

2023-24

# ***STUDENT HANDBOOK***

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**2023-24**

# ***STUDENT HANDBOOK***

## ***Section 1***

***Welcome***

***Mission and Core Values***

***Profile of the University of Evansville***

***Student Information Directory***

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**University  
of Evansville**

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# Welcome



Dear Students:

Welcome and step into the realm of Purple Aces and embrace your future. Over 32,000 students have walked this path before you. You are our future, and we are excited that you have chosen the University of Evansville to pursue your educational goals, and I am confident that this is one of the best decisions of your life. The University of Evansville has a rich tradition of academic excellence and has been recognized across the nation and globe.

In addition to our commitment of strong academics, we embrace our responsibility to help make our communities a better place. College is much more than a degree – college will prepare you for an ever-changing world by bringing academics to life through real world internships and expanded hands-on learning experiences inside and outside the classroom.

Last year, we introduced New Residence Hall, along with several captivating enhancements to our campus infrastructure. One notable addition you will see in your time here is the building of the Lincoln Commons complex located at the intersection of Weinbach and Lincoln. Over the upcoming years, you can expect further advancements in these upgrades, and we are thrilled to offer this exceptional addition to our campus environment.

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

Make the most of your time at UE as it will pass by quickly. Seize every opportunity and take full advantage of everything we have in store for you. Our mission is to empower you to think critically, act bravely, serve responsibility, and live meaningfully in a changing world, and I look forward to taking this journey with you. Welcome to UE – and wear Purple!

With my best,

A handwritten signature in black ink, appearing to read 'Chris Pietruszkiewicz'. The signature is stylized and fluid, written over a light gray rectangular background.

Christopher M. Pietruszkiewicz

Prez P  
University of Evansville



You have chosen to join a vibrant and engaging academic community in which we support everyone's intellectual, interpersonal, and professional goals. Each year brings new faces and new opportunities to our campus community. I am very excited about this year and am glad you are here to embrace everything the University of Evansville has to offer.

The 2023-2024 Student Handbook is an important reference tool. It contains valuable information about the University, including policies, procedures, resources, and important dates. This handbook is intended for both new and returning students. It has information that will help you navigate many of the day-to-day operations and procedures of the university.

This is a very special time in your life. It is my hope that you will find this year full of life-changing experiences, both in and out of the classroom. I encourage you to learn more about your peers but also our faculty and staff who have dedicated their careers to educating generations of students. Our entire campus community will work together to prepare you to live a meaningful life in a changing world.

In kindness,

A handwritten signature in black ink, appearing to read 'Rachel S. Carpenter', with a long horizontal flourish extending to the right.

Rachel S. Carpenter, DPS  
*Vice President for Student Affairs*  
*Dean of Students*



Aces,

On behalf of the Student Government Association (SGA), I would like to welcome you (or welcome you back) to the University of Evansville. I am Benton Simpson, and I will be your SGA President for the 2023-2024 academic year. This handbook will be a great resource as you begin your academic journey, so I implore you to have a general knowledge of its contents and refer back to it when you have questions about your rights and responsibilities at UE.

The SGA plays several very significant roles in the student experience at UE. First and foremost, we are here to be your voice as a member of the Student Association in all University matters. I, as president, and the several members of the SGA Executive Board were elected or appointed by your fellow members of the Student Association to represent you to the University administration, as well as act as your guide on official procedures and processes of the University. That being said, feel free to contact me or any other member of the Executive Board if you have any questions, concerns, or comments.

Furthermore, the SGA is here to govern and budget the Student Activities Fee and oversee the organizations that it funds. These organizations are a great way to get involved on campus. I highly recommend attending the organization fair that will be hosted at the beginning of the Fall semester to discover what opportunities the University of Evansville has to offer!

As you begin (or continue) your collegiate journey, I encourage you to be as involved as possible. This University has so much to offer, but your time here is limited. It may not feel like it now, but before too long, tomorrow will be graduation, and yesterday will be the days you spent at UE, so don't take your time here for granted!

Once again, if you have any questions, do not be afraid to reach out to myself or any of the other members of the SGA Executive Board. Good luck on this journey, I can't wait to see what you will achieve.

Best,

A handwritten signature in black ink that reads "Benton A. Simpson". The signature is stylized, with a large, looped "B" and a star-like flourish at the end of the name.

Benton A. Simpson  
President | Student Government Association  
[sgapresident@evansville.edu](mailto:sgapresident@evansville.edu)

# Mission and Core Values

## Mission Statement

To empower each student to think critically, act bravely, serve responsibly, and live meaningfully in a changing world.

## Core Values

### Integrity

We promote academic and personal integrity to establish a culture of trust. Academic integrity begins with all students pledging to abide by our honor code, and extends to faculty, staff and administration adhering to our code of conduct. It culminates in an expectation of professionalism, transparency, and respect in all interactions. Personal integrity includes practicing informed, ethical decision-making, and respecting the ideas, rights, boundaries, and beliefs of others. Each member of our community is accountable and prepared to act as a responsible citizen of the world.

### Innovation

We recognize the value of interdisciplinary teamwork, creative problem solving, global immersion, and learning experiences at home and abroad. We recognize the value of learning from failure. We have the freedom, flexibility, and motivation to create experiences that help our students think critically and act bravely. Each member of our community is challenged to discover novel solutions to modern problems and to become a catalyst for progress.

### Intellectual Curiosity

We strive to develop lifelong learners. We introduce students to a variety of ideas that sharpen existing interests and awaken latent ones. We challenge students to stretch their minds, while supporting them with strong faculty engagement. Research, experiential learning, and community outreach foster intellectual curiosity while exposure to new ideas and technologies broadens our students' view of the world and what might be possible.

### Inclusive Community

We value openness and collaboration and recognize that inclusion leads to personal growth. Our commitment to actively fostering a diverse range of cultures and perspectives reflects the characteristics required to thrive in an increasingly global society. The university demonstrates and benefits from inclusion by welcoming all.

### Education for the Whole Person

We cultivate intellectual, moral, social, physical, emotional, and spiritual wellness through engagement and discovery. We value the liberal arts, sciences, and professional programs as paths to intellectual and personal growth, and we encourage the integration of knowledge across disciplinary lines. We promote engagement in organizations, programs, and the community as essential to personal development. We equip individuals to examine their world, articulate their values, and develop the character needed to live healthy lives of meaning and purpose.

## Vision Statement

The University of Evansville – a leading private university in the Midwest – is recognized nationally for developing students' personal and professional competencies, cultivating critical and creative thinkers, and producing ethical, global citizens equipped to thrive in a world of complexity and change. We accomplish this by attracting and retaining talented and motivated students who succeed within a diverse, supportive, and sustainable environment.

# Profile of the University of Evansville

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

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

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

Today, the University is a private, United Methodist Church-related, comprehensive university with a mission to empower each student to think critically, act bravely, serve responsibly, and live meaningfully in a changing world.

UE is ranked as a top Midwest university by *U.S. News & World Report* with approximately 2000 students from 46 states and 48 countries. More than 75 undergraduate areas of study are offered in the William L. Ridgway College of Arts and Sciences, Schroeder Family School of Business Administration, College of Education and Health Sciences, and the College of Engineering and Computer Science. The University also offers seven master's degree programs (health services administration, innovative leadership in heritage management, public service administration, public health, leadership, physician assistant science, and athletic training) and a doctoral degree program (physical therapy).

UE also ranks as one of the top master's degree granting institutions for the percentage of undergraduate students who study abroad. UE operates our own study abroad program at Harlaxton College in Grantham, England.



# Student Information Directory

**Christopher M. Pietruszkiewicz**

*University President*  
Room 201  
Olmsted Administration Hall  
812-488-2151

**Rachel Carpenter, DPS**

*Vice President for Student Affairs  
and Dean of Students*  
Room 230  
Ridgway University  
Center 812-488-2500

**Keith Gehlhausen**

*Executive Director of Human  
Resources and Institutional Equity*  
Room 118  
Olmsted Administration Hall  
812-488-2943

**Michael Austin, PhD**

*Executive Vice President  
for Academic Affairs/Provost*  
Room 205  
Olmsted Administration Hall  
812-488-2277

**Rob Shelby, PhD**

*Chief Diversity Officer*  
Room 261A  
Ridgway University Center  
812-488-2949

**Annie Sills**

*Assistant Director of Institutional  
Equity and Title IX Coordinator*  
Room 118  
Olmsted Administration Hall  
812- 488-5261

**Donna Teague**

*Vice President for Fiscal Affairs and  
Administration*  
Room 214  
Olmsted Administration Hall  
812-488-2183

**Julie Beer**

*Assistant Director of Marketing*  
Room 265 Schroeder Family Bldg.  
Hall 812-488- 2236

**Keely Cutts**

*University Registrar*  
Room 116  
Olmsted Administration Hall  
812-488-2602

**Abigail Werling**

*Vice President for Development and  
Alumni Relations*  
Igleheart Building 812-  
488-2361

**Jill Griffin, PhD**

*Interim Vice President for Enrollment  
and Marketing*  
Room 217  
Olmsted Administration Hall  
812-488-2474

**Chad Hart**

*Manager of Retention*  
Room 116  
Olmsted Administration Hall  
812-488-2895

The Office of Student Affairs is located on the second floor of the Ridgway University Center.  
Some important contacts in student life and other areas include:

**Rachel Carpenter, DPS**

*Vice President for Student Affairs  
and Dean of Students*  
812-488-2500

**Abigail Catania**

*Director of the Center for  
Student Engagement*  
812-488-2371

**Michael Tessier**

*Assistant Vice President for Student Affairs  
and Director of Residence Life*  
812-488-2956

**Jason Cullum**

*Chief of Public Safety*  
812-488-2051

**Debbie Brenton**

*Coordinator of Disability Services*  
812-488-2663

**Liz McCormick, LCSW**

*Director of Counseling Services*  
812-488-2663  
Other counselor: Isaac Memmer, MSW

**Dianna Cundiff**

*Director of Career Development*  
812-488-1083

**Jeffrey Chestnut**

*Director of Student Fitness Center*  
812-488-2357

**Kate Hogan**

*Director of International Services*  
812-488-2279

**Health Center**

Sampson Hall  
812-488-2033

**Holly Carter, PhD**

*Executive Director and Dean of Harlaxton College*  
812-488-1040

Student government offices (SGA, Congress, and Ombudsman) are located in the Ridgway University Center  
within the Student Life Center

## Fall Semester 2023

Classes Begin	Wednesday	August 23
Last Day to Register/Add Courses	Tuesday	August 29
Last Day to Drop w/o a "W"	Tuesday	August 29
Labor Day, No Classes	Monday	September 4
Fall Break, No Classes	Saturday – Tuesday	October 7-10
Last Day to Drop/Withdraw with a "W"	Friday	November 10
Thanksgiving Break, No Classes	Wednesday – Sunday	November 22-26
Reading/Study Day, No Classes	Thursday	December 7
Final Examinations Begin	Friday	December 8
Final Examinations End	Thursday	December 14
Last Day of Term	Thursday	December 14

## Winter Intersession 2023

Winter Intersession Begins	Friday	December 15
Last Day to Add/Drop without a W	Friday	December 15
Last Day to Drop With a W	Monday	December 18
Winter Intersession Ends	Saturday	January 6

## Spring Semester 2024

Classes Begin	Monday	January 8
Last Day to Register/Add Courses	Friday	January 12
Last Day to Drop w/o a "W"	Friday	January 12
Martin Luther King, Jr. Day, No Classes	Monday	January 15
Spring Break, No Classes	Saturday – Sunday	March 2-10
Easter Break, No Classes	Thursday – Sunday	March 28-31
Classes Resume	Monday	April 1
Last Day to Drop/Withdraw with a W	Friday	April 5
Reading/Study Day	Thursday	April 25
Final Examinations Begin	Friday	April 26
Final Examinations End	Thursday	May 2
Last Day of Term	Thursday	May 2
Commencement	Saturday	May 4

## Summer Session 1 - 2024

Classes Begin	Monday	May 13
Classes End	Friday	June 14

## Summer Session 2 - 2024

Classes Begin	Monday	June 17
Classes End	Friday	July 19

# Campus Facilities

The campus of the University of Evansville has grown from one building to more than 33 major classroom and residence buildings. They bear the names of outstanding University faculty, administrators, and friends throughout the years of the institution's growth and development. What is behind the name of the buildings you use each day?

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

**Bower-Suhrheinrich Library (1986)** was named in honor of Mr. and Mrs. William H. Suhrheinrich, and **Clifford Memorial Library (1957)** was named in honor of Mr. and Mrs. George S. Clifford. The University of Evansville Libraries offer extensive services and hours of operation. Located in the Clifford Memorial Library are library collections, the Veterans' Lounge, the Center for Innovation & Change's Changemaker Incubator, the University archives, the Center for the Advancement of Learning, the Writing Center, and the Office of Technology Services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

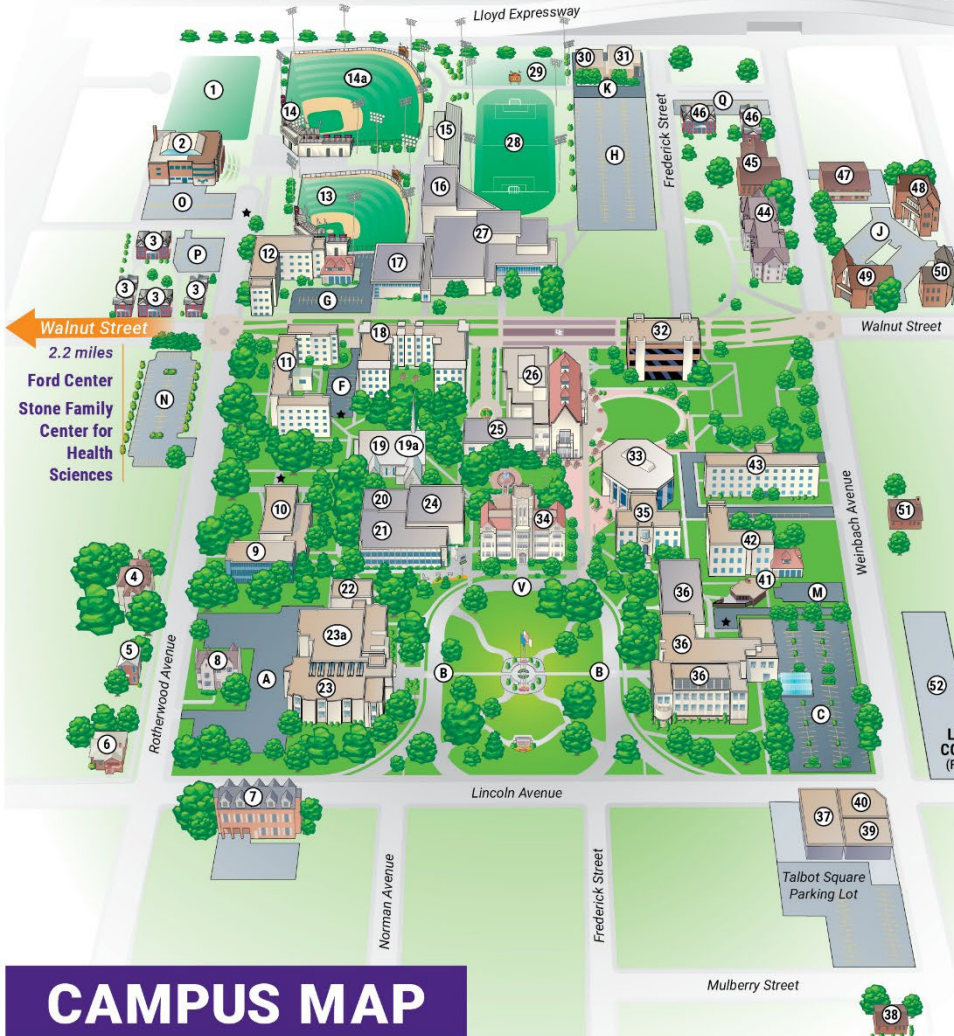
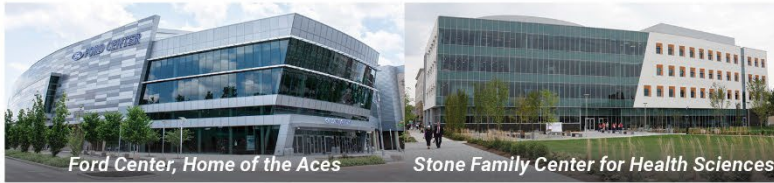
**Shanklin Theatre (1967)** was named for Robert French Shanklin and the Shanklin family. The theatre seats 486 and is joined to Hyde Hall on the first floor.

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

## Residential Facilities

- **New Hall (2022)**, currently no permanent name, this is a pod concept residence hall that houses 293 students.
- **Hale Residence Hall (1966)**, named for Lincoln B. Hale, fourth president of the University, is an all-men's residence that houses 184 students.
- **Moore Residence Hall (1960)** was a gift of the Indiana Conference of the United Methodist Church. A coeducational hall, the building is home to 250 students and houses the International Connection, a Living Learning Community.
- **Powell Residence Hall (1993)** was named for Mary Kuehn Powell, life member of the Board of Trustees. Home of the residential Honors Program, it houses students engaged in this academic program. A coeducational facility, Powell Residence Hall houses 100 students.
- **Schroeder Residence Hall (1995)** was named in honor of John H. Schroeder, life trustee. The hall is coeducational, housing 150 students.
- **Jones Hall (2005)** is an apartment-style complex with 21 four-person apartments, each featuring four single bedrooms, two bathrooms, a common kitchen, and a common living area.
- **University Townhouses (2013)** are fully furnished living spaces with ample room for up to 144 students. Each apartment features updated amenities within a two-story, four-person, private bedroom floor plan.

# Campus Map



**Located in  
Ridgway University Center (26)**

- Campus Dining Facilities
- Center for Diversity, Equity, and Inclusion
- Center for Innovation & Change
- Eykamp Hall
- Student Life Offices
- University Bookstore

## CAMPUS MAP

Administrative Services/ Public Safety .....	31	Engineering Annex .....	39	Lincoln Park Apartments.....	54	Schroeder Family School of Business Administration Building .....	23
Alumni and Parent Relations .....	5	Facilities Department.....	30	May Studio Theatre.....	20	McCurdy Wing.....	23a
Art Annex.....	37	Fehm House .....	4	Arad McCutchan Stadium .....	15	Schroeder Residence Hall .....	12
Art Studio.....	38	Fifth Third Bank .....	17	Melvin Peterson Gallery.....	40	Esports Center (coming soon).....	12
Auxiliary Support Facility.....	2	Basketball Practice Facility .....	17	Moore Residence Hall .....	11	Shanklin Theatre.....	24
Black Beauty Field (Soccer).....	28	Frederick Commons .....	46	Neu Chapel .....	19	Sigma Alpha Epsilon Fraternity.....	7
Bower-Suhrheinrich Library .....	33	Graves Hall .....	32	Wesley Gallery.....	19a	Sigma Phi Epsilon Fraternity.....	49
Center for the Advancement of Learning .....	35	Hale Residence Hall.....	43	New Residence Hall.....	18	Student Fitness Center.....	16
Charles H. Braun Stadium (Baseball) ..	14	Hyde Hall .....	21	Olmsted Administration Hall.....	34	Tau Kappa Epsilon Fraternity .....	53
German American Field.....	14a	John L. and Belle Igleheart Building ..	8	Panhellenic Center.....	55	Vize House .....	6
Carson Center.....	27	Intramural Field.....	1	Peters-Margedant House .....	41	Walnut Commons .....	3
Central Plant.....	25	Intramural/Practice Field.....	29	Phi Gamma Delta (FIJ) Fraternity .....	48	216 S. Weinbach Apartments .....	47
Clifford Memorial Library .....	35	Jones Hall.....	44	Phi Kappa Tau Fraternity .....	50	Wheeler Concert Hall .....	10
James N. and Dorothy M. Cooper Stadium (Softball).....	13	Koch Center for Engineering and Science .....	25	Mary Kuehn Powell Residence Hall .....	42	Employee and Student Parking.....	A-Q
Diversity Resource Center .....	51	Krannert Hall of Art and Music .....	9	Ridgway University Center .....	26	Visitor Parking.....	V
		Lambda Chi Alpha Fraternity .....	45	Sampson Hall (Crayton E. and Ellen Mann Health Center) .....	22	Motorcycle Parking .....	★
		Lincoln Commons .....	52				

**2023-24**

# ***STUDENT HANDBOOK***

## ***Section 2***

***Student Development Services***

***University Services***

***Student Activities and Organizations***



**University  
of Evansville**

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# Student Development Services

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

## Student Life

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

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

## New Student Orientation

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

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

## Counseling Services

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

Counselors address a variety of issues including depression, anxiety, homesickness and adjustment, stress and positive coping strategies, time management, and various relationship concerns. Counselors can provide assistance in helping students become connected with Academic Services to receive help with academic difficulties.

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

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

## Information Disclosure

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

The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and counselors are on call for emergencies. During



the months of June and July, limited counseling services are available, and counselors do remain on-call for emergencies. For more information about available counseling services, call 812-488-2663.

## Students with Disabilities

The Disability Services staff members of the Office of Counseling Services coordinate the provision of appropriate and reasonable academic accommodations and support services for any qualified student with a properly documented disability. Additional information on policies and procedures for students with disabilities can be found under the General Campus Policies.

## The Center for Career Development

The mission of the Center for Career Development is to facilitate educational opportunities that engage students in self-discovery, development, and professional transformation. Promoting the big picture – each student’s academics, involvement, experience, and goals – the career center staff fosters an active partnership among students, faculty members, alumni, employers, and the community. We adhere to an End-to-End Career Development Model. Starting during the first year, students are directed to the services and support provided by the Center for Career Development. UE’s career staff helps students discover their pathway to becoming work-ready professionals to serve responsibly and live meaningfully in a changing world.

**Career Advising and Exploration.** With the innovative “TruTalent Personality” assessment program, first year students start to discover and then focus on their strengths and potential. The career center staff works directly with students and collaborates with academic advisors in the integration of career and academic plans.

**On-Campus Networking and Recruiting.** Opportunities are available throughout the school year to attend career fairs and forums. To prepare, our career coaches work with students on projecting a positive image through developing a clean, professional résumé and cover letter, and conducting mock interviews. Students will be ready to explore the living and learning laboratories of internships, co-ops, jobs, and study abroad adventures.

**Experiential Education.** The opportunity to explore possible career directions is a valuable part of any educational experience. Credit and non-credit opportunities such as internships, cooperative education, undergraduate research, practicums, clinicals, student teaching, and service learning constitute the laboratory component of college. Putting theory into practice is a tried-and-true method to test classroom knowledge and skills, and it exposes students to the realities of professional employment in a safe and exploratory manner. UE’s career center staff assists students with all the details of locating internship or co-op options and directly supports them in taking the first steps of their professional journey.

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

**UE Alumni Connection.** The Center for Career Development strives to provide ample opportunity for students to get connected. Students have access to many tools and resources to help them as they enter their professional career search. Students can network with successful alumni who will support and champion their career goals. In addition, UE students and alumni have access to 33,000+ alumni in the UE directory; and groups on LinkedIn where many alumni come together to share opportunities and experiences.

**Graduate School Connection.** Twenty-one percent of 2022 graduates stated they were attending or would attend graduate school within the next three years – some at such prestigious schools as IU School of Medicine, Vanderbilt University, and University of Surrey. The career development staff has the expertise to assist in developing a graduate school search plan that will improve the application process and lead to a more informed decision.

