070	ap3
Law, Politics, and Society	Robert Dion	812-488-1150	rd35
Mathematics	David J. Dwyer	812-488-2632	dd4
Mechanical and Civil Engineering	Brian J. Swenty	812-488-2652	bs3
Music.....	Thomas J. Josenhans	812-488-2245	tj38
Nursing and Health Sciences.....	Laura Connors, Assistant	812-488-2343	lr23
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 and Parent Relations	Sylvia Y. DeVault	812-488-2239	sy5
Assistant Director of Alumni and Parent Relations	Liz Riffert	812-488-2440	el37

Student Affairs Administration

Vice President, Student Affairs and Dean of Students.....	Dana D. Clayton	812-488-2500	dc26
Assistant Vice President for Student Affairs and	Michael A. Tessier	812-488-2956	mt28
Director of Residence Life			
Assistant Dean of Students and Director of Student Engagement	Geoffrey Edwards	812-488-2956	ge21
Senior Director, Center for Career Development	C. Gene Wells	812-488-1083	gw5
Associate Director, Career Development	Dianna Cundiff	812-488-1083	dc114
Assistant Director, Career Development.....	Abby Michel	812-488-2047	ar249
Associate Director, Career Development	Linda Wulf	812-488-1083	lw8
Director of Employer Development.....	Emily Fiedler	812-488-1083	ef31
Director of Student Fitness Center	Jeff A. Chestnut	812-488-2357	jc56
Director, Cultural Engagement and International Services	Kate Hogan	812-488-2279	kh114
Assistant Director, Cultural Engagement and International Services	Megan Sicard	812-488-2279	ms331
Director of Counseling Services	Sylvia T. Buck	812-488-2663	sb79
Counselor	Liz McCormick	812-488-2663	em232
Counselor	Karen M. Stenstrom	812-488-2663	ks96
Counselor/Coordinator of Health Education.....	Jamie Adams-Kemper	812-488-1082	ja200
Crayton E. and Ellen Mann Health Center		812-488-2033	
Disability Services Coordinator	Debbie Brenton	812-488-2663	db132
Director of Safety and Security	Harold P. Matthews	812-488-2051	hm3
Director of Student Publications	Tracy Maurer	812-488-2725	tm2

Residence Life Staff

Assistant Vice President for Student Affairs	Michael A. Tessier	812-488-2956	mt28
and Director of Residence Life			
Assistant Director of Residence Life	Brian R. Conner	812-488-1107	bc32
Chartwells Catering and Food Service Director.....	Kellie Short		uucatering

For a complete list of residential coordinators and head residents, go to www.evansville.edu/residencelife/staff.cfm.

Academic Information

The academic information included in this handbook is provided as a quick reference guide for parents. Complete academic information is available in the University catalog, which can be found at www.evansville.edu/registrar. 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.

Academic Advising

www.evansville.edu/advising

The University of Evansville emphasizes the development of individual initiative, responsibility, and self-discipline by students in the planning of their own educational programs. The academic advising system is designed to assist students in the evolution of educational plans and career goals. Faculty advisors, with the support of the Center for Academic Advising, Office of the Registrar, and 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 students enter 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 advisor in their discipline of choice in consultation with the academic department chair or dean.

Academic Load

The normal load for a full-time undergraduate is 12 to 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.

Students in good standing who wish to take an overload of 21 hours or more, and students on academic probation who wish to exceed 18 hours, must petition the dean of his or her major's college for approval and gain the support of their academic advisors in doing so.

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:

Hours of Credit	GPA
Fewer than 30	1.6
30-59.9	1.9
60 or more	2.0

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 apply only to accumulated earned hours and not the cumulative grade point average.

Adds, 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 using Student Planning online.

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 twelfth week, a grade of W (withdrew from course) is assigned. After the twelfth 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.

Academic Information

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 from the Office of Financial Aid.

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 significant 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 may change majors at any time (and many do), a change may require taking additional courses – especially if the change is made later in the student's program.

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

Curriculum

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

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

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

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

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

Grades

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

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

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. 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

Academic Information

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 Student Planning.

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. Parents are encouraged to discuss their student's progress with them at midterm. Although midterm grades are not available for every class, those midterm grades that are given are available to the student after the 8th week of the semester. These grades may be shared in Student Planning, Blackboard, or through other means preferred by the faculty member.

Campus Community and Involvement

Athletics

812-488-ACE

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, volleyball, and indoor and outdoor track and field. Men's teams include baseball, basketball, cross country, golf, soccer, swimming and diving, and indoor and outdoor track and field.

Students receive free admission to all home varsity athletic events through payment of the activity fee. Seating is general admission for all sports except men's basketball. Students may purchase additional men's basketball guest tickets valid for reserved seats in the student section upon presentation of a valid student ID with a current activity sticker.

Student Engagement

812-488-237

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 some 120 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 Student Activities Board, the International Club, Scholars for Syria, 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, PurplePalooza, Christmas on Campus, and a bike race are favorites of students, 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 get 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, about 30 percent of undergraduate students participate in Greek Life. Formal recruitment occurs in the fall and is open to all full-time undergraduate 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 Sororities

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.

Campus Community and Involvement

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, 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 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

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 beliefs of others.

Residence Life

812-488-2956

www.evansville.edu/residencelife

The Office of Residence Life regards education as more than a classroom experience. Living within the UE residential community gives students an exciting opportunity to enrich the college experience through the development of friendships and the exposure to new ideas, peoples, and cultures. Our residence halls, apartments, and houses are more than just places to eat and sleep; living on campus offers students an environment that supports a well-rounded education.

To provide student housing at the highest value and lowest possible cost, there must be a consistent occupancy level in our residential facilities. For this reason, all housing contracts are binding for the duration of the academic year. There is also a two-year residency requirement which is described fully on our website under Residency Requirements.

Approximately 70 percent of our student population lives on campus. 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 residential areas. Head residents are supervised and supported by a professional staff member. Every residence hall floor has a Resident Assistant (RA), a trained student leader that helps 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.

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 300 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 at www.evansville.edu/residencelife/dining for details on available plans and options.

Student Government Association

812-488-2371

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

Campus Community and Involvement

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 vice president; a legislative branch, which includes Student Congress; and a judicial branch, which includes a University Enhancement Chair / ombudsman. The ombudsman is a confidential resource who 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 for any student who 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.

Campus Resources and Services

Center for Career Development

812-488-1083

www.evansville.edu/careercenter

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. And we foster an active partnership among students, faculty, alumni, and the community. 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 on 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-ops, 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 is 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, internships, and co-op listings through more than 20,000 listings and six databases. The staff actively utilizes the UE JobLink database to call upon alumni and employers for current listings.

Student-Alumni Mentoring Program. The career development staff, along with the Office of Alumni and Parent Relations, maintains a network of community and corporate resources including alumni, parents, and friends 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 enter their professional career search. Through UE Connect, students are paired with successful alumni who will support and champion the career goals of individual students. Mentors could be in the same field, city, and state. A relationship is built that will encourage students throughout their transition from college life to work life. In addition, UE students and alumni have access to more than 400 alumni and friends of the University through the Professional Network on UE JobLink; 31,000 alumni in the UE directory; and groups on LinkedIn where many alumni come together to share opportunities and experiences.

Graduate school connection. Forty-eight percent of 2016 graduates stated they would attend graduate school within the next three years – some at such prestigious schools as Vanderbilt, Emory University, and Trinity College of Dublin. 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 also available. Our expanded website is full of valuable information and is available any time. No appointment is necessary!

Campus Resources and Services

Job search strategies. The Center for Career Development offers a Career Travel Fund to UE students traveling throughout the state of Indiana to participate in professional career and employment events; graduate school interviews; and career-related programming. UE students may be eligible for up to **\$500** throughout their college careers, and up to six months post-graduation.

Computer Labs

812-488-2958

Several computer labs are available around campus to meet students' general computer needs. Many of the computer labs are operated under the direct supervision of Technology Services. Labs in Hyde Hall and the Schroeder Family School of Business 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 in 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; see the breakdown below:

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

If a student uses the entire \$40 credit, additional funds may be added to his or her printing account by purchasing a card at the Bookstore and transferring the funds to the printing 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, short-term programs offered by UE faculty, and 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.

UE encourages students to embrace a study abroad experience -- or multiple experiences. In addition to Harlaxton, the study abroad office supports exchanges and provider programs around the world. Exchange programs are offered in 50 countries and allow students to pay UE tuition, room and board while keeping all scholarships and aid. Provider programs under \$12,000 also allow students to pay tuition, room and board while keeping all financial aid and scholarships. While there a limited number of provider spaces available each year, student exchange spaces are unlimited.