**Career Resources.** Directories, books about specific majors, graduate school guides, free career magazines, and job bulletins are all housed in the career center resource room. Local, part-time job opportunities are posted on the bulletin board located on the second floor of Ridgeway University Center, outside of the Student Life Suite. Our expanded website is full of valuable information and is available any time of any day.

**Career Advocates.** Career Advocates are student leaders who provide outreach and initial career development support to undergraduate students. The advocates offer advice/support on career-related topics such as résumé and cover letter development, interview preparation, and job search. Advocates are conveniently available in the career center on a walk-in basis, with no appointment necessary! See the website for hours!

<https://www.evansville.edu/careercenter/students/careeradvocates.cfm>

**ACE Pathway.** The job market is becoming more and more competitive, and our career development coaches are prepared to offer students even more opportunities to transform into savvy, work-ready, and capable employees. The Advanced Career Education (ACE) Pathway allows students to increase their ability to easily communicate professionalism, their valuable skillset, and relevant career focus to potential employers or graduate schools. The Pathway is easily accessed and managed through the University’s Blackboard System.

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

**Success Rate.** Ninety-eight percent of 2022 graduates were employed or seeking further education within six months of graduation. Results are not guaranteed. Through an active partnership, however, the career center staff can help students understand and communicate how their academic and co-curricular experiences have prepared them to be successful professionals. For more information, visit [www.evansville.edu/careercenter](http://www.evansville.edu/careercenter) or call 812-488-1083. The Center for Career Development is located within the Student Life Suite on the second floor of Ridgway University Center.

## The Center for Innovation & Change

The University of Evansville, recognized as an Ashoka Changemaker Campus, is committed to providing its students, staff, and faculty opportunities to make a difference in the world. The Center for Innovation & Change helps coordinate those activities and serves as a resource for the campus and community to innovate for a more just, prosperous, and sustainable world. The center coordinates the following programs:

- **ChangeLab:** Courses designed to allow students to test their skills and make an impact by connecting the classroom and the real world. Multidisciplinary teams innovate and collaborate to create positive change for businesses, nonprofits, and the community. Students can propose their own ChangeLab course or join an existing one. Courses can be found in the catalog under ChangeLab (CHNG).
- **Changemaker Challenges:** Programs designed to motivate people to share their own ideas to solve challenges in the world around them.
- **Changemaker Incubator:** A physical space in the Clifford Memorial Library (Room 461) designed to foster creativity and offer a place for collaboration and inspiration to develop ideas and create measurable impact for the common good.
- **Design Thinking Training:** Staff members in the Center for Innovation & Change conduct campus workshops to increase our innovation ecosystem and provide students marketable creative problem-solving skills.
- **Global Scholars:** A program offering support for faculty members engaged in scholarship or curriculum development that helps prepare our students and community for global leadership, citizenry, and success.
- **Changemaking Student Executives:** As funding permits, the center manages several paid internships each semester for students wanting to increase their skills in project management, event planning, outreach, program design, and design thinking.
- **Evansville Promise Neighborhood:** This is a federal grant program with five full-time employees who work in the center. The Promise Neighborhood aims to improve academic and developmental outcomes for children in areas of concentrated poverty, and to transform those communities by identifying and increasing the capacity of eligible entities focused on achieving results for children and youth throughout an entire neighborhood, cradle to career.

For more information or to talk about an idea you have to make the world a better place, contact the Center for Innovation & Change at 812-488-2455, [centerforinnovation@evansville.edu](mailto:centerforinnovation@evansville.edu), or visit [evansville.edu/centerforinnovation](http://evansville.edu/centerforinnovation).

## Center for Diversity, Equity, and Inclusion

The University of Evansville is committed to diversity, equity, and inclusion. The Center for Diversity, Equity, and Inclusion (CDEI), located on the second floor of Ridgway University Center, is an innovative centralized office that develops cultural competencies, cultivates values, and produces ethical cross-cultural relationships for the betterment of our community.

The CDEI creates a diverse, inclusive, and equitable campus climate that engenders trust and encourages mutual respect and collaboration. The CDEI serves as a resource for students, faculty, and administrators by developing and facilitating diversity training workshops focused on cultural competencies, supporting student and employee recruitment and retention efforts, offering cultural programming, and advising culturally focused student organizations. To meet its goals, the Center for Diversity, Equity, and Inclusion offers the following programs, events, and trainings:

- Fellow Scholars Program
- William G. and Rose M. Mays Annual Martin Luther King Jr. Lectureship
- Dr. Martin Luther King, Jr. Day of Service
- History and Heritage Month celebrations and events (e.g., LGBTQ+ History Month, Veterans Day, Holocaust Day of Remembrance)
- Understanding Diversity, Becoming Anti-Biased, Exploring Micro-aggressions, Safe Zone trainings

- Intercultural Development Inventory
- Support for all students with attention given to historically underrepresented persons.

The Institutional Equity/Title IX Coordinator works in cooperation with the CDEI as a resource for anyone who has experienced harassment or discrimination, so complaints are addressed promptly and thoroughly. Contact the Center for Diversity, Equity, and Inclusion at 812-488-5260, [Center4dei@evansville.edu](mailto:Center4dei@evansville.edu) or visit online at [www.evansville.edu/center-for-diversity-equity-and-inclusion](http://www.evansville.edu/center-for-diversity-equity-and-inclusion).

## Religious Life

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

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

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

Prologue, Advent Candlelight Vespers, and other significant University events are also held in Neu Chapel. Opportunities to integrate faith, learning, and practice are offered through religious life. As an Ashoka Changemaker Campus, students are encouraged to engage in acts of service around the Evansville community, the United States, and the world beyond.

Neu Chapel also provides prayer and meditation space for all students of any religious tradition or none in the Kell Interfaith Prayer Room located on the southwest corner of Neu Chapel, open 24/7, 365 days per year. There is also a Muslim Prayer Room located in Grabill Lounge, in the basement of Neu Chapel. Interested students should request access to the Muslim Prayer Room to the Chief Inclusion and Equity Officer via email at [center4dei@evansville.edu](mailto:center4dei@evansville.edu). The Office of Religious Life is conveniently located in the Center for Diversity, Equity, and Inclusion on the second floor of Ridgway University Center. For more information, call 812-488-5262 or [www.evansville.edu/religiouslife](http://www.evansville.edu/religiouslife).

## International Services

### Assistance to International Students

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

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

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

## Cultural Engagement

Cultural Engagement assists international and American students in ways related to the international dimensions of education. Programs for the entire student community are designed to help everyone learn more about the world and each other. These programs also help build relationships among American and international students and create a diverse campus atmosphere. Ongoing programs include the following: **International programs**, such as International Week, the International Bazaar, International Food Festival, and bi-weekly social events celebrate the delicious food, exciting entertainment, and cultures from around the world.

## Opportunities to Study Abroad

The University of Evansville maintains a strong commitment to internationalization. This commitment is shown in the emphasis on studying abroad for all students, and the ability for UE students to choose locations all over the world to earn credits towards degree completion and to learn to become global citizens. Advisors also assist students with applications for various national scholarship programs, including the Fulbright and Gilman Scholarships. Students are welcome to study abroad through three different types of programs: Harlaxton College, Faculty Led Programs, and International Exchanges. An advisor is available to help students explore these options and select the best fit for a student's field of study and personal goals. Each of these program types are clearly explained on our website and a study abroad advisor will help you through the process of applying and preparing for your time abroad. Although students must be at least sophomores to participate in study abroad, planning should begin as early as the freshman year. Close consultation with the student's academic advisor is essential.

Harlaxton College, housed in a nineteenth-century manor house, is situated in the English East Midlands, just outside Grantham, England, one hour north of London by train. Academic programs are rigorous yet personal to create a learning environment in which experiential learning, changemaking, and community interaction plays a large part. Classes are often complemented by field trips to enhance the classroom setting. Harlaxton College operates a semester-length program each fall and spring and a five-week summer session. Costs of the semester-length Harlaxton program are comparable to charges on the Evansville campus, and UE financial aid applies. The centerpiece of the Harlaxton College curriculum includes a variety of signature courses taught by the British faculty. The two British Studies options in history and literature are classic Harlaxton courses for students to take, and there also often architecture, music, Shakespeare, and other history and literature seminars unique to Harlaxton. In addition, a wide range of other courses are offered each semester to enable students to maintain normal progress in their respective academic programs. Approximately 20 courses are offered each semester from which the student may select 12-18 credit hours of coursework, with at least one signature course highly recommended.

Faculty-Led Programs. The University of Evansville offers a variety of faculty-led programs abroad, usually over Spring Break or the summer term. Locations and course topics change annually, with some programs running biannually. Trips typically range from one week to five weeks. Interested students should look for information on the Study Abroad website throughout the year or come to the office to learn more about programs being offered. Recent faculty led trips have included: Nursing in Jamaica, Habitat for Humanity in Guatemala, and Tropical Ecology in Costa Rica Business in London and Paris.

Exchange Programs. In addition to studying for a semester or summer at Harlaxton College, University of Evansville students can choose from a wide variety of programs in other locations around the world. Through our exchange network, students can study in over 50 countries and a variety of academic areas. Students approved for these programs may be eligible to use their financial aid during the fall and spring, and find a program that fits individual interests, goals, and academic requirements. Students have a wide variety of options in the summer months to study abroad. We will advise students on health and safety as well as course transfer.



# University Services

The University of Evansville offers many services to support students in academic and student life. Administrative offices are normally open Monday through Friday, 8:00 a.m. to 5:00 p.m.

## University Bookstore

The University Bookstore serves many different needs of students, faculty members, administrators, and the Evansville community. The bookstore provides the most complete and convenient source for necessary textbooks and supplies for all University classes. Textbooks are available for purchase or rental, with many of them having an e-book option. We accept many different forms of payment, including the use of scholarships, financial aid, and Barnes & Noble gift cards (Ace Bucks and personal checks excluded). We also welcome special orders for books of all kinds.

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

The University Bookstore is located in the Ridgway University Center on campus. Visit us online at [Evansville.bncollege.com](http://Evansville.bncollege.com) to view our regular store hours and purchase textbooks, clothing, and gifts. For more information, call the University Bookstore at 812-488-2678.

## Library Services and Resources

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

[QUEST](#) is the library's catalog and discovery service. QUEST allows users to find and access the UEL's books, e-books, e-journals, and many other useful library resources in one searchable interface. [QUILL](#) is UEL's interlibrary loan service which allows students to request any book or article that is not available in the libraries' collection. Interlibrary loan can provide a nearly unlimited range of resources to students and faculty.

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

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

## Student Fitness Center

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

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

Club Sports at the University of Evansville offer opportunities for students to participate in a structure that supports competitive, recreational and instructional outlets in a non-varsity intercollegiate athletic format. Clubs may compete against other universities' clubs throughout the Midwest and country in general or function as non-competitive recreational/instructional organizations. A significant characteristic of the sports club program is the student organizational structure. Leadership is provided by the students resulting in experiential education opportunities and personal growth. As such, it is an expectation that the clubs are coordinated by the students with advisement offered via a faculty/staff advisor. Clubs may allow themselves an amateur coach, but that coach should limit their responsibilities to on-field coaching and advisement.

Students are expected to present valid identification. Guests must be accompanied by students, faculty members, or staff members and will be expected to pay a guest fee of \$3. Student Fitness Center hours are Monday through Friday, 6:30 a.m. - 10:00 p.m.; Saturday, 11:30 a.m. - 5:30 p.m.; and Sunday, 11:30 a.m. - 9:00 p.m.

## Crayton E. and Ellen Mann Health Center

**General Information.** The University of Evansville Crayton E. and Ellen Mann Health Center has partnered with Ascension St. Vincent TriState Clinics to provide basic health services for acute and chronic medical conditions by appointment to all full-time students. In addition, walk-in service is provided on an as-available basis. For more information, please visit the Health Center webpages: [www.evansville.edu/offices/healthcenter](http://www.evansville.edu/offices/healthcenter).

The Health Center and Ascension St. Vincent TriState Clinic providers welcome and respect the needs of a diverse student population within a safe, supportive, and confidential environment.

**Disclaimer.** Medical services are provided by an independent company, Ascension St. Vincent TriState Clinics, which is not affiliated with the University of Evansville.

### Contact Information, Hours of Operation and Appointments.

During the fall and spring semesters, the Health Center operates Monday - Friday 8:00 a.m.-5:00 p.m. with the exception of University closures. Reduced hours of service are offered during the summer, Monday - Friday from 8:00 a.m.- noon with nurse only appointments. Appointments can be made by calling 812-488-2033 or visiting the Health Center, located in Sampson Hall.

**Services/Fees.** Provider visits at the Health Center are offered at no cost to the student. Additional services are offered at a low-cost at the time the service is performed. The Health Center does not submit claims to insurance for visits or services provided. Students can choose to independently submit a claim with their insurance by submitting their receipt for services provided.

Services include, but are not limited to the following:

- Evaluation, diagnosis, and treatment for acute, chronic, and mental health care needs
- Select antibiotic medications are available on site: \$10/medication
- Physical exams – \$20
- Immunizations: MMR, Meningitis, Tdap, Meningitis B, Influenza – cost varies
- Labs: CBC, CMP, TSH, URINE CULTURE: \$10/lab, Sickle Cell testing: \$20
- In-house point of care tests: strep, flu, glucose, pregnancy, urine dip, and mono: no cost, in-house Covid testing \$20
- Allergy injection administration: \$10 (Please visit [the Health Center website](#) for more details)
- TB skin test: \$25
- N95 Respirator fit testing: \$20, 10 panel urine drug testing: \$20
- Referrals to local pharmacies, medical providers, support agencies, medical specialties
- Sharps containers: Students who self-administer medical injections may receive sharps biohazard containers from the Health Center to properly dispose of sharps.

**Health Information Required:** All full-time students must submit their health records to the University of Evansville through MedProctor. This is communicated to all new, incoming students through the SOAR/STAR/International Student Orientation processes. Documentation is required for two MMR (mumps, measles, rubella) dates, current TDAP (diphtheria/tetanus) within the past 10 years, a Meningococcal Quad (ACWY) booster at age of 16 or older, a TB skin test given and read in the United States within 6 months preceding the start of classes, and a physical exam performed within 12 months preceding the start of classes. Information regarding religious or medical exemptions to immunization requirements is available upon request from the Health Center.

It is the law! Indiana state law (IC-21-40-5) requires students to provide proof of immunization status to be a college student. <https://iga.in.gov/laws/2023/ic/titles/21>

**Health Insurance:** The University of Evansville recommends that all full-time students carry health insurance. The student may rely on their own or their family's personal insurance policy. If the student does not carry health insurance, the University of Evansville cannot assume financial responsibility for any medical expenses necessitated by an illness.

**Student Accident Insurance:** For the 2023-24 academic year, all full-time undergraduate and students will automatically have student accident insurance with a per-occurrence limit of \$5,000. This coverage is included as part of the UE Service fee. This accident insurance will typically cover costs associated with accidents occurring on campus, not illnesses. This insurance program will act as a secondary coverage if the student has personal insurance or as primary if no other insurance is in effect. The Insurance will typically cover a deductible that the primary insurance may not cover and coinsurance percentage, if any, that are in excess of expenses payable by any other health care plan, regardless of any coordination of benefits provision contained in such health care plan. Students needing to make a claim should contact the Risk Management Office at 812-488-2011; it is important contact be made as soon as possible following a potential claim.

**Advance Directives:** Students with advance directives (i.e.) power of attorney or a healthcare representative appointment may place copies on file with the Academic Services office.

## Medical Involuntary Withdrawal Policy

Upon consultation with the University physician or the Director of Counseling Services, a medical involuntary withdrawal can be authorized by the president of the University, or the dean of students as the delegate of the president, for any student with a physical or psychological illness or condition in which the well-being of the University or members of the University community are threatened or affected. The student will receive a grade of W for each course in which they are enrolled. Conditions for reenrollment will be provided to the student by the dean of students in consultation with the University physician or the Director of Counseling Services. A medical involuntary withdrawal by the dean of students in these matters may be appealed in writing to the president from off-campus if the appeal is received within five business days of the withdrawal. The University's refund policy will be followed in the case of medical involuntary withdrawals. (See page 3 of section 5 for additional information on the refund policy.)

## ATM

One ATM is located in Ridgway University Center.

## Check Cashing

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

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

## Campus Telephone Directory

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

Any student who desires that their directory information **be excluded from the campus telephone directory** can do so by logging into WebAdvisor and select the "Address On File" link.

# Student Activities and Organizations

The University of Evansville places a strong emphasis on co-curricular student involvement. The University offers more than 100 organizations for students. Students are strongly encouraged to become involved with campus activities and organizations, as these opportunities can provide practical learning experiences that complement the academic classroom experience.

## Center for Student Engagement

Students have access to a variety of activities at the University, including student organizations, leadership development programs and community service/civic engagement opportunities. There is something for virtually everyone. Organizations include but are not limited to national fraternities and sororities, honor societies, political groups, religious and spiritual organizations, and academic affiliated groups. There is also a large number of special interest clubs such as club sports teams, Black Student Union, Pride, Ace Scholars, International Club, and Student Activities Board.

Major campus events are also sponsored by the Center with the assistance of student organizations and other campus offices. Some of the traditional events are Homecoming, Winter on Walnut, Leadership Conference, Musical Madness, and Purple Palooza, and Bike Race. Volunteers are always needed to assist with these programs!

Information about existing student clubs and organizations as well as event details for students can be found on [UEngage.evansville.edu](http://UEngage.evansville.edu). This site provides students with information on existing organizations and how to join them as well as upcoming events. This is where all organizations register and manage their organization information and membership. This is the premier location to find all events, activities and programs that are taking place across campus. The department also communicates event information through Instagram at [@theueflash](https://www.instagram.com/theueflash) and in the weekly Flush Flash across campus.

Information regarding student organizations or events is available in the Center for Student Engagement located in Ridgway University Center in the Student Life Suite. You may also call 812-488-2371 or email [cse@evansville.edu](mailto:cse@evansville.edu).

## Greek Life

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

Today approximately 28 percent of undergraduates are affiliated with the Greek system. At the University of Evansville, students have access to organizations in four governing areas- PanHellenic Council, Inter Fraternal Council, National Pan Hellenic Council, and National Association for Latino/a Fraternal Organizations. Formal recruitment for PanHellenic and Inter Fraternal Council organizations is conducted in the fall and is open to all students. Membership Intake for NPHC and NALFO organizations is conducted at various times throughout the year. Joining a fraternity or sorority is a lifetime commitment that does not end with college graduation. Members join a family of brothers or sisters who provide a permanent support network. The University of Evansville's Greek system consists of the following local, national, and international fraternities and sororities:

### Inter Fraternal Council

Lambda Chi Alpha    Phi Gamma Delta  
Sigma Alpha Epsilon    Phi Kappa Tau  
Sigma Phi Epsilon    Tau Kappa Epsilon

### PanHellenic Council

Alpha Omicron Pi  
Chi Omega  
Phi Mu  
Zeta Tau Alpha

### National Pan Hellenic Council

Alpha Phi Alpha Fraternity, Inc.

For students interested in National Pan-Hellenic and Latino Fraternal opportunities, the University can assist students with connecting to city-wide chapters of Kappa Alpha Psi, Delta Sigma Theta, Alpha Phi Alpha, and Gamma Phi Omega. These chapters are run in partnership with city partners and the University of Southern Indiana. Students interested in other historically African-American fraternities and sororities not currently at the University may contact the Greek Life advisor for information.

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

## Community Service Initiatives

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

Adopt-a-Family ● New Student Day of Service Project ● Habitat for Humanity ● UE Gives Back

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

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

Service activities are coordinated by professional staff and a team of work-study students. Additional information may be obtained from the Center for Student Engagement.

## Leadership Programs

University of Evansville students have access to multiple leadership programs and activities. A sample of some of our most popular programs include:

**UELA** UE Leadership Academy is an application-based program open to all students at the university. The program is a two-year commitment during which members graduate from three tiers focused on personal leadership, peer leadership, and community leadership. The program ends in a culminating community centered project allowing participants to put their new-found leadership skills into practice.

**Leadership Conference** The leadership conference is held annually for students of the university and guests/ visitors. Each year the conference focuses on a different topic to support individuals in their leadership development. Presenters include faculty, staff and students from the University of Evansville and other college campuses, as well as business professionals and community leaders who are experts in their fields.

**Student Leadership Retreat** The annual student leadership retreat is held before the start of classes in the fall for executive members of registered student organizations. This retreat is meant to support the executive teams through their year of service with sessions focused on conflict resolution, team building, forward thinking/ planning and more.



Focused on meeting our institutional core value of education for the whole person, we want to assist you in your development and set you up for success in the future.

## **UEngage Transcript**

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

## **Student Government Association**

The University of Evansville Student Government Association (SGA) endeavors to promote student interests throughout the University. SGA's main branches are Student Congress and the executive board.

The student government offices house the officials of the SGA, who provide focus and leadership for all areas within the organization. The SGA president is the chief student spokesperson and acts as a liaison between the student body and the University administration. The president and vice president are elected annually through campus-wide elections. Additionally, one graduating senior is elected to a three-year term to serve on the Board of Visitors.

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

## **Enhancement Chair (Ombudsperson)**

The chair's role is to act as a liaison between students, faculty, and staff. The chair has regular office hours and is available to all students. It is the responsibility of the chair to assist campus community members through conflict resolution by gaining context through an investigation and attempt to determine a solution for any problem that may arise with a student regarding the University.

Assuming the role of mediator as well as a neutral spokesperson, the chair is the individual to contact if a student is uncertain of the proper channels to work through when dealing with a problem. Although the chair does not have direct authority to reverse or alter decisions made by other University officials, the power to influence lies in the ability of the office to approach faculty members, staff members, and administrators. The chair is there to ensure that all students receive due process. The office operates independently of the University administration and faculty and is part of the Student Government Association.

## **Student Government Association Constitution**

For a complete description of SGA organizations and functions, refer to the Student Government Association Constitution found here: [UEngage.evansville.edu](http://UEngage.evansville.edu).

## **Policies for Student Activities and Organizations**

Any club or organization associated with the University of Evansville or seeking to be associated with the institution will be subject to final approval by the Center for Student Engagement. The governing regulations and conditions of each and all clubs or organizations will also be subject to approval by the Center for Student Engagement.

The University of Evansville reserves the right to approve or disapprove the use of the name of the University in the proposed or continuing designation of clubs or organizations as well as the use of University logos, property, or any institutional buildings by clubs or organizations.

Additionally, Student Congress will determine final recognition of all student organizations seeking recognition for representation in SGA and in seeking SGA funds.

All policies and procedures for student activities and organizations can be found in the Student Organization Guide. The Student Organization Guide can be accessed by logging into the UEngage website at [uengage.evansville.edu](http://uengage.evansville.edu). This guide includes information regarding publicizing events on and off campus, general publicity guidelines, fliers, and posters, chalking, and digital promotion screens.

## **Membership**

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

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

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

## Scheduling an Event

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

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

## Publicizing Events On and Off Campus

All student organizations publicizing campus-wide activities must have their events registered through the Center for Student Engagement. All publicity (fliers, posters, banners, etc.) must be approved and stamped by the Center for Student Engagement.

The Student Organization Guide can be accessed by logging into the UEngage site at <https://uengage.evansville.edu/>.

## General Publicity Information

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

## Table Reservations in Ridgway University Center

- In order to make table reservations available to more groups in Ridgway University Center, there is a maximum number of days a group can reserve tables.

- Reservations can be made for no more than three days (including lunch and dinner).
- Exceptions are made for University and departmental events (e.g., education book sale)
- Tables are reserved on a first come, first served basis.