Campus Resources and Services

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 for 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 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.

Students who elect to study abroad without their UE aid are not subject to the study abroad fee. Summer programs abroad through outside providers are not subject to the study abroad fee, since institutional aid is not available for summer programs.

The University reserves the right to adjust the process and procedures for approval of study abroad candidates and external programs, so students are urged to consult early with the Office of 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 the 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 nurses and medical staff as well as a nurse practitioner or physician. A nurse can be seen on a walk-in basis and an appointment with the provider is available, once evaluated by the nurse. The provider is available for appointments two hours each day, Monday through Friday. Appointments may be scheduled by calling 812-488-2033 or visiting the Health Center located in Sampson Hall.

Hours for the fall and spring semester are Monday through Friday, 8:00 a.m. to 5:00 p.m. The Health Center is closed on Saturday and Sunday. Summer Health Center hours are reduced June through August to 8 a.m. until noon Monday through Friday. The center is closed during semester breaks and holidays. Students

receive treatment at the center without charge for most illnesses and minor accidents. In case of an emergency or for those who 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. The Health Center will offer some antibiotics to students for a \$10 fee. A list of local pharmacies can be obtained from the Health Center. The University is within five to ten minutes driving distance from two large hospital emergency rooms, as well as a convenient care center and minor emergency center. The Office of Safety and Security can provide transportation for emergency 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 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, but unless the student has given written authorization, no medical record information will be given.

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 for both international and American students. The office assists international students in their adjustment to the University and the Evansville community, providing 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.

Campus Resources and Services

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 promote 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. If you are an Evansville-area family that would like more information about participating in this program, please visit www.evansville.edu/ceis/friendsandfamilies.cfm.
- **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.

UE Library Services

Bower-Suhrheinrich Library and Clifford Memorial Library

812-488-2482

www.evansville.edu/libraries

Located in adjoining buildings, UE's Bower-Suhrheinrich and Clifford Memorial libraries, also known as Library Services, is a student-focused research and learning center where students can find assistance locating research materials. Through the Library Services Information Desk, students may ask questions, check out books, reserve study rooms, obtain laptops and request research assistance. Through interlibrary loan, UE Library Services can provide a nearly unlimited range of resources to students and faculty members, including books and articles not available in the University's collection.

Library faculty members make themselves available for one-on-one guidance that teaches students effective methods of discovering and obtaining resources for papers and projects. Students may drop in at Library Services for research assistance from on-duty librarians or schedule an appointment through the Libraries website.

UE Library Services offers computers, laptops, databases, books, and private study spaces for individuals looking for a quiet place and groups that need an enclosed space. These areas provide media-sharing technology, audio/visual technology, and presentation preparation equipment.

Browse the library's databases, contact a librarian for assistance, or set up an interlibrary loan at www.evansville.edu/libraries. Students may also call Library Access Services at 812-488-2482.

Diversity Initiatives

812-488-2413

www.evansville.edu/offices/diversity

The University of Evansville is committed to supporting an inclusive campus community that values and respects all its members. We strive to achieve educational excellence through an approach to diversity which encourages all to develop an earnest concern for others and for the welfare of our world. To this end, the Office of Diversity Initiatives works to create an environment that embraces and celebrates diversity; fosters a broader sense of community; and helps students understand the connection between themselves and the cultures of others at UE – and in the world. The diversity initiatives office helps students identify cultural groups and organizations that will inform and enlighten their world view and their Evansville experience.

For more information contact LaNeece Williams, chief diversity officer, at lw161@evansville.edu or 812-488-2413. The Office of Diversity Initiatives is located in Olmsted Administration Hall, room 241.

Safety and Security Services

812-488-2051

www.evansville.edu/safety

The University of Evansville Office of Safety and Security coordinates and oversees nine full-time security officers who conduct regular foot and vehicle patrols of the entire campus 24 hours a day throughout the year. These 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 under the supervision of Safety and Security personnel and the Ace Patrol, a select group of upperclassmen, performs escort duty and supplemental security patrols around residence halls and academic facilities. If extra assistance is needed, Evansville police are called, and respond quickly.

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.

Campus Resources and Services

For more information, contact Harold Matthews, director of safety and security, at hm3@evansville.edu, or visit www.evansville.edu/safety.

Academic Support Services

Academic Resource Center
Room 264 Clifford Library Building
812-488-2605
www.evansville.edu/advising

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 realizing 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. The student must attend supplemental instruction first, if available; meet the classroom instructor; have good class attendance; and contact the Academic Resource Center for private tutoring options. **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 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 or visit ACELINK for the most up-to-date SI Schedule.**

Time Management and Study Skills development is available to aid all students through the Center for Academic Advising. **Call 488-2606 for more information.**

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 812-488-2218 for more information.**

Research and reference assistance is offered by the University Libraries. Utilizing the expertise of librarians, students are assisted in finding online and print materials, learning the fundamentals

of being savvy "information consumers," and mastering ways to discover resources for academic majors. **Call 812-488-2482 or visit www.evansville.edu/libraries for more information.**

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

Special academic accommodations for students with properly documented special needs or disabilities may be made through the Counseling Services office. **Call 812-488-2663 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 help enable his or her success. **Call 812-488-2605 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 freshman to 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/career center for more information.**

The Major Discovery Program is a faculty-led initiative for undeclared students to receive expertise and resources that will 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 during their transition to and from the military. **Call 812-488-2141 or visit www.evansville.edu/veteransaffairs for more information.**

Student Fitness Center

812-488-2397
www.evansville.edu/fitnesscenter

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 fitness 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; more than 30 in all. Opportunities for involvement include administration and supervision,

Campus Resources and Services

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	11:00 a.m. to 1:00 p.m. 7:00 p.m. to 9:00 p.m.
Saturday and Sunday	3:00 p.m. 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 University of Evansville students, the *LinC* chronicles the academic year in photos and stories. All students who pay the student activity fee both semesters of the academic year receive a copy of the yearbook, which is distributed each fall. Graduating seniors receive their yearbooks at their permanent home addresses. Students accepted onto the *LinC* staff gain an academic credit and invaluable experience. The *LinC* 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 issuu.com/uecrescentmagazine. The magazine staff can be reached at www.facebook.com/uecrescent or crescentmagazine@evansville.edu.

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.

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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 UE 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 accommodations are considered.
- 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 services available to 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 for a disability must establish eligibility by providing appropriate written documentation 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

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notifying each professor in writing about the student's approved accommodations and for 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 needed for a 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 required only 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, submitting 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 should 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 with disabilities who require 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 share information about his/her disability 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.

University Alcohol Policy

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

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provisions specific to the types of alcohol allowed on campus, approved locations and requirements for the consumption and distribution of alcohol, protocols for serving and consuming alcohol at university events, and policies for possession and consumption of alcohol within specific university housing units by those of legal age. Students who are of legal age are expected to familiarize themselves with the University Alcohol Use Guidelines for campus possession and consumption. Ignorance is no excuse for violating the University Alcohol Policy. Under no circumstances is it acceptable for an individual or group to violate Indiana State law, disrupt the educational mission of the university, or contribute to behaviors in violation of the student code of conduct.

Guiding Principles

The University Alcohol Policy is grounded in four guiding principles:

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

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

While the University cannot control off-campus situations, the University does not sanction student organization sponsored events held off-campus which include alcoholic beverages that are not served by a third party vendor. At no time may student activity funds be used for the purchase or promotion of alcoholic beverages at a student organization sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age.

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

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

Drug Use

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

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

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

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- The University complies with the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Each year, students are provided information in writing regarding the University policy concerning drug and alcohol abuse, related legal and disciplinary sanctions, health risks, and information on resources and assistance. Any questions concerning the above statements will be appropriately directed to the Office of Human Resources or the Office of the Dean of Students. Your cooperation and support of this required policy is appreciated.

Drug and Alcohol Abuse Policy and Prevention Program

For Employees and Students

Campus Policy

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

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

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

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

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

Legal Sanctions

(1) Alcohol Use

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

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

At no time can student activity funds be used for the purchase or promotion of alcoholic beverages at a student organization sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age. The laws of the State of Indiana regarding the purchase and possession of alcoholic beverages will be upheld on campus. These laws may be enforced by University staff or local or state authorities.