## Outdoor Tables in Front of Ridgway University Center

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

## TV Screens in Ridgway University Center

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

## Fliers and Posters

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

## Chalking

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

## Game of Chance Policy

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

Student organizations are prohibited from conducting any type of game of chance. Other University departments may request permission to conduct a game of chance from the Office of Fiscal Affairs and Administration. Such requests must be received at least 120 days prior to the proposed event date. Approval of the request will depend upon the dollar amount of fundraising anticipated by the event and the complexity involved with obtaining the appropriate type of gaming license for the event.

**2023-24**

# ***STUDENT HANDBOOK***

## ***Section 3***

***Residence Life  
Safe Living  
Dining Services***



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# Residence Life

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

## Residence Life Staff

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

- **Director of Residence Life/Assistant Vice President for Student Affairs.** Provides vision and direction for the Office of Residence Life as well as several other areas within Student Affairs.
- **Associate Director of Residence Life.** Supervises Residential Coordinator Staff and oversees operational functions for the department including housing assignments, check in and check out, early arrival requests, room changes, damage assessment and billing, and department budget tracking. Acts as liaison with maintenance, housekeeping, and other key campus offices to provide quality facilities and services.
- **Coordinator of Student Life Operations.** Provides support for both the Office of Residence Life and the Center for Student Engagement. Coordinates staffing for the Ridgway Information Desk, schedules guest room reservations, point person for student organization registration, reserves rooms for student groups, provides billing functions for residential properties and Greek organizations, and coordinates mail services for campus residents. Students, staff, and parents can obtain important information and resources through the coordinator of student life operations.
- **Residential Coordinators.** The residential coordinator (RC) is a full-time professional who lives in the residence halls in a staff apartment. Each RC has a bachelor's or a master's degree and has significant experience in residence hall living. Their responsibility includes supervision of a Head Resident or Lead RA, supervision of resident assistant staff, hall committee advising, and the overall management of residence halls assigned to them. RCs work closely with students handling crises, mediating conflicts, and establishing a solid residential community. A substantial portion of an RC's time is spent serving as an active resource to students, assisting with both academic and personal matters, and serving as a link to a variety of campus resources.
- **Head Residents.** The Head Resident (HR) is an undergraduate or graduate student staff member within the Office of Residence Life and are considered senior members of the RA staff providing leadership, assistance, and support to fellow Resident Assistants and to the students living in their area. Head Residents serve in a supervisory role within their area, and reports to their supervising RC.
- **Lead Resident Assistant.** A Lead Resident Assistant is an RA who helps coordinate the efforts of the RA staff, helps advise Think Tank / Hall Council leaders, and assists the RC in managing the building.
- **Resident Assistants.** One of the most valuable resources on campus is the resident assistant (RA). Students serving in these positions have been selected based on their maturity, interpersonal skills, and sense of commitment. The RA can be a primary resource for information and assistance. Their major responsibilities include getting to know residential students and helping them become familiar with how the University of Evansville works. They assist students in maintaining an environment that encourages student learning. As peers, RAs are available to help students with personal or academic concerns. RAs also plan a number of educational and social activities for members of their floors.



## Housing and Food Service Contract

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

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

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

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

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

## University Housing

University housing refers to all University residence halls, apartments, houses, townhouses, and University-managed fraternity houses. The University of Evansville guarantees residence hall rooms for all Freshmen, Sophomores, and Juniors. Typically, housing for Freshmen and Sophomores is available in University residence halls, Pod Housing, and approved Greek Housing. Some housing is set aside in Jones Hall for Sophomores transitioning from Pod Housing. Housing in apartments, houses, and townhouses are typically reserved for Juniors, Seniors, and Graduate Students.

### Residency Requirements – Grandfathered Policy for students who entered prior to Fall 2022.

#### Residency Requirement – Freshmen\* and Sophomore Housing

Students must reside on campus for a minimum of two academic years or the equivalent of four full term semesters. Credit hours attained at UE or from bridge, early-college, dual-credit, or advanced placement do not qualify for the number of semesters required.

Freshmen and sophomores who meet one of the following criteria may request an exemption:

- The student's local residence is with parents or legal guardians in a 35-mile radius of the University of Evansville.
- The student has attained the age of 21 prior to the start of the academic year.
- The student is married and/or must live with a dependent.

The exemption form must be filed with the Office of Residence Life. Other exceptions and modifications to residence requirements are determined by the director of residence life.

\*This policy also applies to students that are "freshmen transfers" (students transferring in after one semester at another institution).

#### Residency Requirement – Transfer Students

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

- The student's local residence is with parents, legal guardians, or immediate family over the age of 21 in a 35-mile radius of the University of Evansville.
- The student has attained the age of 21 prior to the start of the academic year.
- The student is married and/or must live with a dependent.

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

Students who choose to live off campus without an approved exemption are assigned university housing and a meal plan and are financially responsible for housing and food service fees.

For information regarding financial aid impact for students entering as freshmen, view [On-Campus Residency Requirement for Full Renewal of Aid](#).

## Residency Requirements – Current Policy for Students entering Fall 2022 or After.

### Residency Requirement – Freshmen, Sophomore, and Junior Housing

Students entering as freshmen (includes transfer freshmen entering UE after one semester at another institution) must reside in either University Housing or University Approved Housing for a minimum of three academic years or the equivalent of six fall/spring semesters.

Credit hours from bridge, early college, dual credit, or advanced placement do not qualify for calculating the number of semesters required.

Students may request an exemption at the beginning of an academic year if they meet one of the following criteria:

- Student's local residence is with a parent or legal guardian and is located within a 35-mile radius of the University of Evansville.
- Student has attained the age of 22 prior to the start of the semester.
- Student is married and/or must live with their dependent.

The Residency Exemption form must be submitted to Residence Life for review and approval prior to the start of the term.

Students who have not met the residency requirement or who do not have an approved exemption will be billed the equivalent of the Schroeder Hall double-occupancy room rate and assigned and billed for the Aces 12 meal plan.

### Residency Requirement – Transfer Students

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

- The student's local residence is with parents or legal guardians and is located within a 35-mile radius of the University of Evansville.
- The student has attained the age of 22 prior to the start of the semester.
- The student is married and/or must live with a dependent.

The Residency Exemption form must be submitted to Residence Life for review and approval prior to the start of the term.

Students who have not met the residency requirement or who do not have an approved exemption will be billed the equivalent of the Schroeder Hall double-occupancy room rate and assigned and billed for the Aces 12 meal plan.

### Housing for Fourth-Year Students and Graduate Students

Students who have met the three-year residency requirement or are classified as graduate students are not required to live on campus but are welcome and encouraged to remain in campus housing provided availability.

### Village and Greek Housing

**The Villages.** Village housing refers to all University apartments, houses, townhouses, and University-managed fraternity houses that are owned and operated by the University. These units, located adjacent to the campus, are under the supervision of the associate director of residence life, a Lead RA, and three RAs. Village space is reserved for upperclassmen with 60+ credits as space allows. Policies regarding Village housing fall under the Office of Residence Life.

**Greek Housing.** Several of our students live in Greek housing. There is a mix of upperclassmen and freshmen in these houses. Freshmen who have signed a bid may request to move into a Greek house if they are in good academic and disciplinary standing with the University. The residency requirement may be fulfilled by students choosing to live in university approved Greek housing.

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

Students living in Greek Housing who entered the University in Fall 2022 or later will be assigned and billed for the Aces 7 meal plan but are welcome to choose a larger plan. Meal plan adjustments must take place during posted meal plan change periods.

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

# Housing Assignments, Placements, and Fees

## Deposit

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

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

## Assignment of Housing

An individual must be enrolled full time with the University and must be making progress toward completing enrolled hours to reserve a space in housing. Most residence hall space is assigned as double occupancy. Village spaces are assigned as either private or multiple person units. Occupancy can be 1 to 5 people. Vacancies within individual Village units are the responsibility of unit residents. The University of Evansville operates under a nondiscriminatory policy with regard to race, color, gender, identity and expression, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes.

**Gender Placements and Gender Inclusive Housing.** The University initially assigns all roommates for students based on legal sex. Within approved Gender Inclusive Housing, students may choose roommates regardless of legal sex or gender upon mutual agreement and as part of this process. Gender inclusive housing is defined as housing options that are supportive of the gender identity and sexual orientation of students. Depending on the specific needs of the student, this type of housing may take the form of private rooms, private or semi-private bathrooms, designated mixed gender suite or apartment configurations and/or a designated gender inclusive floor. For more information on gender inclusive housing refer to the residence life section of the University website under Student Housing Options.

[www.evansville.edu/residencelife/campushousing/genderinclusive.cfm](http://www.evansville.edu/residencelife/campushousing/genderinclusive.cfm)

**Accommodation requests.** Students who have documented disabilities or health concerns should contact Disability Services and submit a Request for Accommodation in Housing available within the residence life section of the University website under Disabilities: [www.evansville.edu/residencelife/housingapplynew/disabilities.cfm](http://www.evansville.edu/residencelife/housingapplynew/disabilities.cfm). Disability Services can be contacted by calling 812-488-2663. The completed request and documentation should be forwarded to Disability Services. Disability Services will review the request with Residence Life in order to determine the appropriate accommodations.

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

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

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

Students requesting a single room because of a documented disability or health concern should contact Disability Services and submit a Request of Accommodation in Housing available within the residence life section of the University website under Disabilities. Disability Services can be contacted by calling 812-488-2663. The completed request and documentation should be forwarded to Disability Services. Disability Services will review the request with Residence Life in order to determine the appropriate accommodations. [www.evansville.edu/residencelife/disabilities.cfm](http://www.evansville.edu/residencelife/disabilities.cfm)

**Vacancies – Residence Halls.** When a student is without a roommate, there are a number of options:

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

In matters of vacancy consolidation, the Office of Residence Life reserves the right to reassign space or assign a new roommate at any time.

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

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

## Returning Student Housing Registration Process

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

- **Returning students currently residing on campus.** For students who are currently on campus, their present housing and damage deposit can be carried over into the new contract year. Students should follow all procedures and due dates related to the room selection process to obtain or retain their housing assignment. This information will be made available in February.
- **Returning students not currently residing on campus.** For students who do not reside on campus, a contract should be submitted through WebAdvisor by published deadlines. If the housing deposit was previously refunded, a new deposit will be charged to the student's account.

## Period of Occupancy

To provide student housing at the highest value and lowest possible cost, there must be a consistent occupancy level in our residential facilities. For this reason, **all housing contracts are binding for the duration of the academic year.** UE will provide campus housing for the 2023-24 academic year (or the balance thereof) to the student who enters into a Housing and Food Service Contract.

See Dates at a Glance [www.evansville.edu/residencelife/dates/datesAtAGlance.cfm](http://www.evansville.edu/residencelife/dates/datesAtAGlance.cfm) in the residence life section of the University website for specific dates.

Occupancy for each semester begins on published dates and ends 24 hours following the last final of a student's final exam schedule.

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

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

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

## Moving Out of Housing

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

For in-person check-outs, students must schedule their appointment 48 hours in advance. At a checkout appointment, the room and hallway must be vacated and clean, and all room furniture must be reassembled in posted standardized configurations.

The RA will check the room and furnishings for damages. Students will provide the RA with the room keys, fill out all paperwork, and sign the checkout form during their checkout appointment. Students may be charged additional fees at check-out:

- Failure to attend a mandatory closing meeting: \$25
- Rooms that require extra cleanup after checkout: \$40 plus any additional labor costs
- Failure to check out properly: \$50
- Failure to return room keys: \$25
- Additional charges may be assigned, as necessary.

Information regarding the move out process is shared during mandatory closing meetings at the end of each semester. Information is also available within the closing edition of the residence life e-newsletter, on bulletin boards on every floor, and in the residence life section of the University website.

## Financial Aid and Housing

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

## Student Responsibility of Charges

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

## Contract Cancellations and Refunds

There are specific guidelines regarding contract cancellation requests.

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

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

<b>Cancellation Deadlines and Penalties</b>	
After April 5 for Fall Semester	Cancellations can be made for the fall semester for any reason. No late fees.
After April 5 for Fall Semester	Cancellations can be made for the fall semester for reasons listed under Acceptable Housing Cancellation Requests. Includes loss of deposit and \$200 late fee.
By October 1 for Spring Semester	Cancellations can be made for the spring for reasons listed under Acceptable Housing Cancellation Requests. No late fees.
After October 1 for Spring Semester	Cancellations can be made for the spring for reasons listed under Acceptable Housing Cancellation Requests. Includes loss of deposit and \$200 late fee.

## Acceptable Housing Cancellation Requests

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

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

Students who have approved cancellations after the start of the semester will receive refunds as outlined under the University refund policy in the Student Handbook. Exceptions include cancellations for fraternity move-over.

## Unacceptable Housing Cancellation Requests

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

## Withdrawing for Academic or Medical Reasons

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

## Cancellations for Fraternity Move-Over

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

See more on Housing Cancellations at [www.evansville.edu/residencelife/cancellationsandrefunds.cfm](http://www.evansville.edu/residencelife/cancellationsandrefunds.cfm).

## Food Service Plan

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

Anytime Prime 7	Anytime Orange 5
Anytime Purple 7	Aces 12

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

*\*Sophomores (second year students) approved to live in Village Housing are required to have a full meal plan.*

Students living in Greek Housing who entered the University in Fall 2022 and thereafter will be assigned and billed for the Aces 7 meal plan but are welcome to choose a larger plan. Meal plan adjustments must take place during posted meal plan change periods.

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

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

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

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

UE ID card	Definition of Ace Bucks	Dining locations and hours of operation
Meal plans	Dietary requirements / accommodations	Chartwells employment
Using meals and Ace Bucks	Sack lunches and sick trays	Contact information
Definition of meals		

## Residence Life Policies

### Alcohol and Drugs within Student Housing

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

#### Alcohol in Residence Halls, Villages, and Approved University Housing.

Except as indicated under 21+ guidelines, the possession, consumption, use, production, or sale of alcohol is prohibited in all university student residences and common areas inside and outside of all university residential properties. The possession, consumption, use, production, or sale of alcohol is prohibited in all residence halls and all common areas inside and outside of all University residential properties. All members of the campus community and guests are expected to abide by Indiana State Law and University policies governing the possession, consumption, use, production, or sale of alcohol.

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

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

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

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

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

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

**Responsible Good Neighbor Exemption.** If students find themselves in a situation where they believe someone's health and safety is at risk due to excessive alcohol consumption, they should always call for emergency assistance, regardless of concern about the University disciplinary process. Students should call the Office of Public Safety at 812-488-6911 (or ext. 6911 from campus phones) immediately if there is any possibility that professional medical assistance is necessary for the health and safety of another person. The University has made an amnesty provision for students through the Responsible Good Neighbor Exemption. This exemption provides students the opportunity for University disciplinary action to be waived if medical or other emergency assistance for another has been sought. The decision to grant the exemption shall be at the discretion of the dean of students or their appointee and may be contingent upon participation in an educational program focusing on risky behaviors in college. Students should also be aware that the State of Indiana provides similar immunity from some alcohol-related criminal charges under the Indiana Lifeline Law. More information about the Indiana Lifeline Law can be found at [indianalifeline.org](http://indianalifeline.org).

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

## Appliances, Cooking, Refrigerators, and Allowable Items

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

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

**Refrigerators.** Students may bring small refrigerators and microwaves. Students in New Hall have access to a full-size refrigerator in their pod but can also rent or bring a small refrigerator and microwave.

### Compact refrigerator

(2.5 amps max.)

Approximate dimensions  
should be no more than:

34"h x 20"w x 20"d

### Microwave

(10 amps max.)

Approximate dimensions  
should be no more than:

11"h x 19"w x 15"d

A Micro Fridge (refrigerator, microwave, and freezer) may be available for rent through a recommended vendor as a fundraiser for RSA.

# What to Bring and What to Leave Behind

## Items Approved in Student Rooms:

- Power strips with fuse and surge protection
- Grounded UL approved heavy duty extension cords (used in a safe manner)
- Christmas lights (recommended only around windows)
- Hair dryers/curling irons/straighteners
- Clothes irons
- Radios and sound equipment (played at reasonable levels)
- Coffee and espresso makers (no steam attachments)
- Toasters, electric tea kettles, and low heat crock pots/rice cookers
- 4 oz. or less of properly handled Zippo Refill fluid

## Items Not Approved in Student Rooms:

- Ungrounded light duty extension cords/octopus plugs (ungrounded or without a fuse)
- Toaster ovens, induction ovens/plates, electric griddles, or hot plates
- Open-coil or high heat cooking appliances (including George Foreman grills and sandwich-makers)
- Candle warmers, burning/burnt candles, or incense
- Portable heating or air-conditioning units
- Halogen lamps
- Tapestries, posters, or other flammable materials draped across the ceilings
- Christmas lights wrapped around furniture or doors, touching wood surfaces, or against the ceiling
- Radio transmitters and exterior antennae

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

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



## WHAT TO BRING MOVE-IN GUIDE

Every student may have different needs, but this list provides a good start.  
**TIP: Contact your roommate so you don't bring duplicate items.**

### BEDROOM/SLEEPING

- Sheets (twin size X-long length)
- Comforter
- Blankets
- Pillow(s)/pillowcase(s)
- Mattress pad/cover
- Alarm clock
- Hangers

### STUDYING/ELECTRONICS

- Textbooks (available at UE bookstore)
- Backpack/bookbag
- Binders/folders
- Notebooks
- Pens/Pencils/highlighters
- Calculator
- Scissors/stapler/tape
- Index cards
- Personal calendar or planner
- Laptop or computer and chargers
- Headphones/earbuds
- Power strip w/surge protector (UL approved)
- Grounded three-prong extension cords (UL approved)
- Ethernet cables for computer or gaming systems

### TOILETRIES/PERSONAL HYGIENE PRODUCTS

- Towels/washcloths
- Shower caddy
- Shower shoes/flip flops
- Bathrobe
- Shampoo, conditioner, soap etc.
- Deodorant
- Toothbrush/toothpaste
- Hair dryer/curling irons/flat irons
- Shaving items
- Eyecare products – contacts/glasses
- Prescription/OTC medications
- Tissues

### EATING

- Microwave (10 amps max.) dimensions not to exceed 11" h x 19" w x 15" d
- Compact refrigerator (2.5 amps max.) dimensions not to exceed 34" h x 20" w x 20" d
- Snacks and Drinks
- Dish soap and towels
- Coffee maker, electric tea kettle, toaster
- Plates/cups/dishes/utensils
- Storage containers/Ziploc bags
- Paper towels

### CLEANING

- Disinfecting wipes/hand sanitizer
- Multipurpose cleaner
- HE laundry detergent/softener
- Lint brush
- Waste basket/trash bags
- Air freshener
- Laundry bag/basket

### EVERYTHING ELSE

- Room decorations
- Message board/dry erase board
- Rug
- Lamp (no halogen lights)
- Television/gaming systems
- Digital antenna for local stations
- Phone charger
- Flashlight and batteries
- Storage bins/crates
- Umbrella/rain gear/rain boots
- Credit/Debit card
- Driver's license/insurance cards
- First aid kit and an Emergency Bag

**In short, bring what you need to make yourself feel at home. Remember there is limited space in the room.**

## WHAT TO LEAVE BEHIND

- ⊗ Quarter Rolls – Not necessary as our laundry services are free with your cost of housing!
- ⊗ Portable heaters/AC units
- ⊗ Hot plates/deep fryers/toaster ovens/open coil cooking appliances
- ⊗ Oil lamps/candles/candle warmers/wax warmers/incense
- ⊗ Pets (except service animals or fish in 10-gallon tank or smaller) Emotional support animals must be approved through the Office of Disability Services.
- ⊗ Alcohol (prohibited except in 21+ approved housing)/alcohol containers/alcohol decorations
- ⊗ Drugs /drug paraphernalia
- ⊗ UE campus is a tobacco-free environment. Tobacco use or the use of e-cigarettes will not be allowed in any University residence hall, Village properties, or Greek housing, as well as any adjacent grounds or parking areas.
- ⊗ Weapons/ammunition
- ⊗ Bed risers (Lofting supplies are in your room)
- ⊗ Nails, tacks or screws, double-stick tape (wall damage will result in charges at the end of the year). Poster putty only acceptable in Moore, Hale, Powell, and Schroeder. We advise the limited use of Command Strip products – care must be taken when removing.



## Approved Animals

Tropical and freshwater fish that are legal to own in the state of Indiana, service animals, and emotional support animals that have been approved through the Office of Disability Services are the only animals permitted in residential facilities. All other animals, including pets and lab specimens, are prohibited. Violations of this policy will result in a \$50 initial fine. The student will be given appropriate time to remove the animal unless immediate removal is warranted due to safety concerns. Periodic room checks will follow. There is a double fine for a recurrence + daily fines for non-compliance.

For information regarding approval of emotional support animals, contact Disability Services at 812-488-2663. You can also find our policies online under our Disability Services webpages.

## Approved Use of Residential Space

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

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

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

## Care and Condition of Room and Common Areas

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

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

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

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

## Decorating

Room decorations are encouraged as long as they do not create health or fire hazards or cause damage to the room or furnishings.

When decorating, the use of nails, screws, or tacks on or in the walls, doors, furniture, or fixtures is prohibited. Duct tape, two-sided foam tape, contact paper, and wall decals are also prohibited.

Powell, Hale, Schroeder, and Moore Halls are constructed using cinder block walls and semi-gloss paint. New Hall and Village properties are typically constructed with sheet rock painted with flat coat or satin paint. Additional care must be taken to maintain clean and undamaged walls in Village properties. Avoid contact that would result in soiling or damaging the wall. The use of poster putty is not approved for use in Village properties or New Hall.

Command Strip products are recommended **if instructions for application and removal are followed and no damage results** – students are responsible for any potential damage when using these or any other products.

Alcoholic beverage containers are not considered decorative and are generally prohibited.

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

# Furniture and Equipment

## Furniture/Beds/Lofts

Room furnishings for double rooms include twin bed frames and mattresses, shades/blinds, desks, desk chairs, closets, and dressers. In some rooms, these items are built in. Fixed or built-in furniture may not be moved or altered.

The residence halls come with beds that are designed to be bunked or lofted. All residence halls can be bunked or lofted by students using supplied lofting equipment (mallets and wrenches are available for check-out in the Hall Office). Student-built lofts are not allowed. Waterbeds are prohibited because of facility limitations and potential for water damage.

Portable furniture may not be removed from the room under any circumstances without the permission of the residential coordinator responsible for the building.

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

## Heating/Air Equipment - Reducing the Potential for Mold

Controlling room climate is essential to the success of managing indoor air quality and comfort.

Follow these guidelines to reduce the potential for mold growing in your room:

- **Maintain adequate clearance around HVAC units.** Clearance measurements are found in your building's Move-In Guide found under [Hall Descriptions](#). Reduced air flow to the HVAC system can result in excess moisture and promote mold growth within the system and rooms. Rooms should be arranged so that the unit is not blocked with furniture or other objects.
- **Set thermostat to a reasonable temperature.** Turning the thermostat to medium or 70-75 degrees provides a reasonable temperature within rooms. Turning the unit off or setting it too cold in the summer will cause condensation issues. Set it to a reasonable temperature and allow it to run automatically.
- **Using your blinds.** Open blinds during the day. When you do have the shades closed, try to maintain a gap at the bottom of 6-8" to allow for ventilation between the shade and window.
- **Do not open windows.** The condensation created by open windows (hot air) mixing with conditioned HVAC air (cool air) is capable of creating significant mold and moisture problems.
- **Dealing with condensation or other issues.** If you experience minor condensation on window ledges, wipe it clean with a clean cloth or paper towels. Any household cleanser can be used following the proper directions on the container.