(2) Drug Use

The University of Evansville prohibits the possession, consumption, use, or sale of unauthorized prescription drugs, illegal drugs. Unauthorized manufacture, distribution, possession of controlled substances including marijuana, cocaine, and LSD are prohibited by both state and federal law and are punishable by severe penalties. The University does not condone or tolerate such conduct. Employees or students determined to violate the University’s policy or state or federal laws may be referred by University authorities for criminal prosecution. Article 48 of the 1990 Indiana Criminal Code contains the laws which apply to controlled substances. Employees and students should be aware that most drug offenses are classified as felonies and that conviction of such an offense can have serious consequences, including imprisonment.

Disciplinary Action

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

Any employee or student found in violation of University policy regarding drugs or alcohol is subject to the entire range of actions specified in the employee manuals or the Student Handbook, including but not limited to suspension

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or expulsion, probation, termination of employment, and/or referral to a prescribed counseling/rehabilitation program at the employee's or student's expense. Complete information on the University's disciplinary process may be found in the employee manuals or the Student Handbook.

Responsible Good Neighbor Exemption

If students find themselves in a situation where they believe someone's health and safety is at risk due to excessive alcohol consumption, they should always call for emergency assistance, regardless of concern about the university disciplinary process. Students should call the Office of Safety and Security at ext. 6911 or 812-471-6911 or 911 immediately if there is any possibility that professional medical assistance is necessary for the health and safety of another person. The University has made an amnesty provision for students through the Responsible Good Neighbor Exemption. This exemption provides students the opportunity for University disciplinary action to be waived if medical or other emergency assistance for another has been sought. The decision to grant the exemption shall be at the discretion of the dean of students or her appointee and may be contingent upon participation in an educational program focusing on risky behaviors in college. Students should also be aware that the State of Indiana provides similar immunity from some alcohol-related criminal charges under the Indiana Lifeline Law. More information about the Indiana Lifeline Law can be found at indianalifeline.org/.

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

Drug and Alcohol Violation Disclosure

According to the Higher Education Amendments of 1998, nothing in the General Education Provisions Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if

- A. the student is under the age of 21; and
- B. the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Suspension of Eligibility for Drug-Related Offenses

The Higher Education Amendments of 1998 states the following:

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

If convicted of an offense involving:

The possession of a controlled substance, ineligibility period is:

First offense	One year
Second offense	Two years
Third offense	Indefinite

The sale of a controlled substance, ineligibility period is:

First offense	Two years
Second offense	Indefinite

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

Health Risks

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

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

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

Resources and Assistance

The University recognizes drug and alcohol dependency and abuse as illness and major health problems. The University also recognizes drug and alcohol abuse as a potential health, safety, and security problem. The counselors in the Office of Counseling Services are

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available for consultation, intervention services, and referral information. Campus resources available for assistance and referral are:

Office of Counseling Services	812-488-2663
Ridgway University Center	
Coordinator of Health Education and Wellness .	812-488-1082
Ridgway University Center	
Crayton E. and Ellen Mann Health Center	812-488-2033
Sampson Hall	
Office of Safety and Security.....	812-488-2051
1 South Frederick Avenue	

Crisis Lines Available

Emergency Room, St. Vincent's Hospital	812-485-4491
Emergency Room, Deaconess Hospital	812-450-3405
Deaconess Cross Pointe Center	812-476-7200
Southwestern Behavioral Healthcare	812-423-7791
Albion Fellows Bacon Center	800-339-7752
Rape Crisis Line	812-424-7273
Domestic Violence Line	812-422-5622
Alcoholics Anonymous	812-434-4952
Narcotics Anonymous 8	77-642-5831
National Council on Alcoholism	800-NCA-CALL
Information Line	
Indiana Prevention Resource Center	800-346-30
AIDS Hotline	800-232-4636

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

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 who wish to request an official excused absence for a family emergency or significant medical or psychological illness that requires hospitalization may submit a request to 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 Services

812-488-2033

www.evansville.edu/healthcenter

Access to the 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 Family School of Business Building. The Health Center is staffed by nurses and medical staff as well as a nurse practitioner or physician. A nurse can be seen on a walk-in basis and an appointment with the provider is available once evaluated by the nurse. The provider is available for appointments two hours each day, Monday through Friday. Appointments can be scheduled by calling 812-488-2033 or by visiting the Health Center located in Sampson Hall.