If you notice mold, any recurring problem, or if you feel your HVAC unit is not functioning properly, **contact your Resident Assistant, Residential Coordinator, or the Office of Residence Life**. A Residence Life staff member will do an initial inspection and contact the Facilities Office.

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

For full information on maintaining healthy living spaces, see: Promoting Healthy Indoor Air Quality in University Housing as provided under Policies on the Office of Facilities Management and Planning Web pages.

## Equipment Available in the Office

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

**Other equipment.** In some cases, halls provide other equipment, such as DVDs, video game consoles, board games, tools, sports equipment, and kitchen equipment for student use. The check-out process varies from hall to hall.

## Overnight Guests, Visitation, Minors, and Escort Policies

The right of any person to sleep, study, or simply enjoy privacy will always take precedence over a person's privilege to host guests/visitors in the room. A person should not be compelled to leave their room in order to accommodate a guest or visitor, nor should they be placed in situations that might cause embarrassment or inconvenience. It is for these reasons that we have set up policies regarding overnight guests, visitation, minors, and escorts.

### Overnight Guests

Students may have guests stay in their rooms, providing that:

1. The roommate has fully agreed to the guest visit
2. Others living within the shared unit (pod, apartment, or house) have fully agreed to the guest visit
3. The guest is properly escorted in the living unit and common areas and uses a restroom that corresponds to their gender identity.

Guests include registered UE students or non-UE visitors. Guests are allowed to stay no longer than three days within a 10-day period. Guests should not disrupt the normal activities of the floor. Any disruptions can result in the guest being asked to leave.

Guests are subject to all University and residence life rules and regulations. Students are responsible for the actions of their guests.

It is recommended that residents notify the RA when having a guest stay in their room.

### Visitation

**24-Hour Visitation Floors** Most floors in the residence halls are designated as 24-hour visitation floors. Having a floor designated as 24-hour visitation is a privilege and not a right. Roommates should never feel compelled to accept or accommodate another person's guest or visitor. The success of 24-hour visitation floors depends on the maturity and responsibility of the students who live on these floors. All Village units are 24-hour visitation properties and follow the same guest policies as the residence halls.

**Restricted Visitation Rooms** Rooms in which a minor resides are automatically considered a restricted visitation room. The hours for visitation for this student and their roommate default to the hours outlined below.

**Sunday through Thursday**  
10:00 a.m. to midnight

**Friday and Saturday**  
10:00 a.m. to 2:00 a.m.

**Minors** If a resident hosts a guest/visitor who is under the age of 18, that host is responsible for the proper care and supervision of the minor. See the [University of Evansville Protection of Children Policy](#) for more information.

**Escort** Visitors and guests must be escorted at all times by a resident of the building. We ask that all students, visitors, and guests adhere to this policy to help secure the privacy and safety of building residents.

## Harassment

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

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

## Hazardous Behavior

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

**Explosives and weapons.** The Office of Public Safety enforces all federal, state, local statutes and University regulations pertaining to the possession and/or use of firearms, ammunitions, explosive devices, fireworks, or other potentially lethal weapons. All of these items are strictly prohibited on University owned or controlled property regardless of whether a federal or state license to possess the same has been issued to the possessor. Any violations of these statutes and regulations may result in disciplinary action as well as criminal prosecution.

### **What is considered a weapon or explosive?**

- Any firearm or device such as a handgun, rifle, shotgun, pistol, or blowgun that can launch a projectile.
- Blades over four inches long or any sharp-edged item that is used with the intent to threaten or do bodily harm.
- Blunt objects fashioned to cause injury or bodily harm, or any blunt object used with intent to threaten or do bodily harm.
- ANY item used with the intent to threaten or do bodily harm.
- Explosives are any device designed to explode, either timed or fused, that would cause serious damage or bodily harm.
- All fireworks are covered under this policy including sparklers.

*\*Reasonable exceptions for knife lengths are allowable for appropriate usage of standard cooking knives in kitchens in Village housing.*

## **Health and Safety Inspections**

To ensure compliance with proper health and safety standards, all residence hall rooms, houses, townhouses, and apartments will be inspected at least once each semester. Notice will be given to residents prior to the inspections. Residents who do not pass the inspection will have 48 hours to make the necessary changes. Additional information on the health and safety standards will be provided to all residents.

## **Keys and Access Cards**

Each resident is issued one room key at the time of moving in. All keys and access cards remain the property of the University. No key or access card may be duplicated. Keys must be returned at the time of checkout. Students are not permitted to give their keys or access cards to other persons (\$50 fine).

If a key is lost, students should request a replacement from the Office of Residence Life (open Monday through Friday, 8:00 a.m. to 5:00 p.m.) or through The Office of Public Safety (nights and weekends). For security reasons, the lock core will be changed whenever a replacement is needed. There is a \$25 charge for the re-core and a new key.

The roommate's key will be replaced at no cost with the exchange of their old key. Failure to exchange the old key or failure to return an old key found after a re-core has been made will result in a \$25 charge.

If an ID/access card is lost, students should immediately inform the Office of Public Safety (open 24 hours a day). Cost for replacement ID/access cards are \$15. Temporary access cards are available in the Office of Public Safety.

## **Mandatory Meetings**

Mandatory meetings are usually scheduled at the beginning and end of each semester. These are designed to provide essential information regarding important policies and procedures within the residential living areas. Other mandatory meetings may be scheduled to address ongoing issues or concerns on the floor. If it is not possible to attend one of these meetings it is important to contact the residential coordinator prior to the meeting to make alternative arrangements. Failure to attend a mandatory meeting without prior approval results in a \$25 fine. These meetings may be in person or delivered in a virtual setting.

## **Motor Vehicles, Parking, and Bicycles**

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

**Parking permits.** All students must have a current and valid University parking permit to park on campus at any time. Parking permits may be obtained by registering for a permit through the UE self-service portal link. Color-coded permits will be issued indicating the specific areas in which they are eligible to park.

**Motorcycles.** Motorcycles are governed by University motor vehicle regulations. Motorcycles may be parked only in areas designated for motorcycle parking. Any motorized cycle found inside a residential facility will be considered a fire hazard and must be removed.

**Bicycles.** There are bike racks located across the campus in all the most convenient locations. Students may store their bicycle inside their residence hall room, assuming that there is enough space and roommates agree on this solution. We ask that students do not ride their bikes inside residence halls. Bicycles are permitted anywhere on campus, except inside academic and administrative buildings. Bicycles may be registered through the Office of Public Safety. While this will not prevent theft, it may help in recovery.

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

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

Residents of apartment complexes with assigned parking areas will be issued color-coded permits allowing them to park in the parking areas assigned to the complex.

For more about parking regulations see the Public Safety website: [www.evansville.edu/safety](http://www.evansville.edu/safety).

## Noise – Living in a Community

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

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

## Personal Property

The University of Evansville and the Office of Residence Life assume no responsibility for theft, damage, or loss of money, valuables, food stuffs, or personal belongings of any student or guest. It is recommended that students make arrangements to insure any property brought to school through homeowners insurance or private property insurance.

## Roommates and Room Changes

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

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

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

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

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

For tips and pointers on living with a roommate, see our Living with a Roommate resources: [www.evansville.edu/residencelife/roommate/](http://www.evansville.edu/residencelife/roommate/).

## Smoking, Tobacco Use, and Electronic Smoking Devices in and around Campus Residences

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

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

Students seeking information about smoking cessation resources should contact the University Counseling Center's health and wellness coordinator at 812-488-2663 or seek out tobacco-free resources on our website:

[www.evansville.edu/tobaccofree/](http://www.evansville.edu/tobaccofree/).

## Solicitation

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

## Sports, Roughhousing

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

## Students' Right of Privacy (Entry of Students' Rooms)

The University of Evansville recognizes and respects students' right to privacy in their rooms. However, the entry into a room or room search of any student may be conducted by the following people for the following purposes:

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

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

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

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

## Administrative Policies and Codes

### (Non-Behavioral Policies)

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

Non-behavioral policy or code	Administrative Response
Early Arrival/Extended Stay Fees	\$35 per night/\$50 per night after posted request deadlines
Missed Mandatory Meetings (opening and closing meetings / other meetings posted as needed)	\$25 (Student given reasonable opportunity to meet with RAs to make up attendance)
Lock-out fees	\$5 per lockout (for repeated instances)
Lost key	\$40 for replacement of core
Non-Return of second key by roommate after lockout	\$40 assessed
Misuse of room key or ID Sharing key or access card	\$50 assessed/possible confiscation of key or card and disciplinary action if necessary
Health and safety inspection issues/related to appliances, cooking, and items in student rooms	Action and penalties depend on item identified Student given appropriate time to correct issue
Animal policy	\$50 initial fine (doubled for recurrence) Double fine for recurrence + daily fines for non-compliance. May be referred for disciplinary action.
Window policy (Moore Residence Hall)	Warnings, fines, and disciplinary action if necessary First fine is \$5 (doubles for each occurrence)
Damage and cleaning assessments	Appropriate restitution, cleaning charges, or damage charges
Improper checkout fines	\$50 assessed
Failure to follow COVID-19 policies	Warnings, fines, and disciplinary action if necessary

Appeals should be requested in writing to the director of residence life within five business days of action taken based on:

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

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

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

Administrative policies and codes may be handled through the Residential Discipline Process if necessary (see below).

## **Community Standards and Residential Discipline**

Any community must develop standards of conduct that serve as a guideline for fostering a healthy living environment.

All University housing residents are expected to:

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

## **Residential Discipline Process**

### **(Behavioral Policies)**

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

- Violation of local, state, or federal laws.
- Violation of Alcohol and Drug Policy.
- Violation of Tobacco-Free Policy/Fire Safety Policies.
- Hazardous behavior as listed under Residence Life Policies.
- Destruction of property.
- Littering or intentionally harming the appearance of University property.
- Theft.
- Continued or serious violation of visitation, escort, or key policies.
- Quiet Hours/noise policy violations.
- Disorderly or disruptive behavior, especially that which disturbs other residents.
- Creating, encouraging, or participating in a situation detrimental to the health, safety, or welfare of the University community and its members.
- Violation of Harassment Policy
- Violation of animal policies.
- Illegal forms of gambling.
- Failure to comply with the order of a University official acting in accordance with University regulations.
- Failure to comply with UE COVID-19 measures published on the University Website, via official email or posted within campus buildings.

Some cases, depending on severity, may be automatically referred to the director of residence life or dean of students for University disciplinary action. Administrative action based on breach of contract may conclude some cases without further hearing. Decisions related to breach of contract are final and binding.

Procedures for University discipline can be found in the Student Handbook under Students' Rights and Responsibilities.

## Due Process in a Residential Discipline Case

Cases heard within Residence Life are generally handled through an Administrative Meeting. Persons found in violation are subject to a range of disciplinary action as outlined under the Residential Discipline Process and/or in accordance with the Student Code of Conduct.

Students shall be notified in writing regarding alleged violations of policy related to behavioral policies. The notification will request that the student contact an administrative officer within a designated time to schedule an appointment. At that appointment, the student will meet with the officer to discuss the incident. If the student fails to schedule or attend such a meeting, a determination can be made in their absence.

During an Administrative Meeting, the student will have the opportunity to verbally respond to the allegation of policy violation and provide his or her view of the circumstances. Outcomes and sanctions will vary based on the individual case and the determination of the administrative officer. Disciplinary action may include one or more of the following: no action, a verbal or written warning, educational assignments or referrals, community service, restitution, fines and/or residential probation. The director of residence life may authorize visitation restrictions, mandated room inspections, housing relocation, and/or eviction. The student shall be provided the outcome of the case in writing.

**Appeal process.** Appeals to the outcomes are to be made in writing to the director of residence life. This final appeal request must be submitted in writing to the Office of Residence Life within five working days from the date of notification of action. Appeals will be heard upon review solely for the following reasons:

1. There is evidence that procedures outlined for the Administrative Meeting was not adequately followed.
2. There is new evidence that will materially impact the original decision, and this evidence was not presented during the meeting for good cause as determined by the director of residence life.
3. The sanctions imposed by the Hearing Officer are believed to be too severe for the violation that the person was found to be responsible.

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

The decision to hear the appeal will be made by the Director of Residence Life and Associate Director of Residence Life. The Director of Residence Life may or may not meet with the student at their discretion. The decision on the appeal may be made based on a general review of the case and the student's written appeal.

After considering evidence and arguments, the Director of Residence Life can do the following:

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

The director's appeal decision is final.

In the case of an original hearing being held by the Director of Residence Life, the request for an appeal will be directed to the Dean of Students or their designee.

## Services and Resources

### Computing

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

Pod Housing has both Wi-Fi access and hard line Ethernet ports in student rooms. Common areas are covered with Wi-Fi.

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

For a complete list of what works where, see our "Technology on Campus" page [www.evansville.edu/residencelife/services/servicesComputing.cfm](http://www.evansville.edu/residencelife/services/servicesComputing.cfm).

For assistance with campus computing see: <https://ots.evansville.edu/support/>.



## Laundry

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

All residence halls and Jones Hall have access to [LaundryView](#)<sup>®</sup>, a web-based monitoring system that displays open machines on campus. TextMe<sup>™</sup> alerts notify students when their laundry is done.

See the Residence Life section of the University Website for more information about service repairs, [LaundryView](#)<sup>®</sup>, and TextMe<sup>™</sup> under Services. [www.evansville.edu/residencelife/servicesLaundry.cfm](http://www.evansville.edu/residencelife/servicesLaundry.cfm).

## Mail Services/Distribution Services

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

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

DO NOT include *University of Evansville* in the address.

See more about mail at <http://www.evansville.edu/residencelife/services/servicesMail.cfm>

## Repairs

**Minor repairs.** Minor repair needs should be requested through a work order available through WebAdvisor. After submitting this work order, a member of the maintenance staff will make the repair or assess the problem during standard working hours. While some repairs can be made immediately, two or three days should be allowed for any action on a request.

**Emergency repairs.** Major problems that require immediate attention (e.g., door lock, water leak, loss of heat) should be reported directly to the Physical Plant between 8:00 a.m. and 5:00 p.m., Monday through Friday. For additional assistance, it is important to contact the RA on duty or an RC.

If an emergency maintenance situation occurs after hours, call the Office of Public Safety at 812-488-2051 and ensure that your message is clear about the emergency work order. **DO NOT SEND EMAILS OR LEAVE VOICEMAIL FOR THESE TYPES OF WORK ORDERS.**

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

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

See more about repairs here: [www.evansville.edu/residencelife/repairs.cfm](http://www.evansville.edu/residencelife/repairs.cfm)

## Storage

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

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

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

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

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

## Telephones

**Room telephones are not provided in residential housing.** However, phones required for special needs will be made available by contacting the Office of Technology Services.

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

## Healthy Living on Campus

### Group Living

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

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

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

## Immunizations and TB Guidelines

Visit **Med+Proctor** to obtain the required Immunization Certificate form. A licensed healthcare professional must complete and sign these forms. Alternatively, students may upload a copy of their complete immunization record, so long as it is signed by their medical provider. See our [Website](#) for required Immunizations.

### Required Immunizations

- **MMR** (measles, mumps, and rubella) – Two doses are required. The first MMR must be given on or after 12 months of age. The second MMR must be given at least 28 days after the first dose. A positive MMR titer will be accepted in lieu of this vaccination series if no records are available.
- **Tdap/Td** (tetanus, diphtheria) – The Tdap or Td must be given within the last 10 years. The Tdap (tetanus, diphtheria, and pertussis) vaccination is preferred.
- **Meningococcal Quad** (MenACWY/Menactra) – Students 21 years of age or younger are required proof of one dose on or after the 16th birthday.
- **TB skin test/ QuantiFERON or TSpot** Must be performed and read in the United States within 12 months from the start of the semester. If a student has a positive TB skin test, further actions will be required.

Information regarding religious or medical exemptions to immunization requirements is available from the Health Center.

*\*Some programs of study have additional immunizations requirements. Please contact the program director for more specific guidelines for the program of study.*

**Students NOT in compliance with these requirements before the start of classes, risk their eligibility to attend class, live in residential campus housing, and a hold will be placed on the student's account until all requirements are met.**

Please contact the health center at 812-488-2033 with any questions regarding these required records.

## Disposal of Medical Waste in Residential Facilities

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

Medical waste (including needles, needles with syringes, IV tubing, lancets, etc.) or any sharp object that comes into contact with blood or other body fluids contaminated with blood, must be disposed of properly.

Students must use sharps needle containers and biohazard waste bags available through local pharmacies. If assistance is needed in obtaining a sharps container or biohazard bag, please contact the health center.

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

## Emergency Procedures and Safety Guidelines

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

Emergency protocols are also available on the Public Safety and the Residence Life section of the University Website. They are also available on evacuation fliers posted in residential rooms and common areas. For a listing of all Security and Emergency Procedures see: [www.evansville.edu/residencelife/security.cfm](http://www.evansville.edu/residencelife/security.cfm)

## Fire Safety in Residential Facilities

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

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

In the event of an actual fire, pull the fire alarm and warn other residents by knocking on doors and shouting as you leave the building. Notify the resident assistant, or residential coordinator if possible. Call the Office of Public Safety at 812-488-6911 from a safe location and provide them with as much information as possible. Read more on fire safety under Safe Living in the Student Handbook.

For more information related to Fire Safeguards, please refer to Safe Living within this Handbook section as well as online: [www.evansville.edu/residencelife/security.cfm](http://www.evansville.edu/residencelife/security.cfm)

## Residence Life Appendix A

### University-Approved Housing

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

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

- University [Residency Requirements](#) outline that students who do not live with a parent or legal guardian must live on campus for a specified period of time. Students who have signed a bid may request to move into the fraternity house if they are in good academic and disciplinary standing with the University. In addition, the fraternity must be in good disciplinary standing and must facilitate the required paperwork as described by the University to expedite the move-over process.
- During the academic year, the fraternity house is to be occupied for residential use by full-time students. Exceptions may be made for part-time graduating seniors. Any other part-time students may be housed on a space-available basis and with the prior approval of the University.

- Students living in Greek Housing who entered the University in Fall 2022 and thereafter will be assigned and billed for the Aces 7 meal plan but are welcome to choose a larger plan. Meal plan adjustments must take place during posted meal plan change periods.
- As a result of University disciplinary action taken against an individual student or the fraternity, eligibility for fraternity housing may change at any time. The University also reserves the right to remove students from residing in the house if it believes the welfare of the student(s) would be better served living in University housing or other facilities.
- The University expects the fraternity to adhere to the same health and safety guidelines that are prescribed for University housing. A summary of these guidelines are updated annually and can be obtained from the Office of Residence Life. The fraternity assumes responsibility for conducting safety inspections of individual rooms on a routine basis and for enforcing health and safety guidelines as prescribed by the University.
- The Fraternity will carry Commercial General Liability (CGL) that meets or exceeds \$1M per occurrence/\$3M annual aggregate and sufficient real property liability, sexual abuse liability, and personal property insurance and/or require occupants to carry personal property insurance to cover up to 100% of the value lost due to accidents or catastrophic events. Also, personal liability coverage at least equal to the maximum liability limits set by the State of Indiana will be purchased. Evidence of such insurance shall be provided to the University on an annual basis, August 1, in the form of an insurance certificate that lists the University of Evansville as a certificate holder and additional insured on these policies.
- The Fraternity agrees to the Infectious Disease Addendum to Approved University Housing Rights and Policies (“Addendum”) that further addresses Fraternity responsibilities associated with Infectious Disease which includes but is not limited to Novel Coronavirus (“COVID-19”).

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

- Fraternity houses are considered an approved alternative to living on campus in regard to University residency requirements and Financial Aid.
- Residents of fraternity houses may purchase any of the meal plans through the Office of Residence Life.
- During the summer, fraternities that own their own house may rent rooms to non-students who are eligible to be on university property, without approval from the University. However, those occupants and the fraternity will still be subject to and held responsible for the policies and rights of the University. A list of all occupants must be presented to the assistant director for Greek Life prior to move-in. The fraternity is responsible for updating the list, as needed, throughout the summer session.

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

1. The University may conduct monthly safety inspections of common areas and provide a written copy of the report to the chapter and to the housing corporation.
2. The University’s office of Public Safety and administration may serve as the first response team to any complaints regarding the behavior of the fraternity. Note: This does not eliminate or replace the authority of local or state law enforcement.
3. The University of Evansville recognizes and respects a student’s right to privacy. However, all approved University housing can be entered without prior notification of fraternity members for the purposes listed below:
  - By law enforcement officials in the performance of statutory duties and in accordance with legally defined procedures for search and seizure
  - By University personnel in emergency situations to provide for the health and welfare of students or to prevent damage to property of a student, the fraternity, or the University
  - By University personnel when there is probable cause to believe a violation of University or civil regulations is being committed
  - By University personnel conducting monthly fire and safety inspections of common areas

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

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

# Safe Living

## Public Safety

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

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

**Patrols around residential properties:** As part of their routine patrols, University Public Safety personnel monitor the areas around the houses, townhouses, and apartment buildings that make up the University Villages.

While taking every precaution, the University cannot assume responsibility for your personal security or the security of your possessions. Precautions should be taken concerning security for you and your property.

### Suggestions for personal safety:

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

### On the Telephone

- Never give your name or telephone number to callers until you have positively identified them. Hang up on people who will not identify themselves. If they say, "What number is this?" answer, "What number did you wish?" and refuse to tell your number.
- Never allow yourself to be drawn into a conversation with an unknown caller or survey taker in which you reveal your name, address, marital status, or anything to indicate you are alone. If you receive an obscene call, you can control the situation. Hang up hard. If the caller persists, notify Public Safety at 812-488-2051. A loud whistle blown into the receiver is a good deterrent for obscene telephone calls. Do not encourage a prank or obscene caller by resorting to name calling or participating in any conversation. Ignoring the caller is the best defense.

### Suggestions for security of possessions:

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

## Services Provided through Public Safety

### Theft Prevention by Identification

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

### Safety Escort Service

The University of Evansville Office of Public Safety assists students and staff by providing safety escort services after dark. Students are encouraged to use this service to prevent being susceptible to attack. Students can contact the Office of Public Safety at 812-488-2051, or ext. 2051 from an on-campus phone, to request an escort. Students leaving a fraternity house or village residence after dark may also ask the Office of Public Safety to provide an escort. Students should remember that although there is safety in numbers, care should be taken, especially after dark, to avoid situations where harassment might be possible.

## Ace Alerts and the Rave Guardian Mobile App – Emergency Notification

The University has partnered with Rave Alerts as a resource to make sure the campus community receives timely alerts regarding emergency situations. All students are encouraged to upload the Rave Guardian Mobile app on their smartphones. This app has several features to enhance personal safety on campus. It provides push notifications for Ace Alerts and will also allow users to communicate directly with the Public Safety dispatcher via the CHAT feature.

Ace Alerts is the University of Evansville's emergency alert system. All current employees and students are automatically signed up for an email alert and a text message if you have provided your cell phone number to the University. **Please verify this information on Self Service.** A test of the Ace Alert system will be conducted in the Fall and Spring semester each year.

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

## Emergency Contact Registration

Each year, the University will request all students, on a voluntary basis, provide the University with an emergency contact person(s). This person(s) would be contacted in case of an emergency, medical or otherwise, occurring with the student. The student has the option to use the same contact person(s) that they selected as their Missing Person contact, or they can select a different person(s). Students can register their emergency contact person(s) at <https://selfservice.evansville.edu/Student>.

## Fire

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

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

Campus buildings are designed to be "fire-resistant." Prior to their construction, the plans for the buildings are inspected by Evansville Fire Department personnel, and after construction the buildings are inspected annually. The buildings are constructed of fire-retardant materials. Fire doors are constructed to keep fire from spreading between rooms, down hallways, and through stairwells to other floors. The buildings are also equipped with portable fire extinguishers for use on small fires.

While the facilities are fire resistant, people introduce hazards by overcrowding their rooms with combustible items, using electrical extensions that travel between mattresses and springs or around piles of books and papers, by overloading circuits, or by smoking in bed.

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

Please take the following precautions to prevent fire.

- Do not overload rooms with combustibles, including excessive clothing, decorations, and other possessions.
- Keep rooms in a neat and orderly condition.
- Do not overload electrical circuitry or use unsafe extension cords.
- Keep room, hallway, and stairwell doors closed to prevent the spread of fire.
- Locate all means of escape from your room or workplace so that if fire blocks one exit you may use a second one.
- Do not tamper with fire emergency equipment or permit others to risk your life by improper use of this equipment.
- Report obvious fire hazards to security or the residential coordinator.
- Alarm pull-stations and fire extinguishers should be located **now**. They are often difficult to find during a crisis.
- These rules of fire safety are just as valid at home as they are at school. Be aware of fire safety. If you discover a fire on campus:
- Pull the fire alarm to warn others.
- Call Public Safety, if possible, at 812-488-6911, and provide them with as much information as possible.
- Attempt to extinguish the fire only if it is very small and you know how to do it safely. If the extinguisher does not put out the fire within a minute, leave immediately.
- If not in immediate danger, remain at the scene to direct security officers or firefighters to the fire.

## Inclement Weather – Closings or Delays

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

- Push notifications through Rave Guardian
- Text message if cell phone is registered with your profile
- Email message
- Tune in to local radio and TV broadcasts when weather looks severe

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

## Severe Weather and Tornado Watches and Warnings

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

- Rave Guardian push notifications
- Text message if cell phone has been updated in your profile.
- IP office telephones.
- Email message.
- AceAlerts system speakers in residence halls and townhouses.
- Electronic messages displayed on campus TVs and message boards.
- Campus PCs with installation of AlertUs software.

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

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

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

**Severe Thunderstorm Warning** In the event of a **Severe Thunderstorm Warning with a threat of damaging winds**, proceed to the safest area of the residence hall. Residents in village housing should seek safety in the safest area of the building.

All severe weather warnings should be treated seriously. Extensive wind damage can occur during thunderstorms where strong straight-line winds are present. Falling limbs and trees pose serious threats regardless of the type of active warning.

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

### Suggested safer areas in residential areas:

New Hall	First floor residential hallways away from windows – First floor pod bathrooms
Hale	East ground floor hallway
Moore	North and south basement main hallways
Powell	Lower-level hallways
Schroeder	Lower-level hallways
Villages and Fraternity Houses	Lowest level if available, closets, bathrooms without windows, interior rooms away from windows
Jones Hall	Lowest floor in corridors away from exterior doors and windows
Townhouses	Lowest level away from windows (laundry room and bathrooms are best)

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

## Earthquake

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

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

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

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

If outdoors, move quickly away from buildings, power lines, utility poles, and other structures.

If in an automobile, stop in the safest place available, preferably an open area away from power lines, light poles, and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.

**Aftershock Actions.** Most importantly, remain calm.

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

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

As you are evacuating the building, take your coat with you if weather conditions dictate you will need it. Remain at the assembly point until you have been given further instructions by University emergency personnel.

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

## Shelter-in-Place/Run, Hide, Fight

In the case of a potential threat to the campus community, a campus-wide “shelter in place” order may be given at the request of local law enforcement or campus Public Safety officials. Doors will only be locked if the occupants inside a building feel they can do so safely. Therefore, it is important that each individual consider what the best option is for them personally – Run, Hide, or Fight.

Note: If the doors are able to be locked safely, it is recommended they not be reopened until law enforcement or a UE Public Safety officer issues an official “all clear.”



Occupants should consider the information they “know” about the possible threat before considering opening a door for someone. For example, if the threat has been identified as a 50-year-old male, then opening a door for an 18-year-old female student may be considered IF the action does not jeopardize the safety of the individuals within the building. During a shelter-in-place order, individuals outside of buildings should assume that doors may be locked, and University ID access cards may not work. Folks who are outside of buildings are encouraged to “Run” from the campus to avoid the potential threat.

To maximize your safety during a shelter-in-place order, please consider the following recommendations:

### **RUN, HIDE, FIGHT**

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

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

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

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

### **If the threat is in the neighborhood**

- If you are in a building that can be locked, remain there, and take shelter. If the door has an internal lock, lock it. Those in common areas of the building should immediately move into a classroom or other safe area if possible.
- If you are outdoors on campus grounds, take shelter as best as possible or proceed off campus. For additional information regarding campus emergency protocols, visit [www.evansville.edu/safety](http://www.evansville.edu/safety).

## **Electrical Shock**

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

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

## **Emergency Medical Response**

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

## **Missing Persons**

### **Missing Persons Confidential Contact**

Students living in on-campus University housing, including University-approved housing, have the option to identify a confidential contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing by the Office of Public Safety or by the Evansville Police Department. This information will be kept confidential and will be accessible only to authorized campus officials and law enforcement personnel in the furtherance of a missing person investigation. Students living in on-campus University or University approved housing may register their confidential contact person(s) at <https://selfservice.evansville.edu/student>.

### **Missing Persons Protocol**

If a student, residing in an on-campus University or University approved housing, is believed to be missing for a period of 24 hours, the Office of Public Safety should be immediately notified at 812-488-2051. The Office of Public Safety will prepare a Missing Person’s Report and initiate an investigation, including an internal search of the campus. This may include using residence life staff, verifying class attendance with faculty members, and interviewing friends of the missing student.

All reports of missing students made to the University Office of Public Safety will be investigated. If the internal investigation determines that the student has been missing more than 24 hours, the University will, within 24 hours:

- Notify the individual(s) identified as the missing student's confidential Missing Person contact.
- If under 18 years of age, and not emancipated, notify a parent or guardian and any other designated person(s)
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the University will contact the Evansville Police Department.

## Jeanne Clery Act

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

In compliance with this law, the University of Evansville provides this information on the web at [www.evansville.edu/safety](http://www.evansville.edu/safety). Click on the Security Brochure link under the Resources section to find the required information in the most current Annual Security and Fire Safety Report. You may print a copy of this report, or one can be provided to you upon request.

## Emergency Telephones

To enhance the safety of the campus, the University of Evansville has installed 17 emergency telephones in strategic locations around campus. These telephones provide immediate contact with the Office of Public Safety if you have an emergency situation. Thirteen of these telephones are located in outside areas and are easily recognizable by the blue light at the top of the pole where they are located. The telephones are ADA compliant; each contains an autodial mechanism which calls the Office of Public Safety upon activation. The autodial mechanism is activated by pushing a clearly labeled red emergency button located on the face of the telephone.

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

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

# EMERGENCY NUMBERS

# 812-488-6911

**Ambulance, Police, Fire (emergency calls)**

# 812-488-2051

**Public Safety (non-emergency)**

# 812-488-2033

**Crayton E. and Ellen Mann Health**

# Dining Services

## Introduction

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

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

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

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

Students living in Greek Housing who entered the University in Fall 2022 and thereafter will be assigned and billed for the Aces 7 meal plan but are welcome to choose a larger plan.

Village residents\*, fraternity house residents, and seniors living in residence halls have the option of purchasing the Aces 7 as well as any of the other full meal plans. Meal plans are optional for commuters, Village residents, or fraternity residents (except as outlined in the paragraph above).

*\*Sophomores (second year students) approved to live in Village Housing are required to have a full meal plan.*

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

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

## UE ID

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

## Meal Plans

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

Below is a listing of residential meal plans. For pricing, please see Campus Dining in the Residence Life section of the UE website.

<b>Residential Meal Plans (Available to all students.)</b>		
<p>All students living in residence halls must sign up for one of these four plans.                      *Seniors living in residence halls have the additional option of choosing the Aces 7.</p>		
<p><b>Anytime Dine Prime</b></p>	<p><b>Unlimited Meals 7 Days a Week + 300 Ace Bucks</b></p>	<p>The meal credits in this plan combined with 300 Ace Bucks easily cover all meals served in a semester and plenty of Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace's Place, and on-the-go locations!</p> <p>Continuous dining is available breakfast through dinner in The Eatery. Eight guest passes allow students to treat friends and family in this location.</p>
<p><b>Anytime Dine Purple 7</b></p>	<p><b>Unlimited Meals 7 Days a Week + 100 Ace Bucks</b></p>	<p>The meal credits in this plan combined with 100 Ace Bucks easily cover all meals served in a semester and a smaller number of Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace's Place, and on-the-go locations.</p> <p>Continuous dining is available breakfast through dinner in The Eatery. Six guest passes allow students to treat friends and family in this location.</p>
<p><b>Anytime Dine Orange 5</b></p>	<p><b>Unlimited Meals 5 Days a Week (M-F) + 175 Ace Bucks</b></p>	<p>Unlimited weekday meals combined with 175 Ace Bucks provide a balance of meals and Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace's Place, and on-the-go locations. This plan works well for students who eat less on the weekend. Weekend meals can be purchased with Ace Bucks.</p> <p>Continuous dining is available breakfast through dinner in The Eatery. Four guest passes allow students to treat friends and family in this location.</p>
<p><b>Aces 12</b></p>	<p><b>12 Meals Per Week + 300 Ace Bucks</b></p>	<p>The meal credits provided in this plan cover up to 12 meals per week plus an additional \$300 in Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace's Place, and on-the-go locations. Meals can be accessed any time during breakfast through dinner in The Eatery. Each meal swipe is deducted from the weekly meal card balance. Four guest passes allow students to treat friends and family in this location.</p>
<p><b>Aces 7</b>                      Optional plan for students living in Villages or Fraternities, and for Seniors living in residence Halls. Students living in Greek Housing who entered the University in Fall 2022 and after are assigned the Aces 7 meal plan but are welcome to choose a larger plan.                      Also available to commuters.</p>		
<p><b>Aces 7</b></p>	<p><b>7 Meals per Week + 200 Ace Bucks</b>   <b>(No Meal Exchanges)</b></p>	<p>A plan for select groups of students:                      Students living in Villages or Fraternities, Seniors living in residence halls, and/or Commuters.</p>
<p><b>Ace Bucks</b>                      An option for purchase for Commuter Students.                      Supplemental for students with a Residential Meal Plan or the Select Plan.</p>		
<p>Students living on campus (residence halls, Villages, or Greek Housing) who have an existing Residential Meal Plan can add Ace Bucks at any time. Students can purchase any number of Ace Bucks in \$25 increments.</p>		

## Using Meals and Ace Bucks

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

### Meal Swipes in The Eatery

- Students on Anytime Plans can access an unlimited number of meals in The Eatery. A meal swipe constitutes an entry pass into The Eatery.
- Students on the Aces 12 or Aces 7 plan may use up to three meals per day. Each meal swipe is deducted from the meal allocation balance. Any unused meals left at the end of each semester are forfeited.

Meal swipes are not valid for guest meals in The Eatery. Guest passes or Ace Bucks can be used to treat friends and family to a meal.

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

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

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

A carry out from The Eatery is limited to once per day.

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

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

### Ace Bucks

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

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

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

### Dietary Requirements

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

Students who have dietary needs or food allergies may request reasonable accommodations related to their meal plan. To do so, students should contact Disability Services and submit a Request for Dietary Accommodation Form available in the dining section of the residence life section of the University website. Disability Services can be contacted by calling 812-488-2663. Request forms and supporting documentation should be forwarded to Disability Services. Disability Services will review the request with Residence Life and Chartwells Dining Services. A follow-up meeting may be scheduled to discuss specific needs and establish a plan. Due to the severity of some allergic reactions, it may be necessary to inform appropriate staff of dietary restrictions.

## Sack Lunches and Sick Trays

Students who have an academic or work conflict with mealtimes in The Eatery can order a sack lunch from Chartwells with at least 24 hours' notice.

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

## Dining Locations and Hours of Operation

### The Eatery

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

### Ace's Place and On the Go

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

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

### Rademacher's Café

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

### Chick-fil-A

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

### Special Events and Offers

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

## Campus Dining Employment

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

## Contact Information

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

- Text the "Chat-Back" number for near-immediate assistance during dining hours 812-213-2199.
- Fill out the Chartwells Online Feedback Form: [new.dineoncampus.com/ue/feedback](http://new.dineoncampus.com/ue/feedback).
- Contact the staff through the dining services website at new. [dineoncampus.com/ue/staff](http://dineoncampus.com/ue/staff).
- Call the Chartwells staff at 812-488-2951.
- Stop by the dining services office to discuss suggestions or request an in-person meeting with management. The office is located in Ridgway University Center.

## List of Hours and Locations

We offer a variety of dining venues conveniently located in the Ridgway University Center. It is easy to use your student ID to have access to meals from any of these locations.

Location	Sun 11/12	Mon 11/13	Tue 11/14	Wed 11/15	Thu 11/16	Fri 11/17	Sat 11/18
Chick-fil-A	🔒 Closed	🕒 11:00a - 10:00p	🕒 11:00a - 10:00p	🕒 11:00a - 10:00p	🕒 11:00a - 10:00p	🕒 11:00a - 10:00p	🕒 12:00p - 8:00p
The Eatery	🕒 10:30a - 6:30p	🕒 7:00a - 7:00p	🕒 7:00a - 7:00p	🕒 7:00a - 7:00p	🕒 7:00a - 7:00p	🕒 7:00a - 7:00p	🕒 10:30a - 6:30p
Rademacher's Cafe	🔒 Closed	🕒 7:00a - 5:00p	🕒 7:00a - 5:00p	🕒 7:00a - 5:00p	🕒 7:00a - 5:00p	🕒 7:00a - 4:00p	🔒 Closed
Ace's Place	🕒 12:00p - 10:00p	🕒 7:00a - 10:00p	🕒 7:00a - 10:00p	🕒 7:00a - 10:00p	🕒 7:00a - 10:00p	🕒 7:00a - 10:00p	🕒 12:00p - 10:00p

## Dining Services Telephone Numbers and Websites

The Eatery	812-488-2951
Ace's Place	812-488-2425
Rademacher's Café	812-488-2424
UE Dining Web Pages	<a href="http://www.evansville.edu/residencelife/dining.cfm">www.evansville.edu/residencelife/dining.cfm</a>
UE Chartwells Website	<a href="http://www.evansville.edu/residencelife/dining.cfm">www.evansville.edu/residencelife/dining.cfm</a>
Card Balances (Log in to view account)	<a href="http://evansville.campuscardcenter.com/ch/login.html">evansville.campuscardcenter.com/ch/login.html</a>
Adding ACE Bucks	<a href="http://dineoncampus.com/ue/ace-bucks-purchase">dineoncampus.com/ue/ace-bucks-purchase</a>
Facebook	<a href="http://www.facebook.com/foodatue">www.facebook.com/foodatue</a>
X (Twitter)	<a href="http://mobile.twitter.com/foodatue">mobile.twitter.com/foodatue</a>
Instagram	<a href="http://www.instagram.com/foodatue/">www.instagram.com/foodatue/</a>
Dining App	Search for DineOnCampus in your App Store

2023-24

# ***STUDENT HANDBOOK***

## ***Section 4***

***Academic & Financial Information***

***Academic Advising***

***Financial Aid***



**University  
of Evansville**



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# Academic Information

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

## Class Attendance

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

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

## Official Excused Absences

The dean of students has the authority to grant excused absences for the following reasons: significant medical or psychological illness that requires hospitalization, or significant personal reasons such as bereavement, military duty, parenting leave, jury duty, or observance of religious holidays (see policy below). All requests must be supported by official and appropriate documentation. Students must contact the Dean of Students office to complete a Request for Official Excused Absence and provide supporting professional documentation regarding the request within seven (7) days of the absence. If an official excused absence is granted, faculty members will be notified by the Dean of Students office. It is the student's responsibility to contact their instructor(s) regarding their absence as soon as possible, and to do what is required by the instructor(s) to make up all missed assignments and/or examinations. The grade of a student may not be lowered in any class due to official excused absences. For official excused absences, faculty members are expected to make reasonable arrangements for students to complete missed work without a late penalty; students are responsible to make up the work. For all other situations that don't meet the criteria above, including health or medical issues that do not require hospitalization, students are advised to work directly with professors in regard to class attendance. It is at the professors' discretion as to how absences of this nature are handled.

Official excused absences for official University of Evansville events and programs that are non-academic may be granted at the request of faculty, administrators, and staff by the Dean of Students Office. Official excused absences for students attending official academic conferences and programs may also be granted at the request of faculty and advisors by the Office of Academic Affairs. When students are requested to miss class for official University events and conferences, the faculty, or staff member responsible should notify the appropriate office with the names of the participating students at least ten (10) days, or as soon as possible, in advance of the event. There may be certain circumstances when an academic expectation cannot be made up (e.g., a concert or a performance). In this case, the student may be advised to take that specific course in another school semester when an absence results in their inability to complete course requirements. Whenever possible, communication with faculty members in advance is recommended.

Official excused absences are not granted during the period of final exams. In extreme cases where an excused absence may be warranted during the final exam period, the dean of students will consult with the executive vice president for academic affairs regarding the request.

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

- Only the instructor may excuse a student from a class or lab to attend commitments such as music or theatre rehearsal, etc.
- Faculty should adhere to the Team Scheduling Policy available in the Faculty Senate Policy Statement regarding student-athlete absence. Instructors should note that student-athletes cannot be excused for practice sessions or conditioning activities.
- Instructors affected will be notified one week, or as soon as possible, prior to the class period during which absence is anticipated or as soon as possible.
- Missed class time due to student participation in University approved events is to be considered an excused absence.
- The grade of a student may not be lowered in any class due to excused absences.
- It is the student's responsibility to take the initiative by consulting with the instructor regarding the absence and to do what is required by the instructor to make up all the missed assignments or examinations.
- Instructors are required to assist students in these occasional situations of excused absences.

## Religious Holidays and Excused Absences

The following major religious holidays can be considered official excused absences for the University of Evansville student body without approval from the Dean of Students office: Rosh Hashanah, Yom Kippur, and the first day of Passover; Good Friday, Easter Sunday, and Christmas; Eid al-Fitr and Eid al-Adha. No student will be required to participate in or attend University events such as athletic contests, concerts, or outside lectures on these holidays provided a student's conscientious religious observance requires their absence on the aforementioned days. Students whose conscientious religious observance requires their absence on days not named above may make use of the procedure below:

Observances of religious holidays vary by tradition and country and, in some faiths, in accordance with the lunar calendar. Since religious holidays are scheduled in advance, students are expected to formally request accommodation by completing the Request for Official Excused Absence form in the Dean of Students office at least ten (10) days in advance of the holiday.

If an official excused absence is granted outside of the list of holidays mentioned above, faculty members will be notified by the Dean of Students office. It is the student's responsibility to contact their instructor(s) regarding their absence in advance, and to do what is required by the instructor(s) to make up all missed assignments and/or examinations. The grade of a student may not be lowered in any class due to excused absences. Faculty members are expected to make reasonable arrangements for students to complete missed work without a late penalty; students are responsible to make up the work.

## Change of Address

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

## Academic Load

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

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

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

**Up to 1.99 GPA:** 16 hours maximum

**2.0 to 2.99 GPA:** 18 hours maximum

**3.0 to 4.00 GPA:** 20 hours maximum

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

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

## Classification of Students

Students are classified based on the following:

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

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

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

## Adds and Drops

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

## Withdrawal from a Course

After the Add/Drop deadline, students may withdraw from a class. The grade of W is recorded on the student transcript and does not factor into the semester or cumulative GPA. Discontinuance of attendance does not automatically constitute a withdrawal. Students failing to file a proper drop/add form by the appropriate deadline must complete classes for which they are registered or receive a grade of F. Withdrawal from a course after the deadline requires petition to and approval of the Admissions and Standards Committee.

## Withdrawal from the University

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

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

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

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

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

## Institutional Charges and Financial Aid Refund Policy

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

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

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

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

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

## Administrative Fees

### Official Withdrawals

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

### Unofficial Withdrawals (Walkaways)

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

## Institutional Aid Refund Policy

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

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

## State Aid Refund Policy

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

## Veterans Benefits Refund Policy

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

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

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

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

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

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

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

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

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

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

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

GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official US government web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## **Federal Aid Refund Policy**

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

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

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

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

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

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

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

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

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

1. Refund of institutional charges. The student's withdrawal date for institutional charges is the date the student submits the completed withdrawal form to the Office of Academic Services. However, UE can determine a withdrawal date related to extenuating circumstances for a student who:
  - (a) left without notification because of extenuating circumstances, or
  - (b) withdrew because of extenuating circumstances but another party gave notification on the student's behalf. Extenuating circumstances include illness, accident, grievous personal loss, or other such circumstances beyond the student's control. The dean of students makes the determination in such matters.
2. Reduction (refund to the program) of institutional, state, or federal financial aid. The student's withdrawal date for financial aid is determined based on whether the student officially withdrew from the University or stopped attending (walked away). For those who officially withdrew, the withdrawal date is the date the student begins the withdrawal process with the Office of Academic Services. For those who stopped attending and failed all classes, the withdrawal date is the latter of the midpoint of the semester, the date the student last attended classes, or the last date of academically related activity such as taking a test.

## II. Center for the Advancement of Learning

If a student in the organizational leadership, university studies, masters of leadership, or master's in public service administration program finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the office of the director of adult education where an official date of withdrawal is determined for institutional charges refund purposes. A student's withdrawal date is determined using the same process as for the federal financial aid refund policy. The director of adult education may determine a different withdrawal date for institutional charges due to extenuating circumstances if such conditions exist and can be documented.

The University's CAL institutional charges refund policy treats each five-week course in the semester as a separate course. Students register and are billed for the semester at the beginning of the term, but refunds will be calculated based upon the five-week courses completed and/or the date/time when the withdrawal occurs. Full refunds for the semester will be given if the student cancels the enrollment before attending any class in the term. Refunds that occur during the semester will be calculated as follows for each five-week course:

During week one 75% refund\*

During week two 50% refund\*

During week three 0% refund\*

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

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

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

## III. Returning Federal Financial Aid to Accounts

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

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

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

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

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

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

The University's responsibilities include:

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

The student's responsibilities include:

- a. Cooperating with UE in establishing satisfactory repayment arrangements if it is determined that a repayment is due for a Pell Grant because of the withdrawal.
- b. Returning their share of unearned aid attributable to a loan under the terms and conditions of the promissory note.



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

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

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

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

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

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

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

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

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

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

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

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

## **Payment Policy**

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

## **Responsibility of Charges**

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

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

## Grades

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

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

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

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

## Grade Appeals

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

## Incomplete Grades

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

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

## Retention of Tests, Papers, and Final Exams

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

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

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

## Pass/Fail Option

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

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

## Final Examinations

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

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

## Academic Standards

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

## Dean's List

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

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

## Academic Good Standing

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

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

## Progress Toward Degree

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

## Expectations

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

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

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

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

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

## Academic Probation

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

## Dismissal

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

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

## Graduation

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

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

# Academic Advising

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

## Roles and Responsibilities of Advisee and Advisor

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

### Your advisor will expect that:

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

### You can expect your advisor to:

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

## Changing Majors

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

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

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

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

## Changing Faculty Advisors

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

- Application for and/or change of major

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

- Change from freshman to upper division major advisor

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

- Advisor goes on leave or leaves the University

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

# Financial Aid

## Philosophy

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

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

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

## Need Analysis and Deadlines

The University adheres to the principles of financial aid administration established by the National Association of Student Financial Aid Administrators. To help assess student need and distribute financial aid fairly, the University asks that students and parents complete the Free Application for Federal Student Aid (FAFSA) on an annual basis. Submitting this form to the federal processor so that it is received by April 15 is mandatory to apply for assistance from the State of Indiana and is highly recommended for all students. Eligibility for financial aid administered by the Office of Student Financial Services is based on students' enrollment.