Hours for the fall and spring semester are Monday through Friday, 8:00 a.m. to 5:00 p.m. The Health Center is closed on Saturday and Sunday. Summer Health Center hours are reduced June through August, Monday through Friday 8 a.m. to noon. The center is closed during semester breaks and holidays. Students receive treatment at the center without charge for most illnesses and minor accidents. In case of an 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. The Health Center will offer some antibiotics to students for a \$10 fee. A list of local pharmacies can be obtained from the Health Center. The University is within five to ten minutes driving distance from two large hospital emergency rooms, as well as a convenient care center and minor emergency center. The Office of Safety and Security can provide transportation for emergency 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 throughout the school year, including an annual health fair.

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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, but unless the student has given written authorization, no medical record information will be given.

Immunizations

All full-time students must have a health form on file at the health center. Mandatory documentation is required for two MMR (mumps, measles and rubella) immunizations, a TB skin test given and read in the United States within the last six months, Diphtheria/Tetanus (DT/tDAP) within the past ten years, and a Meningitis vaccine or booster for those vaccinated before the age of 16. Information regarding religious or medical exemptions to immunization is available from the Health Center.

Student Health Insurance

The University of Evansville recommends that all full-time students carry health insurance. The student may rely on his or her own or his or her family's personal insurance policy. All international students are required to carry health insurance. The University health form is to be completed by all full-time freshmen. Students must provide health insurance information or check the waiver box indicating the student does not have health insurance. It is the student's responsibility to insure all health insurance information on WebAdvisor is up to date so if there is an emergency, the University will be able to provide this information to a health care provider.

Note: If the student does not carry current health insurance, the University of Evansville cannot assume financial responsibility for any medical expense necessitated by an illness.

Insurance for Study Abroad Students

UE students who study abroad are insured for emergency illness and injury by Educational & Institutional Insurance Administrators, Inc. (EIIA). In addition, students and others who participate in sponsored international educational programs are insured by EIIA including alumni, chaperones, board members, trustees, spouses, eligible domestic partners, dependent children, full-time UE employees, faculty members on a sabbatical trip, and other qualified participants. Find more information at <http://www.eiia.org/internationaltravel/>. For complete details regarding EIIA coverage terms and conditions, refer to your insurance policy. For more information about study abroad requirements and opportunities, please contact the Office of Education Abroad at 812-488-1085.

Injections

Allergy injections can be administered by the UE Health Center for the small fee of \$10 per allergy injection. The allergy serum must be mailed or hand delivered to the Health Center. Written instructions from the provider must include the patient's name and viral number, physician's name and address, dosage schedule and an identifying label with the patient's name and viral number. Any changes in dosage or schedule instructions must be provided with written authorization from the ordering physician.

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

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

Honor Code

www.evansville.edu/offices/deanstudents

Regarding 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.

Jeanne Clery Act

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

In compliance with this law, the University of Evansville provides this information on the web at www.evansville.edu/security. The most current Annual Security and Fire Safety Report Brochure will be available for viewing and contains the information required by the Jeanne 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.

Policies and Disclosures

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 10- or 8-month periods. 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. If 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 (Student Orientation and Academic Registration). 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 after 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 reached 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

If granted an exemption, 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 criteria:

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

The exemption form for these exceptions must be filed with the Office of Residence Life.

Policies and Disclosures

Pets, Service Animals, and Emotional Support Animals

Tropical and freshwater fish that are legal to own in the state of Indiana and approved service and emotional support animals are the only animals permitted in residential facilities. For more information regarding service and emotional support animals, consult our staff listed on our Disability Accommodation page: www.evansville.edu/residencelife/housingapplynew/disabilities or www.evansville.edu/residencelife/housingapplyreturn/disabilities.

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 their 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 to not disclose information. A student who desires that his or her directory information not be released must inform the Office of the Registrar in writing within one week of the beginning of each semester of each academic year. **When students elect 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

Title IX Officer: Tracey Folden,
Assistant Vice President
tf91@evansville.edu

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 and 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 they have been a victim of sexual misconduct to report the sexual misconduct. Included in this policy is specific information about reporting options.

A complete list of sexual misconduct education and resources can be found at:

www.evansville.edu/offices/deanstudents/SexualMisconduct.cfm.