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

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

## Satisfactory Academic Progress Policy

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

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

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

### Quantitative Standards (*pace of progression*)

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

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

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

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

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

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

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

### Qualitative Standards (GPA)

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

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

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

### Maximum Time Frame for Eligibility

#### Federal Aid Standards

Federal regulations govern the maximum length of time a student may receive federal aid. This time frame is defined as 150% of the scheduled length of the program. For example, students pursuing a bachelor's degree in an academic program requiring 120 credit hours may attempt up to 180 credit hours (150% of 120 is 180 hours). Students pursuing an associate degree

requiring 72 credits may attempt up to 108 credit hours (150% of 72 is 108 hours). For transfer students, the number of transfer credit hours accepted at the point of admission to UE will be used to calculate the student's remaining eligibility for the 150% maximum time frame calculation. Second undergraduate degree students will have the previous degree's accepted credit hours applied toward the student's current degree and used in the 150% maximum time frame calculation.

## Financial Aid Academic Progress Status

### Financial Aid Warning

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

### Financial Aid Suspension

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

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

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

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

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

### Correcting Academic Deficiencies

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

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

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

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

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

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

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

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



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

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

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

## Summer Enrollment

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

## For More Information about Financial Aid

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

## Athletics Participation Rates and Financial Support Data

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

## Student Consumer Information

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

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

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

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

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

2023-24

# ***STUDENT HANDBOOK***

## ***Section 5***

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



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# General Campus Policies

## University Alcohol Policy

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

## Guiding Principles

The University Alcohol Policy is grounded in four guiding principles:

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

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

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

University-sponsored events which are held off-campus and involve the distribution and consumption of alcohol must employ a third-party social event vendor. The third-party social event vendor must provide customary limits of general liability for bodily injury or property damage, liquor liability, workers' compensation coverage, and employer's liability. Proof of such insurance shall be provided by a certificate of insurance to the director of administrative services.

Additional information regarding the certificate of insurance requirements is available from the director of administrative services and can be found at [www.evansville.edu/alcoholpolicy](http://www.evansville.edu/alcoholpolicy).

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

## Drug Use

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

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

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

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

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

### **Campus Policy**

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

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

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

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

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

### **Legal Sanctions**

#### **(1) Alcohol Use**

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

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

At no time can student activity funds be used for the purchase or promotion of alcoholic beverages at a student organization sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age.

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

## **(2) Drug Use**

The University of Evansville prohibits the possession, consumption, use, or sale of unauthorized prescription drugs, or illegal drugs. Unauthorized manufacture, distribution, or possession of controlled substances including marijuana, cocaine, and LSD are prohibited by both state and federal law and are punishable by severe penalties. The University does not condone or tolerate such conduct. Employees or students determined to violate the University's policy or state, or federal laws may be referred by University authorities for criminal prosecution.

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

## **Disciplinary Action**

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

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

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

## **Responsible Good Neighbor Exemption**

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

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

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

## **Drug and Alcohol Violation Disclosures**

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

(A) the student is under the age of 21; and

(B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

## **Suspension of Eligibility for Drug-Related Offenses**

The Higher Education Amendments of 1998 states the following:

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

If convicted of an offense involving:

The possession of a controlled substance, ineligibility period is:

1 <sup>st</sup> offense	One year
2 <sup>nd</sup> offense	Two years
3 <sup>rd</sup> offense	Indefinite

The sale of a controlled substance, ineligibility period is:

1 <sup>st</sup> offense	Two years
2 <sup>nd</sup> offense	Indefinite

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

## Health Risks

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

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

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

## Resources and Assistance

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

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

## Crisis Lines Available

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

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

## **Public Health Emergencies and the Good Neighbor Exemption**

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

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

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

## **Harassment**

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

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

## **Formal Grievance and Complaint Procedures for Students**

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

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

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

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

## **How to File a Complaint with the University**

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

## **Non-Discrimination Statement**

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

## **Hazing**

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



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

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

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

## **Access to Education Records**

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

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

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

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

## **Student Right to Know Act**

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

## **Accommodating Students with Disabilities**

The University of Evansville is committed to providing an accessible and supportive environment for students with disabilities and is committed to treating all individuals in a fair and equitable manner. It is the policy and practice of the University of Evansville to comply with the Americans with Disabilities Act of 1990, as amended and Section 504 of the Rehabilitation Act of 1973. Under these laws, no otherwise qualified individual with a disability will be denied access to or participation in courses, programs, services, or activities at the University of Evansville.

## **Procedures to Establish Eligibility**

Students who wish to request accommodations must establish eligibility by providing appropriate written documentation of the disability to Disability Services within the Office of Counseling Services in Ridgway University Center. Disability Services staff members coordinate the provision of appropriate and reasonable academic accommodations and support services for any qualified student with a properly documented disability. Each student should schedule an appointment to meet with a Disability Services staff member by calling 812-488-2663. During the consultation, the Disability Services staff member and student discuss the current impact of the disability in the academic setting. After reviewing the student's medical and diagnostic records and meeting with the student, the Disability Services staff member makes recommendations for services or reasonable academic accommodations for the student. The medical records and disability documentation will be maintained in the Disability Services Office and used in accordance with applicable confidentiality.

## **Procedures for Communicating with Faculty**

If the student chooses to receive recommended services that require assistance from an instructor or other staff member, a release form signed by the student will allow the Disability Services staff member to inform the necessary staff members about the student's needs. The Disability Services staff member will be responsible for notifying each instructor in writing about the student's approved accommodations as well as offering assistance to implement the accommodations if necessary.

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

## **Procedural Difficulties with Accommodation Requests**

The instructor is only required to make available the accommodations that are delineated within the accommodation letter issued by Disability Services. If students or instructors have difficulty with specific accommodation needs, the Disability Services staff member should be contacted for assistance. If, as the semester progresses, the student feels additional accommodations are warranted, the student should consult with the Disability Services staff member to discuss other support services or options.

## **Disability Advisory Committee**

The Disability Advisory Committee reviews atypical requests regarding disability accommodations and makes recommendations regarding requests which involve accommodations related to changes in curriculum or programs. Committee members include the Coordinator of Disability Services, the Director of Counseling Services, and the University Registrar. When appropriate, other individuals relevant to the petition decision may be included in the committee meeting. The committee acts in an advisory capacity and submits written recommendations regarding each request to the Executive Vice President for Academic Affairs. The EVPAA makes final decisions on all requests.

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

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

## **Grievance Review Process**

### **Grievance for Denial of Eligibility**

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

### **Grievance for Recommended Accommodations or Lack of Compliance with Accommodations**

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

### **Grievance Appeal Process**

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

### **Subsequent Semesters**

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

## **Disability Services Confidentiality and Release of Information**

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

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

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

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

## **Rights and Responsibilities of Students with Disabilities**

Federal laws impacting disability services in postsecondary level education:

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA), as amended

### **Rights of students with disabilities:**

- Students have a right to equal access to courses, programs, services, and activities.
- Students have a right to reasonable accommodations.
- Students have a right to file a grievance or complaint.

### **Responsibilities of students with disabilities:**

- Students must identify themselves to the Disability Services office if they are requesting accommodations.
- Students must submit documentation of a disability.
- Diagnostic records are kept confidential, but the student must allow the Disability Services staff member to provide the instructor with a verification letter before expecting accommodations.
- Students are expected to meet the academic performance standards of the class after an accommodation is provided.
- Students are expected to follow established institutional procedures.
- Students must request accommodations each semester in a timely manner by meeting with their Disability Services staff member.
- Students should discuss the accommodation request with instructors of each class for which accommodation will be used.
- Students need to notify their Disability Services staff member if there are difficulties with the accommodations.

### **Rights of the University:**

- The University will identify and establish core competencies and technical standards.
- The Disability Services staff member will request and receive current documentation of disability for each student requesting accommodations.
- The Disability Services staff member will determine reasonable accommodations.
- The University can deny a request for accommodations when the accommodation would change the fundamental nature of the program and/or pose an undue burden.

### **Responsibilities of the University:**

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

## **Further Information**

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

## Photography and Videography

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

## Acceptable Use of Computer, Network, and Internet Resources

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

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

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

## UE Tobacco-Free Policy

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

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

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

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

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

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

## Other Resources

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

## **Policy on Facilities Use and Gender Expression**

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

## **Skateboards, Roller Skates, Roller Blades**

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

Rollerblading is allowed on University property under the following guidelines:

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

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

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

## **Hover Boards**

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

## **Bicycles**

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

## **Voter Registration**

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

# Students' Rights and Responsibilities

## I. Preamble

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

## II. General University Policies

### A. Academic Rights and Responsibilities

#### 1. Admission to the University

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

#### 2. In the Classroom

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

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

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

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

An appeal may be filed by completing the appeal form which is available from the Center for Academic Advisement (Room 116, Olmsted Hall; telephone, 812-488-2600). The appeal form should be completely filled out and any supporting documentation should be attached to the form. At a minimum, supporting documentation must include a course syllabus and a copy of the appeal letter. These materials should be returned to the Center for Academic Advisement.

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

A hearing will be conducted by the Admissions and Standards Committee to examine the merits of the appeal and either approve or deny the appeal. Both the instructor and the student will be notified of the time and date of the grade appeal hearing.

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

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

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

#### d. Appeal for Variation from University Standards

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

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

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

## B. Freedom of Inquiry and Expression

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

### For Purposes of this Policy:

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

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

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

### Time, Place, and Manner of Demonstrations and Displays

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

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

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

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

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

## **Security for Demonstrations and Displays**

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

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

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

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

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

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

## **C. Policy and Procedure for Non-academic Student Discipline**

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

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

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

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

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

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

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

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



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

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

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

- a. **Dishonesty**

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

- b. **Misuse of University Documents**

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

- c. **Misuse of Student ID**

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

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

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

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

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

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

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

- g. **Fire Codes and Policies**

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

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

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

- i. **Gambling**

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

- j. **Animal Abuse**

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

- k. **Student Organization Policies**

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

- l. **Hazing**

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

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

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

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

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

## 2. Due Process

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

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

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

#### b. Procedures

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

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

### 3. Disciplinary Hearing Structure

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

#### a. Administrative Hearing

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

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

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

#### b. University Judicial Board

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

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

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

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

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

#### c. Hearing Order

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

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

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

#### d. Hearing Results and Sanctions

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

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

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

### 4. University Appeals Structure

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

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

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

#### a. University Appeals Board

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

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

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

b. Hearing Order

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

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

c. Hearing Results

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

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

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

d. Final Appeal or Appeal of an Administrative Committee Decision

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

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

## D. Honor Code: University of Evansville Academic Honor System

### Academic Honor Code

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

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

I understand that any work I submit for course credit will imply that I have adhered to this Academic Honor Code: I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid.

### The Honor System

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

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

## Faculty Responsibilities

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

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

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## The Pledge of Honor

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

## Honor Council

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

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

## Due Process

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

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

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

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

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

### Violations of the Honor Code

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

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

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

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

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

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

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

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

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

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

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

1. The person initiating the report gives their version of the situation
2. The hearing panel questions the person initiating the report
3. The student(s) whose case is being heard presents their account of the situation, justification, and/or explanation. The Honor Council proceedings will continue regardless of whether the student chooses to participate.

4. The hearing panel questions the student(s)
5. Further comments by the student(s) and initiating person are considered
6. Witnesses are brought in, although the hearing panel can limit the number of persons who may appear
7. The Honor Council deliberates and renders a decision by applying the preponderance of evidence standard.

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

### **Honor Council Appeals**

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

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

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

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

### **Appeals Board Hearing Order**

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

### **Possible Appeals Board Decisions**

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

### **Final Appeal**

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

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



## E. Student Publications

### 1. Crescent Magazine

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

Currently, the editorial freedom of student editors, managers, and reporters entails responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo and the avoidance of bad taste. As safeguards for the editorial freedom of student publications, these provisions are made known:

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

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

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

#### Posting Policies

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

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

#### Posting Procedures

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

- o. Copies of approved postings may be designated for display in the Ridgway University Center. Such postings should be submitted to the Center for Student Engagement.

#### Distribution Procedures

- a. The University reserves the right to regulate locations on campus where flyers may be distributed. In general, distribution is not permitted:
  - (1) inside buildings (except from reserved tables) or
  - (2) outside of buildings where traffic flow may be impeded.
- b. Individuals or groups distributing flyers are responsible for their content.
- c. Handbills are not permitted on campus or allowed to be distributed on vehicles.

#### Advertising on Websites and Social Media

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

#### All-Campus Emails

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

#### AceNotes

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

#### Off-Campus Groups

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

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

#### Loudspeakers and Audio-Visual Equipment

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

### III. Student Organizations

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

#### A. Chartering Procedures for Student Organizations

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

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

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

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

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

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

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

#### B. General Standards for Student Organizations

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

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

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

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

3. Hazing

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

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

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

#### C. Fund-raising

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

#### D. Policy and Procedure for Use of Campus Facilities

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

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

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

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

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

##### b. Responsibility. Individual students are responsible for their conduct at all times. Officers of recognized student

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

There are types of activities and events which increase the security and safety risks of the sponsoring organization (e.g., outdoor meetings and gatherings, dances and/or concerts, political programs, etc.). Sponsoring organizations planning programs similar to the above should consult with the University director of Public Safety and may be required to employ an off-duty law enforcement officer or off-duty University security officer. Such arrangements require a minimum three-week notice. Student-sponsored programs are open only to the University community, i.e., faculty members, administrators, students, and alumni.

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

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

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

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

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

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

#### E. Chaperones

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

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

#### G. Violations by Organizations

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

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

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

#### H. Student Government Association Constitution

The constitution of the University of Evansville Student Government Association is available on the UE website: [www.evansville.edu/offices/studentgov/downloads/sga-constitution.pdf](http://www.evansville.edu/offices/studentgov/downloads/sga-constitution.pdf).

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

## IV. Residence Life Policies

Residence Life policies may be found in the Residence Life section of the Student Handbook or by visiting the website at [www.evansville.edu/residencelife](http://www.evansville.edu/residencelife).

2023-24

# ***STUDENT HANDBOOK***

***Section 6 - Title IX***



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# Title IX and other Sexual Harassment and Misconduct Policy

*Applies to the Title IX Definition of Sexual Harassment and All Other Forms of Sexual Harassment, Sexual Violence, Intimate Partner Violence and Stalking for Students, Staff, Faculty, Trustees, and Third Parties*

## I. **Preamble**

### A. Reason for Policy

The University of Evansville (the "University") is committed to fostering an atmosphere free from harassment and creating an inclusive campus for all members of the University community regardless of their sex, sexual orientation, or gender identity. Sexual and Gender-Based Harassment and interpersonal violence are destructive to such a climate and will not be tolerated in the University community. The Title IX and other Sexual Harassment and Misconduct Policy (the "Policy") informs members of the University community about the University's prohibition against Title IX Sexual Harassment, which includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking, as well as other forms of Sexual and Gender-Based Harassment (including conduct defined under Title VII) of the Civil Rights Act of 1964), Sexual Exploitation and Retaliation (collectively, "Prohibited Conduct"). It provides information about resources, reporting options, and prompt and equitable resolution options. The Policy reinforces the University's commitment to: (1) preventing and responding to Prohibited Conduct in a manner consistent with applicable federal, state and local law; (2) cultivating a climate where all individuals are well-informed and comfortable in reporting Prohibited Conduct; and (3) identifying the standards by which potential violations of this Policy will be evaluated. As outlined in this Policy, the University will take steps to eliminate sexual and gender-based harassment and violence, prevent their recurrence, and remedy any discriminatory effects for members of the University community.

### B. Policy Statement

Consistent with the University's Non-discrimination Statement, the University does not discriminate against any person in any of its education or employment programs and activities on any basis prohibited by federal law or other applicable law, including on the basis of sex or gender, and it does not tolerate discrimination or harassment on the basis of sex or gender. This Policy has been drafted to comply with the applicable legal requirements of Title IX of the Education Amendments of 1972 ("Title IX") and its implementing regulations, including the final Title IX regulations issued by the U.S. Department of Education's Office for Civil Rights in May 2020, which prohibit discrimination on the basis of sex in all of the University's education programs and activities. The requirement not to discriminate on the basis of sex in the educational program or activity extends to admission and employment. This Policy is also drafted to comply with requirements from Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), as amended by relevant provisions of the Violence Against Women Reauthorization Act of 2013 ("VAWA"), which governs certain aspects of the University's response to sexual assault, dating violence, domestic violence and stalking; and other applicable federal and Indiana state laws.

This Policy encourages prompt reporting of Prohibited Conduct; identifies persons to whom Prohibited Conduct may be reported; prohibits retaliation against persons who bring reports under this Policy; assures privacy to the extent possible consistent with the need to address and resolve Prohibited Conduct appropriately and foster a safe learning, living and working environment; assures all members of the University community that each report of Prohibited Conduct will receive a prompt, equitable, impartial and thorough investigation and/or resolution; and provides for appropriate disciplinary or other corrective action.

A person who is determined at the conclusion of an investigation to have committed Prohibited Conduct in violation of this Policy may be subject to disciplinary action, up to and including expulsion or termination. In some circumstances, the University reserves the right to remove a student from the University's education program or activity, or place an employee on administrative leave prior to the conclusion of the Formal Resolution Process. Some forms of Prohibited Conduct may also violate federal, state and/or local law, and criminal prosecution may occur independently of any disciplinary action imposed by the University. The University's ultimate goal is to prevent Prohibited Conduct through prevention and education. It is the responsibility of every member of the University community to foster an environment free of Prohibited Conduct. However, if Prohibited Conduct occurs, the University will respond firmly, fairly and in a timely manner, using both informal and formal procedures designed to eliminate the conduct, prevent its recurrence, and remedy any adverse effects of the conduct on individuals, members of the campus community, or University-related programs or activities. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement or seeking assistance from a person in authority. Retaliation against community members who make good faith reports of Prohibited Conduct or who participate in an investigation under this Policy is prohibited. Nothing in this Policy shall be deemed to revoke any right a faculty member may have to file a grievance outlined in the Faculty Manual. Grievance procedures will be implemented in a manner consistent with the requirements of Title IX and the Clery Act.

## II. Scope and Jurisdiction

This Policy governs the conduct of faculty, staff, students, alumni, members of the Board of Trustees (Trustees), volunteers, and other participants in University programs and activities that occur on the campuses of the University of Evansville, the Stone Family Center for Health Sciences, and Harlaxton College. It also governs the conduct of third parties, including visitors and third-party contractors and vendors.

In this Policy, the individual reported to have experienced Prohibited Conduct is referred to as the Complainant. The individual who is reported to have committed Prohibited Conduct is referred to as the Respondent.

This Policy applies to acts of Prohibited Conduct that occurs both in the United States and in the University's education program or activity. The term "education program or activity" includes all of the University's operations, including the Stone Family Center for Health Sciences, and Harlaxton College, and other locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the conduct occurs; and any building owned or controlled by a student organization that is officially recognized by the University. The University's education program or activity can include on-campus, off-campus, or online conduct, and applies to employment and admissions. Examples include University-sponsored, University-funded or otherwise University-supported study off campus, research, internship, mentorship, summer session, conferences, meetings, social events, or other affiliated programs or premises.

The Policy also applies to Prohibited Conduct that occurs outside of the United States, but in connection with the University's education program or activities, such as University-sponsored, University-funded or otherwise University-supported study abroad programs.

Under certain circumstances, the Policy may also apply to instances in which the conduct occurred outside of the education program or activity, but where the University otherwise regulates the conduct, the conduct has or could have a continuing impact within the University's education program or activity, or the conduct may have the effect of posing a serious threat to the University community.

If the Respondent is not an employee or student, the University of Evansville's ability to take disciplinary action will be limited and is determined by the context of the Prohibited Conduct and the nature of the relationship of the third party Respondent to the University. A visitor or third-party who is accused of violating this Policy may have their relationship with the University of Evansville terminated and/or be permanently barred from the University or subject to other restrictions for failing to comply with this Policy.

In instances where the University does not have disciplinary authority over the Respondent or the conduct is unconnected to a University education program or activity, the University will take steps to support a Complainant or other campus community members by offering reasonably available Supportive Measures and provide assistance in identifying external reporting mechanisms.

### **A. Federal Jurisdictional Requirements Unique to Title IX Sexual Harassment**

The Title IX regulations apply to specific forms of sexual harassment that occur in an education program or activity in the United States. Where conduct occurs outside of the education program or activity, outside of the United States, or would not meet the definition of Title IX Sexual Harassment, the University is required to dismiss any allegations in a formal complaint under Title IX.

However, in keeping with the University's educational mission and commitment to foster a learning, living, and working environment free from discrimination, harassment and retaliation, the University can move forward under the same resolution process for Sexual and Gender-Based Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and other forms of Prohibited Conduct that occur outside of Title IX Jurisdiction (e.g., not in the United States, or as noted above, outside of the education program or activity).

## III. Intersection and Coordination with Other Policies and Procedures

Discrimination or harassment on the basis of race, color, creed or religion, national origin, age, disability, veteran status, gender identity, and all federally protected groups/classes not covered by Title IX do not fall under this Policy.

In addition, student, staff and faculty conduct is governed by applicable University policies and by the following:

- [University of Evansville Employee Code of Conduct](#)
- [University of Evansville Drug and Alcohol Policies](#)
- [University of Evansville Student Handbook](#)
- [Harlaxton College Student Handbook](#)
- [University of Evansville Staff Manual](#)
- [University of Evansville Administrator Manual](#)
- [University of Evansville Faculty Manual](#)
- [University of Evansville Adjunct Faculty Manual](#)
- [Harlaxton College Employee Manual, Part 1](#)
- [Harlaxton College Employee Manual, Part 2](#)
- [University of Evansville Protection of Children Policy](#)



Where conduct involves the potential violation of both this Policy and another University policy, the University may choose to investigate other potential misconduct under the procedures set forth in this Policy, provided that it does not unduly delay a prompt or equitable resolution of the report. The classification of the Respondent's primary role (student or employee) will direct the processes that will be followed for resolution.

This Policy applies to all reports of Prohibited Conduct that are received by the University on or after the effective date of this Policy, regardless of when the Prohibited Conduct occurred. Where the date of the Prohibited Conduct precedes the effective date of this Policy, the definitions of Prohibited Conduct in existence at the time of the alleged incident(s) will be used. The procedures under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

#### **IV. The Assistant Director of Institutional Equity and Title IX Coordinator**

The University has designated an Assistant Director of Institutional Equity and Title IX Coordinator to oversee the implementation of this Policy and to ensure compliance with Title IX, relevant portions of VAWA and Title VII, and to work with the University's Office of Public Safety to ensure compliance with the Clery Act and other applicable laws. The Assistant Director of Institutional Equity and Title IX Coordinator is also charged with providing education and training; overseeing complaints; coordinating the University's investigation, response, and resolution of all reports of Prohibited Conduct under this Policy; maintaining centralized records of all reports, investigations, and resolutions in accordance to Title IX and the Office of Institutional Equity's Document Retention Policy.