The UE Student Handbook may be viewed at:

www.evansville.edu/offices/deanstudents/downloads/handbook.pdf.

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

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

Learn more about Title IX at

www.evansville.edu/offices/deanstudents/SexualMisconduct.cfm.

Tobacco-Free Policy

In support of the health and well-being 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. To review the full tobacco-free policy and available resources, please visit:

www.evansville.edu/tobaccofree/downloads/UETobaccoFreePolicy.pdf

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 UE applicants are considered for scholarships and merit-based awards when they apply for admission. Some of these awards are made possible through the generous gifts of donors.

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

Need analysis and deadlines. The University adheres to the principles of financial aid administration established by the National Association of Student Financial Aid Administrators. To help judge student need and distribute financial aid fairly, the University asks that students and parents complete the Free Application for Federal Student Aid (FAFSA) annually. Submitting this form to the federal processor so that it is received by April 15 is mandatory to apply for assistance from the State of Indiana and is highly recommended for all students. Applications received after this date will be processed on the basis of funds 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 begins October 1 of the current academic year for the following academic year. Incoming freshmen will be notified beginning in December about action taken on their applications. Returning students will receive their award notification by mid-June.

After the initial year, students must be in good standing academically to continue to receive assistance of any kind; have achieved the specific GPA and hours required to renew an academic scholarship; and 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. Students who **were required to live in UE housing when entering UE**, and who choose to move off campus after satisfying the Office of Residence Life's residency requirement, will experience 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, 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.

Financial Aid and Refund Policy

For more information. Find details and specific information about all financial aid, including aid from the University of Evansville and federal and state governments, at www.evansville.edu/financialaid. Students are encouraged to visit the Office of Financial Aid or call 812-488-2364 when questions arise.

Satisfactory Academic Progress Policy

(Revised December 2016)

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 all three standards of Satisfactory Academic Progress at the end of each semester (fall, spring, and summer). 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% 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% 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, 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 credit hours attempted each semester and maintain a 67 percent cumulative completion rate. Please note, students will receive no 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 (4th regular semester) and each semester thereafter. Before the end of the 4th semester, these students must have the minimum cumulative GPA as shown below:

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

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

UE merit-based scholarships may have higher GPA expectations. View GPA requirements at www.evansville.edu/financialaid.scholarshipsrenewal.cfm.

Maximum Time Frame for Eligibility

Federal Aid Standards: Federal regulations govern the maximum length of time a student may receive federal aid. For students pursuing a bachelor's degree, this time frame is defined as 150 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

Financial Aid and Refund Policy

remaining eligibility for the 150 percent maximum time frame calculation. Second undergraduate degree students are eligible to receive only 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 receive 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 I will be considered an F in calculating the pace of progression.

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 Satisfactory Academic Progress (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 be corrected only 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 standards.

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 have been 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.

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 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.

Financial Aid and Refund Policy

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 UE 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 (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 (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 (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. 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 US 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 they were the only courses taken during the entire enrollment period. The VA will determine if the change in hours/charges requires some percentage of repayment from the student. If debt is established, the student will receive a debt letter from the Department of Veterans Affairs with balance due.

III. Federal Aid Refund Policy

Students are encouraged to meet with the Office of Financial Aid before dropping a class or withdrawing from the university so that they can be informed of the financial impact of their enrollment changes.

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.

Financial Aid and Refund Policy

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

Walk-Away Students

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

II. Center for Adult Education Programs Refund Policy

If a student in the organizational leadership, global leadership, 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.

Dropping Adult Program Courses in the Semester

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

Walk-Away Students from Adult Programs

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

III. Returning Federal Financial Aid to Accounts

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

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Subsidized Stafford Loan
- Federal Perkins Loan

Financial Aid and Refund Policy

Federal Direct PLUS Loan
Federal Pell Grant
Federal SEOG
TEACH Grant
Iraq Afghanistan Service Grant

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

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

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

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

The student's responsibilities include:

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

**This policy conforms to the Federal Return of Title IV Funds (Section 668.22) regulations of the 1998 changes to the Higher Education Amendments. Title IV funds refer to the following federal financial aid programs: subsidized and unsubsidized Direct 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.

Find more at www.evansville.edu/residencelife/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 occurrence 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. Students 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.