The University's Assistant Director of Institutional Equity and Title IX Coordinator is:

Ms. Annie Sills  
University of Evansville  
Center for Diversity Equity and Inclusion, RUC Room 263 or Olmsted Administration Hall 118  
1800 Lincoln Ave.  
Evansville, IN. 47722  
(812) 488-5261  
[cs175@evansville.edu](mailto:cs175@evansville.edu)  
[titleIX@evansville.edu](mailto:titleIX@evansville.edu)

Concerns about the University's application of Title IX, Title VII and the Clery Act may be addressed to the University's Assistant Director of Institutional Equity and Title IX Coordinator; the United States Department of Education, Clery Act Compliance Division ([clery@ed.gov](mailto:clery@ed.gov)); the United States Department of Education, Office for Civil Rights ([OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481); the Equal Employment Opportunity Commission ([info@eeoc.gov](mailto:info@eeoc.gov) or 800-669-4000); and/or (for Harlaxton College) the Office of Independent Adjudicator (<https://www.oiahe.org.uk/contact-us/> or 0118 959 9813).

To request disability accommodations, students should contact the University's Office of Counseling Services at (812) 488-2663 or [counselingservices@evansville.edu](mailto:counselingservices@evansville.edu). Employees and other members of the University community should contact the Office of Human Resources at (812) 488-2943 or [hr@evansville.edu](mailto:hr@evansville.edu).

##### **A. Prevention and Awareness Programs**

The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming and returning students and current employees receive ongoing training and related programs.

The Assistant Director of Institutional Equity and Title IX Coordinator maintains broad oversight responsibility but may delegate responsibilities under this Policy to designated administrators or external professionals who will have appropriate training and/or experience. When used in this Policy, the term Assistant Director of Institutional Equity and Title IX Coordinator may include an appropriate designee.

#### **V. Definitions of Key Terms**

- **Advisor:** The parties may be accompanied by an Advisor at any meeting or proceeding related to the resolution of a report under the Policy. The Advisor may be any person, including an attorney, and need not be affiliated with the University
- **Complainant:** A student, employee, visitor, guest, or program participant who reports they have been the victim of sexual misconduct.
- **Confidential Resource:** Any University employee or independent contractor who has the ability to maintain the confidentiality of communications under applicable law or by designation. Confidential Resources include medical, clinical, and mental-health professionals, and clergy when acting in that professional role in the provision of services; and any employee providing administrative, operational and/or related support for such providers in their performance of such services.

- **Disciplinary Authority:** A disciplinary authority, who may be an external professional appointed by the University or an internal administrator, who is designated to review the investigative report and preside over the hearing to determine if a preponderance of the evidence exists to warrant the imposition of appropriate sanction(s) and/or remedies. The Disciplinary Authority for Respondents who are tenured or tenured track faculty is addressed below.
- **Exculpatory Evidence:** Evidence that indicates that a Respondent did not engage in Prohibited Conduct.
- **Formal Complaint:** A signed document filed by a Complainant or signed by the Assistant Director of Institutional Equity and Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University investigate the allegation of sexual harassment.
- **Formal Grievance Process:** The investigation and adjudication of prohibited conduct resulting in a formal hearing and determination of responsibility, and if appropriate, accompanying sanctions.
- **Inculpatory Evidence:** Evidence that indicates that a Respondent engaged in Prohibited Conduct.
- **Informal Resolution:** A voluntary, structured interaction between the Complainant and Respondent to resolve concerns prior to a determination by the Disciplinary Authority. The informal resolution process is intended to be flexible while also providing for a full range of possible outcomes. Informal resolution may include mediation between the parties.
- **Preponderance of the Evidence:** The standard of evidence applied to determine whether Respondent is responsible for violating the policy. This means that the University will decide whether it is more likely than not, based upon the available information, that the Respondent is responsible for the alleged Policy violation(s).
- **Prohibited Conduct:** Reported conduct that is a violation of the Title IX and other Sexual Harassment and Misconduct Policy.
- **Respondent:** A student, employee, visitor, guest of program participant who is alleged by the Complainant to have committed Prohibited Conduct.
- **Responsible Employee:** A University of Evansville employee, who is not designated as a Confidential Resource, and is required to report incidents of Sexual Harassment and Misconduct to the Assistant Director of Institutional Equity and Title IX Coordinator.
- **Supportive Measure:** A non-disciplinary, non-punitive individualized service offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent at any time before or after a Formal Complaint is filed or where no Formal Complaint has been filed.

## VI. Definitions of Prohibited Conduct

This Policy prohibits a broad range of behaviors, which are referred to collectively as “Prohibited Conduct.” In determining whether reported conduct violates this Policy, the University will consider the totality of the facts and circumstances involved in the incident, including the nature of the reported conduct and the context in which it occurred. Prohibited Conduct can be committed by or against individuals of any sex, gender, gender identity, gender expression, or sexual orientation, and can occur between individuals of the same or different sex or gender, gender identity, gender expression, or sexual orientation. It can occur between strangers or acquaintances, between individuals involved in a professional relationship, and between people involved in intimate or sexual relationships. Lack of familiarity with University policy is not a defense to a violation of this Policy. Unless specifically noted, intent is not a required element to establish a policy violation. Additionally, intoxication or impairment from alcohol, drugs or other substances is not a defense to a violation of this Policy.

### A. Title IX Sexual Harassment

The Title IX regulations define Sexual Harassment as conduct on the basis of sex, sexual orientation, or gender identity that must satisfy one or more of the following:

- (1) An employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; or
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to an education program or activity; and
- (3) Sexual Assault, Dating Violence, Domestic Violence, Stalking and Retaliation, as defined below.
  - (a) **Sexual Assault:** Sexual assault is having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity (see below for definition of **consent**, including **incapacitation**). Sexual contact includes:
    - (i) sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g., penis, finger, hand, or tongue) or an object, or requiring another to penetrate themselves with a body part or an object, however slight; or

- (ii) sexual touching of the private body parts, including, but not limited to, contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body for the purpose of sexual gratification; or
  - (iii) attempts to commit Sexual Assault.
- (b) **Dating and Domestic Violence** includes any act of violence against a Complainant who is or has been involved in a sexual, dating, domestic, or other intimate relationship with the Respondent, or against a person with whom the Respondent has sought to have such a relationship, as follows:
- (i) **Dating Violence:** includes any act of violence committed by a person:
    - (1) Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
    - (2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - a. the length of the relationship;
      - b. the type of relationship; and
      - c. the frequency of interaction between the persons involved in the relationship.
  - (ii) **Domestic Violence:** includes any act of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under Indiana state law, or by any other person against an adult or minor Complainant who is protected from that person's acts under Indiana state law.
- Dating or Domestic Violence may also include forms of Sexual Harassment under this Policy, including Sexual Assault, Sexual Exploitation, and Stalking.

- (c) **Stalking:** Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress.

Course of conduct means two or more instances including but not limited to unwelcome acts in which an individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

## B. Other Forms of Prohibited Conduct

- (1) In addition, consistent with Title VII of the Civil Rights Act of 1964 and the recognition that Sexual Harassment can occur in a wider variety of contexts, the University also defines Sexual Harassment to include Sexual and Gender-Based Harassment, as described below:
- (a) **Sexual Harassment** is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when one of the conditions outlined in (i), (ii) or (iii), in the following section on Gender-Based Harassment, is present.
  - (b) **Gender-Based Harassment** includes harassment based on gender, sexual orientation, gender identity or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or nonverbal, graphic, physical or otherwise, even if the acts do not involve contact of a sexual nature, when one of the conditions outlined in (i), (ii) or (iii), below, is present:
    - (i) Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of a person's instruction, academic standing, employment, or participation in any University program, activity, or benefit.
    - (ii) Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions.
    - (iii) Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's educational, employment, and/or campus-residential experience when viewed through both a subjective and objective standard. A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment.

**(c) Sexual and Gender-Based Harassment:**

- (i) May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- (ii) Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- (iii) May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.
- (iv) May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
- (v) May be committed by or against an individual or may be a result of the actions of an organization or group.
- (vi) May occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.
- (vii) May occur in the classroom, in the workplace, in residential settings, or other settings, as outlined in the Scope and Jurisdiction section of this policy.
- (viii) May be a one-time event or may be part of a pattern of behavior.
- (ix) May be committed in the presence of others or when the parties are alone.
- (x) May affect the Complainant and/or third parties who witness or observe harassment.

**Examples of Sexual and Gender-Based Harassment May Include, for example:**

- i. Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment) or an education related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any education program or activity) in exchange for sexual favors or submission to conduct of a sexual nature.
- ii. Threatening or taking a negative employment action (such as termination, demotion, denial of an employee benefit or privilege, or change in working conditions) or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's job or academic work more difficult because submission to conduct of a sexual nature is rejected.
- iii. Unwelcome sexual advances, repeated propositions, or requests for a sexual relationship to an individual who has previously indicated that such conduct is not wanted, unwelcome physical contact of a sexual nature, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's sexuality that are so severe, persistent, or pervasive that they would reasonably be perceived as creating a hostile or abusive work or educational environment.

**C. Retaliation** means any adverse action, intimidation, threat, coercion, or discrimination against an individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report or Formal Complaint of Prohibited Conduct, testified, assisted, or participated or refused to participate in any manner in any investigation, proceeding or hearing under this Policy. Retaliation includes such conduct through associates or agents of a Complainant, Respondent, or participant in any investigation or proceeding related to this Policy.

**D. Sexual Exploitation** occurs when a person violates the sexual privacy of another or takes advantage of another person's sexuality without Consent. Sexual Exploitation may include:

Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved; recording, photographing, transmitting, showing, viewing, streaming or distributing intimate or sexual images, audio recordings or sexual information without the knowledge and consent of all parties involved; or exposing one's genitals or breasts, or causing another to expose their own genitals or breasts, in non-consensual circumstances.

**E. Complicity** is any deliberate act or failure to act that knowingly or intentionally aids, attempts, or assists the commission of a specific act of Prohibited Conduct by another person.

**F. Violation of University Directive** is the failure to abide by the terms of a Supportive Measure or comply with a requirement of this Policy.

## VII. Related Definitions

In determining whether certain forms of Prohibited Conduct violate this Policy, the University must determine whether the acts occurred with the Consent of the Complainant.

**Consent** requires a voluntary, informed and freely given agreement, communicated through mutually understandable words and/or actions, to engage in agreed-upon Sexual Contact, Sexual Intercourse, Sexual Exploitation, or other sexual activity. Consent cannot be obtained through force, where there is a reasonable belief of the threat of force, or by taking advantage of another person's incapacitation.

In evaluating whether Consent has been freely sought and given, the University will consider the presence of any force, threat of force, or coercion; whether the Complainant had the capacity to give consent; and whether the communication (through words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as a willingness to engage in a particular sexual act.

Important considerations regarding Consent include:

- Consent to one form of sexual activity does not imply or constitute consent to another form of sexual activity.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- Consent to an act with one person does not constitute consent to an act with any other person.
- The existence of a prior or current relationship does not, in itself, constitute consent; even in the context of a relationship, there must be real time and mutual consent to sexual activity.
- Consent can be withdrawn or modified at any time, and sexual contact must cease immediately once Consent is withdrawn.
- Consent cannot be inferred from the absence of a "no."
- Consent cannot be inferred from silence, passivity, or lack of verbal or physical resistance, and relying on nonverbal communication alone may result in a violation of this Policy.

The age of Consent in the State of Indiana is 16. Individuals who are 14 or 15 years of age are legally incapable of giving consent to Sexual Intercourse or Sexual Contact by an individual who is four or more years older.

**Incapacitation** is the inability, temporarily or permanently, to give Consent because the individual is mentally and/or physically impaired, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if the individual demonstrates that the individual is unaware at the time of the incident of where individual is, how the individual got there, or why or how the individual became engaged in a sexual interaction.

When alcohol or other drugs are involved, Incapacitation is a state of drunkenness, intoxication or impairment that is so severe that it interferes with a person's capacity to make informed and knowing decisions. Alcohol and other drugs impact each individual differently and determining whether an individual is incapacitated requires an individualized determination. The University does not expect community members to be medical experts in assessing Incapacitation. Individuals should look for the common and obvious warning signs that show that a person may be incapacitated or approaching Incapacitation. A person's level of intoxication is not always demonstrated by objective signs; however, some signs that a person may be incapacitated include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, or emotional volatility. A person who is incapacitated may not be able to understand some or all of the following questions: "Do you know where you are?" "Do you know how you got here?" "Do you know what is happening?" "Do you know whom you are with?"

An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass and metabolism. It is especially important, therefore, that anyone engaging in sexual activity is aware of both their own and the other person's level of intoxication and capacity to give consent.

It is important to remember that the use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether Consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or Incapacitation, the safest course of action is to forgo or cease any sexual activity. Even where there is insufficient evidence to establish Incapacitation, a Complainant's level of impairment may still be a relevant factor in establishing whether Consent was sought and freely given.

In evaluating Consent in cases of reported Incapacitation, the University asks two questions: (1) Did the Respondent know that the Complainant was incapacitated? and if not, (2) Would a sober, reasonable person in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated? If the answer to either of these questions is "yes," there was no Consent; and the conduct is likely a violation of this Policy. A Respondent's voluntary intoxication is never an excuse for or a defense of Prohibited Conduct, and it does not diminish one's responsibility to determine that the other person has given Consent.

## VIII. Understanding Privacy and Confidentiality

- A. Privacy** refers to the discretion that will be exercised by the University, including the Office of Institutional Equity, in the course of any investigation or disciplinary processes under this Policy. Information related to a report of Prohibited Conduct will be handled discreetly and shared with a limited circle of University employees or designees who need to know in order to assist in the assessment, investigation and resolution of the report and related issues. Individuals in the Office of Institutional Equity, along with Investigators, Disciplinary Authority members, and External Reviewers will receive training in how to safeguard private information. The University will make reasonable efforts to investigate and address reports of Prohibited Conduct under this Policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the University will maintain the privacy of the parties to the extent reasonably possible. The privacy of student education records will be protected in accordance with the university's Policy on the Access to Student Records in accordance with the Family Educational Rights and Privacy Act (FERPA). Access to an employee's personnel records is also governed by University policy and by applicable local laws.
- B. Confidentiality** refers to the level of protection that must be applied to statutory protections provided to individuals who disclose information in legally protected or privileged relationships, including professional mental health counselors, medical professionals, and ordained clergy (see Confidential Resources below). These Confidential Resources must maintain the confidentiality of communications disclosed within the scope of the provision of professional services. When an individual shares information with a Confidential Resource (on campus or in the community) as a confidential communication in the course of a protected relationship, the Confidential Resource cannot disclose the information (including information about whether an individual has received services) to any third party without the individual's written permission or unless permitted or required consistent with ethical or legal obligations. Similarly, medical and counseling records cannot be released without the individual's written permission or unless permitted or required consistent with ethical or legal obligations.

Confidential Resources submit non-personally identifying information about Clery-reportable crimes to the Office of Public Safety for purposes of the anonymous statistical reporting under the Clery Act.

- C. Release of Information by the University:** Pursuant to the Clery Act, the University must disclose statistics about Clery Act crimes in its daily crime log and Annual Security Report and provides those statistics to the U.S. Department of Education. If a report of Sexual Assault, Dating Violence, Domestic Violence or Stalking discloses a serious or continuing threat to the campus community, the University will issue a timely notification to the campus community to protect the health and safety of the campus community as required by the Clery Act. In all of these instances, the information is reported in a manner that does not include personally identifying information about persons involved in an incident. In addition, Confidential Resources may submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient or student.

The University will not release the name of the Complainant, the Respondent or witnesses to the general public except as otherwise permitted or required by law. The University will also maintain the confidentiality of any Supportive Measures provided to a Complainant, to the extent that maintaining such confidentiality would not impair the University's ability to provide the Supportive Measures. The University may also share non-personally identifying information about reports received in aggregate form, including data about outcomes and sanctions. All University proceedings are conducted in compliance with the requirements of FERPA, the Clery Act (as amended by VAWA), Title IX, state and local law, and University policy.

## IX. Reporting Responsibility of University Employees

It is important to understand the different responsibilities of University employees. Some employees are designated as **Confidential Resources**, meaning that they will maintain the Confidentiality of information shared with them, as described above. All other employees are designated as **Responsible Employees**, meaning that they are required to promptly share all information about Prohibited Conduct with the Assistant Director of Institutional Equity and Title IX Coordinator.

- A. Confidential Resources** include any University employee or independent contractor who has the ability to maintain the confidentiality of communications under applicable law or by designation. Confidential Resources include medical, clinical, and mental-health professionals, and clergy when acting in that professional role in the provision of services; and any employee providing administrative, operational and/or related support for such providers in their performance of such services. Confidential Resources will not disclose information about Prohibited Conduct without the individual's written permission or as set forth in the Confidentiality section above. When individuals who otherwise are Confidential Resources receive information outside of the provision of services, the Confidential Resource is required to share that information with the Assistant Director of Institutional Equity and Title IX Coordinator. For example, a licensed counselor who receives a disclosure in the context of speaking at a prevention program would be required to share the information with the Assistant Director of Institutional Equity and Title IX Coordinator.

**The following are on-campus Confidential Resources:**

**Office of Counseling Services**

Room 200, Ridgway University Center  
(812) 488-2663

[counselingservices@evansville.edu](mailto:counselingservices@evansville.edu)  
<https://www.evansville.edu/counseling/>

The Office of Counseling Services is staffed by professional, licensed counselors and is available to all students. The office is open from 8:00 am to 4:30 pm Monday through Friday, with reduced hours in the summer. These hours may be adjusted by the University at any time. Appointments can be made by calling (812) 488-2663. Emergency counseling services are available after hours by calling the Office of Public Safety at (812) 488-2051, and asking for the counselor on call.

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

Sampson Hall  
(812) 488-2033

[healthcenter@evansville.edu](mailto:healthcenter@evansville.edu)  
<https://www.evansville.edu/offices/healthcenter/>

The Health Center is staffed and operated by a third party vendor and is available to all full-time students, as well as employees who are enrolled on UE health insurance. The University of Evansville Health Center is staffed by Nurse Practitioners, Registered Nurses and medical assistants who are under the supervision of a medical doctor of the third-party vendor. The Health Center is open from 8:00 am to 5:00 pm Monday through Friday during the fall and semesters, with reduced hours in the summer. The hours may be adjusted by the University at any time.

While these Confidential Resources will ordinarily be able to maintain the confidentiality of the information shared with them in the course of their duties, there are certain limited circumstances where they may be required by law to share information. Those circumstances include:

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

Employees may obtain confidential counseling from the University's Employee Assistance Program, which can be accessed by contacting 1-888-293-6948.

**B. Responsible Employees** are expected to promptly report any information they learn about suspected Prohibited Conduct or potential violations of this Policy. All University employees, except for those that are designated as Confidential Resources, are considered Responsible Employees. For the purpose of this policy, Trustees are required to report potential violations of this Policy to the Office of Institutional Equity, notwithstanding the fact that they are not employees of the University.

Responsible Employees are expected to report all known information, including the identities of the parties, the date, time and location and any details about the reported incident to the Assistant Director of Institutional Equity and Title IX Coordinator. The Assistant Director of Institutional Equity and Title IX Coordinator may share reports with other University employees to ensure a coordinated institutional response.

Responsible Employees may provide support and assistance to a Complainant, witness or Respondent; but they cannot promise Confidentiality or withhold information about Prohibited Conduct. Failure by a Responsible Employee to report known or suspected Prohibited Conduct in a timely manner may subject them to appropriate discipline. . The Executive Director of Human Resources and Institutional Equity will work directly with the employee's supervisor to address the matter as appropriate, include that which is within bounds per the Tenured Faculty Manual. Discipline may include, but is not limited to the following: oral or written warning, administrative leave with or without pay, removal from a position, or termination of employment These disciplinary consequences may be imposed against any Responsible Employee, regardless of rank and whether that Responsible Employee is an administrator, faculty member, staff member, or student-employee. Disciplinary consequences for Trustees include, but are not limited to, removal from the Board of Trustees.

Responsible Employees are not required to report information disclosed at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose Prohibited Conduct (collectively, public awareness events). The University may provide information about

Title IX and available University and community resources and support at public awareness events. When individuals who are designated as Responsible Employees also serve, at times, a dual role as Confidential Resources, the individuals should not report information that they receive while providing services as Confidential Resources (except as set forth in the Confidentiality section above). In addition, a Complainant may choose not to make a report in their own case, even if the Complainant would otherwise have reporting obligations as a Responsible Employee.

### **C. Clery Act Reporting**

Pursuant to the Clery Act, the University includes statistics about certain offenses in its Annual Security Report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the University to issue timely warnings to the University community about certain crimes that have been reported and may continue to pose a serious or continuing threat to campus safety. Consistent with the Clery Act, the University withholds the names and other personally identifying information of Complainants when issuing timely warnings to the University community.

### **D. Mandatory Reporting of Child Abuse and Neglect**

In addition to the above reporting responsibilities, all University employees have an obligation to report known or suspected child abuse and neglect consistent with Indiana state law. Child Abuse can be reported to the Indiana Department of Child Services hotline at 1-800-800-5566.

## **X. Campus and Community Resources**

A Complainant or witness has many options, including seeking counseling or assistance from a Confidential Resource, making a report under this Policy, and/or making a report to law enforcement. The University encourages prompt reporting of Prohibited Conduct to the Assistant Director of Institutional Equity and Title IX Coordinator and law enforcement. The University also recognizes that deciding among these options can be difficult and is an intensely personal decision. Complainants and witnesses are encouraged to seek assistance from a Confidential Resource and to explore all potential reporting and support options.

### **A. Emergency Resources and Law Enforcement**

Emergency medical assistance and campus Safety and Security assistance are available 24/7 both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense.

To report Prohibited Conduct that is imminent, in progress, or threatened, call:

**University of Evansville:** The University's Office of Public Safety at (812) 488-2051 or the Evansville Police Department at (812) 436-7896 or 911.

**Stone Family Center for Health Sciences:** IU Police Department/G4S Security at (812) 855-2425 or (812) 855-2421 or the Evansville Police Department at (812) 436-7896 or 911.

**Harlaxton College:** Lincolnshire Police at 101 or 999.

### **B. Medical Treatment and Preservation of Evidence**

Regardless of whether a report is filed with local law enforcement, individuals should preserve all evidence that could be relevant to any criminal charges that may be brought or that might be needed to obtain a protection order. Individuals who have been subjected to sexual assault are encouraged to obtain a physical examination by a Sexual Assault Nurse Examiner (SANE).

#### **University of Evansville and Stone Family Center for Health Sciences:**

Deaconess Hospital [www.deaconess.com/Services/Emergency-Care/S-A-N-E](http://www.deaconess.com/Services/Emergency-Care/S-A-N-E)  
Hours: 24/7 (812) 450-3405

St. Vincent's Hospital [healthcare.ascension.org/locations/indiana/ineva/evansville-ascension-st-vincent-evansville](http://healthcare.ascension.org/locations/indiana/ineva/evansville-ascension-st-vincent-evansville)  
Hours: 24/7 (812) 485-4491



### Harlaxton College:

Grantham Hospital

<https://www.nhs.uk/Services/hospitals/Services/Service/DefaultView.aspx?id=345138>

Hours: Daily from 8:00am - 6:30pm

Manthorpe Rd, Grantham

NG31 8DG

01476 565232

Peterborough City Hospital

<https://www.nwangliaft.nhs.uk/a-z-of-services/e/emergency-and-out-of-hours-care/> Hours: 24/7

Edith Cavell Campus

Bretton Gate, Peterborough

PE3 9GZ

01733 678000

Before obtaining a SANE examination, individuals should avoid showering, using the toilet, washing, applying soaps or lotions, changing clothes, combing hair, drinking, eating or altering their physical appearance. If you must change clothes, put them in a paper bag or wrap them in a clean sheet. Do not place these items in a plastic bag as the bag may distort evidence. It is also important not to disturb any evidence that may be present in the location where the offense occurred or destroy or delete any correspondence relative to the offense. Even if a SANE exam is not sought, all victims of violence should consider obtaining medical attention so that any issues relating to possible injury or disease from the incident may be addressed.

### C. Campus Resources

Members of the University community may obtain information about resources relating to Prohibited Conduct from:

- Annie Sills, Assistant Director of Institutional Equity and Title IX Coordinator  
812-488-5261, [cs175@evansville.edu](mailto:cs175@evansville.edu)
- Keith Gehlhausen, Executive Director of Human Resources and Institutional Equity  
(812) 488-2943, [kg77@evansville.edu](mailto:kg77@evansville.edu)
- Dr. Rachel Carpenter, Vice President of Student Affairs/Dean of Students  
(812) 488-2500, [rc35@evansville.edu](mailto:rc35@evansville.edu)
- Dr. Rob Shelby, Vice President of Talent and Community/Chief Equity and Inclusion Officer  
(812) 488-2949, [rs262@evansville.edu](mailto:rs262@evansville.edu)
- Office of Public Safety  
(812) 488-2054

The Assistant Director of Institutional Equity and Title IX Coordinator will provide Complainants with written notice about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services, as well as options and available assistance for changing academic, living, transportation and working situations, if requested, if reasonably available and regardless of whether reports are made to law enforcement. These supports are described in greater detail in the section on Supportive Measures.

### D. Community Resources

In addition to the on-campus confidential medical and counseling resources outlined in the Confidential Resources section of this Policy, assistance and information relating to incidents involving sexual assault, intimate partner violence and stalking may also be obtained from these organizations not affiliated with the University. Be sure to ask each organization about its policy concerning confidentiality.

#### University of Evansville and Stone Family Center for Health Sciences:

**Holly's House:** Non-residential victim advocacy center

750 N. Park Drive

Evansville, IN 47710

(812) 437-7233

<https://www.hollyshouse.org>

**Albion Fellows Bacon Center:** Victim advocacy and shelter  
Domestic Violence Hotline: 812-422-5622  
Sexual Assault Hotline: 812-424-7273  
<https://www.albionfellowsbacon.org>

**RAINN:** National sexual assault hotline  
1-800-656-HOPE (4673) for 24/7 live chat or more information  
<https://www.rainn.org>

**Matthew 25:** HIV/AIDS services  
Old Post Office Plaza  
101 NW 1st St, Suite 215  
Evansville, IN 47708  
(812) 437-5192  
<http://matthew25clinic.org>

**Vanderburgh County Health Department:** HIV/STD clinic  
420 Mulberry Street  
Evansville, IN 47713  
(812) 435-2400  
<http://health.vanderburghcounty.in.gov>

#### **Crisis Hotlines**

##### **Suicide Hotline:**



**Southwestern Indiana Mental Health Care Crisis Line:**  
812-423-7791

**Trevor Lifeline:** 1-866-488-7386

**Trans Lifeline:** 877-565-8860

##### **Harlaxton College:**

**Spring Lodge:** Sexual Assault Referral Centre  
01522 524 402 (9-5, M-F)  
0303 1234 0000 (After hours)  
[www.lpft.nhs.uk/spring-lodge/home](http://www.lpft.nhs.uk/spring-lodge/home)

**Lincolnshire Rape Crisis:** Rape/Sexual Abuse Counseling and Support Services  
18 Melville St  
Lincoln LN5 7HW  
0800 33 4 55 00  
[www.lincolnshirerapecrisis.org.uk/](http://www.lincolnshirerapecrisis.org.uk/)

## **XI. Reporting Options**

The University encourages all individuals to report Prohibited Conduct or a potential violation of this Policy to the Assistant Director of Institutional Equity and Title IX Coordinator, the Office of Public Safety, and/or to local law enforcement. A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the University will assist a Complainant in contacting law enforcement at any time. Under limited circumstances (posing a threat to health or safety of any individual or to comply with applicable law), the University may independently notify law enforcement.

An individual may make a report to the University, to law enforcement, to neither, or to both. Campus Title IX processes and law enforcement investigations operate independently of one another, although the Assistant Director of Institutional Equity and Title IX Coordinator may coordinate information with law enforcement as part of the Initial Assessment. Anyone can make a report as follows:

**A. Make a report to the Assistant Director of Institutional Equity and Title IX Coordinator in person, by telephone, or email at:**

Ms. Annie Sills

Assistant Director of Institutional Equity and Title IX Coordinator

Center for Diversity, Equity, and Inclusion RUC 263 or Olmsted Administration Hall 118

812-488-5261

[cs175@evansville.edu](mailto:cs175@evansville.edu)

[titleix@evansville.edu](mailto:titleix@evansville.edu)

**B. Make a report to local Law Enforcement**

A Complainant has the right to report, or decline to report, to law enforcement at any time. The University's investigation and adjudication processes are distinct from the criminal justice/law enforcement process. The University will assist a Complainant in contacting law enforcement or the Complainant may contact law enforcement directly.

**University of Evansville and Stone Family Center for Health Sciences:**

- Evansville Police Department at 812-436-7896 or 911.

**Harlaxton College:**

- Lincolnshire Police at 101 or 999.

**C. Make an anonymous report**

A Complainant is not required to reveal their identity in order to report an incident; however, an anonymous report may limit the ability to respond with an investigation or disciplinary action. An incident can be anonymously reported to the University at:

University of Evansville Office of Public Safety [Report A Concern Form](#)

Campus Conduct Hotline 866-943-5787

Although providing anonymous information may limit the ability of the University to investigate or impose discipline, it can help the University maintain accurate records regarding the number of incidents involving students, employees, and third parties; determine if there is a pattern of conduct with regard to a particular location, group or Respondent; and alert the campus community to potential dangers when appropriate.

A Complainant or witness also has the ability to make an anonymous report to local law enforcement by contacting:

**University of Evansville and Stone Family Center for Health Sciences:**

[Submit a Tip - Vanderburgh County Sheriff's Office](#) ([vanderburghsheriff.org](http://vanderburghsheriff.org))

**Harlaxton College:**

Crimestoppers

0800 555111

[crimestoppers-uk.org/](http://crimestoppers-uk.org/)

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

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue a Title IX report and a criminal complaint). When initiating any of the above options, an individual does not need to know whether they wish to request any particular course of action nor how to label what happened. As part of a report to the Assistant Director of Institutional Equity and Title IX Coordinator, an individual can also request Supportive Measures.

**D. Timeframe for Reporting**

Complainants and witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize the University's ability to respond promptly and effectively. The University does not, however, limit the timeframe for reporting. Depending on the relationship of the Respondent to the University, the University may not have the authority to impose disciplinary action. Where the University does not have Disciplinary Authority (for example, a report is made after a student has left or graduated or an employee no longer works for the University), the University will still seek to meet its Title IX obligations by evaluating the reported conduct, providing reasonably available Supportive Measures to the Complainant, assisting the Complainant in identifying external reporting options, and may take other appropriate action to address the reported conduct.

## E. Amnesty

The University encourages reporting and seeks to remove barriers to reporting by providing amnesty for Complainants and witnesses who report Prohibited Conduct for potential conduct violations occurring at or near the time of the incident. In general, the University will not pursue disciplinary action against a student who makes a good faith report to the University as a Complainant or witness to Prohibited Conduct for personal consumption of alcohol or other drugs (underage or illegal) which would otherwise be a violation of the University's Drug and Alcohol Policies, provided the misconduct did not endanger the health or safety of others. The University may initiate an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

## F. Requests for Anonymity

Once a report has been shared with the Assistant Director of Institutional Equity and Title IX Coordinator, a Complainant may request that their identity not be shared with the Respondent (request for anonymity), that no investigation occur, or that no disciplinary action be pursued. The University will carefully balance this request in the context of the University's commitment to provide a safe and non-discriminatory environment for all University community members. The University will take all reasonable efforts to investigate and respond to the report consistent with a Complainant's request, but in order to pursue disciplinary action against a Respondent, the Respondent must be provided with sufficient notice of the reported conduct. In some circumstances, the Assistant Director of Institutional Equity and Title IX Coordinator may arrange for limited preliminary fact-finding by an Investigator to gain a better understanding of the context of the report or take other appropriate steps, including consulting with appropriate administrators. For more information, see the section on **Balancing Complainant Autonomy with University Responsibility to Investigate**.

## G. Coordination with Law Enforcement

A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the University will assist a Complainant in contacting law enforcement at any time. Under limited circumstances posing a threat to health or safety of any University community member, the University may independently notify law enforcement. An individual may make a report to the University, to law enforcement, to neither, or to both. The University's resolution process and law enforcement investigations may be simultaneously pursued but will operate independently of one another. The University will, when appropriate, coordinate information with law enforcement if law enforcement is notified.

## XII. Supportive Measures

Upon receipt of a report of Prohibited Conduct, the University will provide reasonable and appropriate Supportive Measures. A Supportive Measure is a non-disciplinary, non-punitive individualized service offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent at any time before or after a Formal Complaint is filed or where no Formal Complaint has been filed. Supportive Measures are designed to preserve access to the University's educational programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of the Complainant, the Respondent or broader University community; maintain the integrity of the investigative and/or resolution process; and deter retaliation.

Supportive measures may include counseling, extensions of deadlines or other course related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.

**Available Supportive Measures** include, but are not limited to:

- Facilitating access to counseling and medical services.
- Guidance in obtaining a sexual assault forensic examination.
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines.
- Academic support.
- Assistance in requesting long-term academic accommodations through the Office of Counseling Services if the individual qualifies as an individual with a disability.
- Change in class schedule, including the ability to transfer course sections or withdraw from a course.
- Allow either a Complainant or a Respondent to drop a class in which both parties are enrolled in the same section.
- Voluntary changes in the Complainant's or Respondent's University work schedule or job assignment.
- Change in campus housing.
- Escort and other safety planning steps.

- Mutual "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals.
- Voluntary leave of absence.
- Referral to resources to assist in obtaining a protective order.
- Referral to resources to assist with any financial aid, visa, or immigration concerns.
- Any other remedial measure that does not interfere with either party's access to education can be used to achieve the goals of this Policy.
- Reasonable Change in the Respondent's class schedule.
- Reasonable Change in the Respondent's University work schedule or job assignment.
- Reasonable Change in the Respondent's campus housing.
- Any other reasonable restrictive measure that can be used to achieve the goals of this Policy

The availability of Supportive Measures will be determined by the specific circumstances of each report. The University will consider a number of factors in determining which Supportive Measures to take, including the needs of the student or employee seeking Supportive Measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the parties; whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and whether court proceedings have been used to protect any parties (e.g., protective orders). The University will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

The Assistant Director of Institutional Equity and Title IX Coordinator is responsible for ensuring the implementation of Supportive Measures and coordinating the University's response with the appropriate offices on campus. The Assistant Director of Institutional Equity and Title IX Coordinator has the discretion to impose and/or modify any Supportive Measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of Supportive Measures. The University will maintain the privacy of any Supportive Measures provided under this Policy to the extent practicable.

The University will provide reasonable Supportive Measures to third parties as appropriate and available, taking into account the role of the third party and the nature of any contractual relationship with the University.

## **A. Emergency Removal**

Certain circumstances may warrant removing a student Respondent from a University education program or activity. The University may remove a student Respondent on an emergency basis from University property or employment, education or research programs or activities. The determination of whether to remove a student may be made by the Assistant Director of Institutional Equity and Title IX Coordinator in consultation with other University employees, as necessary. This decision may be made at any point in the process.

Before imposing an emergency removal, the University will undertake an individualized analysis of safety and risk for the campus community to determine whether the Respondent's presence in the program or activity poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct and justifies removal of the Respondent from the University program or activity.

The Assistant Director of Institutional Equity and Title IX Coordinator will promptly provide the Respondent with written notice of any removal and an opportunity to challenge the removal. During any challenge, the Respondent will remain off-campus and must comply with the notice of removal. That notice shall include a statement that the use of any information the Respondent chooses to provide may subsequently be used in implementing any aspect of this Policy, including the investigation and adjudication. The Respondent will have 72 hours to submit a written challenge of the safety and risk analysis to the Assistant Director of Institutional Equity and Title IX Coordinator. The Assistant Director of Institutional Equity and Title IX Coordinator will assign the matter to be reviewed by a decision-maker to evaluate the information in support of the individualized safety and risk analysis and any information provided by the Respondent and the Complainant, as applicable. The decision-maker will submit a final decision in writing to the Respondent and the Complainant within three (3) business days, with a copy to the Assistant Director of Institutional Equity and Title IX Coordinator.

## **B. Administrative Leave**

Following a report of Prohibited Conduct, the University may place a non-student employee Respondent on administrative leave, with or without pay.

### **XIII. Overview of the University's Resolution Processes**

The University is committed to providing a prompt, thorough, equitable, and impartial resolution of all reported violations of this Policy. To implement this Policy, the University has developed a formal and an informal resolution process to resolve reports of Prohibited Conduct:

- **Informal Resolution:** an informal framework that includes informal or restorative options for resolving reports that typically do not involve disciplinary action against a Respondent.
- **Formal Resolution:** formal procedures that involve an investigation, adjudication and, if appropriate, the imposition of sanctions.

In all formal and informal resolution processes, the University will treat Complainants and Respondents equitably by offering Supportive Measures to a Complainant when the University has notice of potential Prohibited Conduct, and by following either the formal or informal resolution process before the imposition of any disciplinary sanction against a Respondent. Upon receipt of a report of Prohibited Conduct, the University will conduct an initial assessment of the available information and consider the Complainant's stated interests, as well as the University's compliance obligations, in determining how to proceed.

A report of Prohibited Conduct may be resolved through: provision of Supportive Measures only; pursuing the formal resolution process, which involves a prompt, equitable and impartial investigation, a live hearing, and an appeal; or, pursuing an informal resolution process, which requires the voluntary and written consent of the Complainant, the Respondent and the University.

A Complainant is always entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated.

#### **A. Time Frame for Resolution**

The University will seek to complete the appropriate resolution process as promptly as possible, consistent with the need to conduct sensitive and informed fact-gathering to ensure an equitable resolution. The Policy designates reasonably prompt timeframes for the major stages of the investigation and resolution process (typically set forth in business days), but the University may extend any timeframe in this Policy for good cause. An extension may be required for good cause to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to the unavailability of the parties or witnesses; or for other legitimate reasons, such as intervening breaks in the University calendar, University finals periods, the complexity of the investigation, the volume of information, number of witnesses, length of the written record, and/or the severity and extent of the alleged misconduct. While requests for delays by the parties may be considered, the University cannot unduly or unreasonably delay the prompt resolution of a report under this Policy. Reasonable requests for delays by the parties may serve to extend the time period for resolution of the report.

The Assistant Director of Institutional Equity and Title IX Coordinator, in consultation with the Investigators, has the authority to determine whether an extension is required or warranted by the circumstances. The University will notify the parties in writing of any extension of the timeframes for good cause, the reason for the extension and the length of the extension. Although cooperation with law enforcement may require the University to suspend the fact-finding portion of a Title IX investigation temporarily, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin or conclude its own investigation and, if needed, will take immediate steps to provide appropriate Supportive Measures.

Investigations will proceed according to the timeframes in this Policy to the extent possible during the summer and at other times when classes at the University are not in session. The Assistant Director of Institutional Equity and Title IX Coordinator will work with the parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings and any related review of the finding, apply equally to both the Complainant and the Respondent.

#### **B. Advisor**

Throughout the informal or formal resolution process, each party has the right to be accompanied at any meeting or hearing by an Advisor of their choice. The Advisor may be any person, including an attorney. A party may decline to use an Advisor for any or all stages of the formal or informal resolution process, with the exception of the hearing, where any questioning of the other party must be conducted by the party's Advisor. If a party does not have an Advisor for the hearing, the University will provide an Advisor, free of charge, who may be, but is not required to be, an attorney, to attend the hearing and conduct questioning on behalf of that party.

The Advisor may observe, provide support, and provide guidance or advice to the party (in a non-disruptive manner). With the exception of the Advisor's live questioning during the hearing, they may not speak on behalf of the parties or otherwise participate in, or in any manner delay, disrupt or interfere with meetings and/or proceedings. An Advisor should plan to make themselves reasonably available; the University will not unduly delay the scheduling of meetings or proceedings based on an Advisor's unavailability. An Advisor may be asked to meet with a University administrator in advance of any proceedings to understand the expectations of the role, privacy considerations and appropriate decorum. An Advisor may be removed for failure to follow these expectations.

The Advisor is entitled to review all information gathered in the investigation that is directly related to the allegations (as part of evidence review), access to the investigation report, and to cross-examine the other party and all witnesses during the hearing.

### **C. Obligation to Provide Truthful Information**

All University community members are expected to provide truthful information in any proceeding under this Policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions, in accordance with the Students' Rights and Responsibilities section of the University of Evansville Student Handbook, Student Code of Conduct section of the Harlaxton College Student Handbook, the University of Evansville Employee Code of Conduct, and other applicable University policies and procedures. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

## **XIV. Intake and Initial Assessment**

### **A. Response to a Report of Prohibited Conduct**

Any person may report Prohibited Conduct to the Assistant Director of Institutional Equity and Title IX Coordinator, the Office of Public Safety, or the other reporting options cited above. Upon receipt of a report of Prohibited Conduct, the Assistant Director of Institutional Equity and Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint, explain to the Complainant the process for filing a Formal Complaint, and consider the Complainant's wishes with respect to Supportive Measures.

During the Initial Assessment, a Complainant may request Supportive Measures only, or may file a Formal Complaint. Alternatively, as described below, the Assistant Director of Institutional Equity and Title IX Coordinator may determine that it is appropriate to file a Formal Complaint on behalf of a Complainant. After the filing of a Formal Complaint, the Complainant may decide to seek Informal Resolution in lieu of a formal resolution process (investigation, hearing and appeal). A Complainant is always entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated.

The Assistant Director of Institutional Equity and Title IX Coordinator will also determine whether the Policy applies to the report and whether the reported conduct falls within the jurisdiction and scope of the Policy and/or Title IX.

#### **(1) Overview of Initial Assessment**

As part of the Initial Assessment, the Assistant Director of Institutional Equity and Title IX Coordinator will:

- Promptly contact the Complainant to discuss the availability of Supportive Measures.
- Consider the Complainant's wishes with respect to Supportive Measures.
- Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the Complainant, the Respondent, any witness and/or any other individual with knowledge of the reported incident.
- Address immediate physical safety and emotional well-being needs.
- Conduct an individualized analysis of safety and risk for the campus community to determine whether a student Respondent's presence in the University's education programs or activities poses an immediate threat to the physical health or safety of any student or other individual that justifies removal.
- Notify the Complainant of their right to contact (or decline to contact) law enforcement or seek a civil protection order.
- Notify the Complainant of the right to seek medical treatment.
- Notify the Complainant of the importance of preservation of evidence.
- Refer the report to the Office of Public Safety to assess the reported conduct for any Clery Act obligations, including entry in the daily crime log or issuance of a timely warning.

- Provide the Complainant with written information about on and off campus resources.
- Provide the Complainant with a copy of this Policy and an explanation of the procedural options, including seeking Supportive Measures, the process for filing a Formal Complaint, the formal resolution process and informal resolution.
- Notify the Complainant of the right to be accompanied at any meeting or proceeding by an Advisor of their choice, and that the University will provide an Advisor, without fee or charge, to conduct questioning on behalf of that party at the hearing if they do not have an Advisor.
- Assess the available information for any pattern of conduct by Respondent.
- Discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns).
- Explain the University's policy prohibiting retaliation and how to report acts of retaliation.
- Determine the age of the Complainant; and if the Complainant is a minor, make the appropriate report of suspected abuse consistent with Indiana state law.

The Initial Assessment will be conducted promptly and the time frame for the initial assessment will be tailored to the context and circumstances. The University will seek to complete the Initial Assessment within 10 business days but recognizes that there may be circumstances in which the Initial Assessment takes longer based on the availability of the Complainant or other necessary information, a Complainant's request to maintain privacy or not seek disciplinary action, or other factors outside of the University's control. The University understands that a Complainant may engage in delayed decision-making, which may impact the timing of the conclusion of the initial assessment.

## **(2) Formal Complaint**

The formal resolution process (investigation, hearing and appeal) is initiated by the filing of a Formal Complaint. A Formal Complaint is a written document submitted to the Assistant Director of Institutional Equity and Title IX Coordinator by the Complainant alleging that a Respondent engaged in Prohibited Conduct and requesting an investigation. The Formal Complaint may be submitted to the Assistant Director of Institutional Equity and Title IX Coordinator in person, by mail, or by electronic mail. The Assistant Director of Institutional Equity and Title IX Coordinator can be reached at:

Ms. Annie Sills  
 Assistant Director of Institutional Equity and Title IX Coordinator  
 University of Evansville  
 Center for Diversity Equity and Inclusion, RUC Room 263 or Olmsted Administration Hall 118  
 1800 Lincoln Ave.  
 Evansville, IN. 47722  
 (812) 488-5261  
[cs175@evansville.edu](mailto:cs175@evansville.edu)  
[titleIX@evansville.edu](mailto:titleIX@evansville.edu)

The Complainant may also contact the Assistant Director of Institutional Equity and Title IX Coordinator directly for assistance in making a Formal Complaint. Where a Complainant files a Formal Complaint and the reported conduct falls within the scope and jurisdiction of the Policy, the Assistant Director of Institutional Equity and Title IX Coordinator must pursue either a formal or informal resolution process.

## **B. Dismissal of a Formal Complaint**

The Assistant Director of Institutional Equity and Title IX Coordinator will determine whether the conduct alleged in the Formal Complaint falls within the scope of the Policy and the definitions of Prohibited Conduct. The Title IX regulations require the University to dismiss some or all of the allegations in the Formal Complaint related to Title IX Sexual Harassment, including Sexual Assault, Dating Violence, Domestic Violence and Stalking, if: 1) the conduct alleged, even if substantiated, would not constitute Title IX Sexual Harassment as defined in the Title IX regulations; 2) the conduct did not occur within University's education program or activity; or, 3) the conduct did not occur against a person in the United States. This means that the University may be required by law to dismiss some or all of the allegations in the Formal Complaint under Title IX and provide the parties notice of the dismissal and the opportunity to appeal that dismissal.

While Formal Complaints falling outside of the Title IX regulations will be dismissed for Title IX purposes, where such conduct otherwise constitutes Prohibited Conduct and falls within the scope of this Policy, it will still be addressed and proceed to either the formal or informal resolution process.



In addition, the Assistant Director of Institutional Equity and Title IX Coordinator may dismiss a Formal Complaint, at any stage of the process, in any of the following three circumstances: (1) the Complainant notifies the Assistant Director of Institutional Equity and Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; (2) the Respondent is no longer enrolled or employed by the University; (3) or specific circumstances, including a Complainant's decision not to respond to outreach from the University, prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

The decision about whether to dismiss a Formal Complaint, in whole or in part, may be made at any time in the process and will be communicated to all parties in writing. If some or all of the allegations in the Formal Complaint have been dismissed, the parties will receive written information about how to appeal the dismissal of the Formal Complaint.

### **C. Balancing Complainant Autonomy with University Responsibility to Investigate**

The University endeavors to respect the wishes of a Complainant to not pursue a Formal complaint. If a Complainant requests that their name or other personally-identifiable information not be shared with a Respondent, that no investigation into a particular incident be pursued, and/or that no disciplinary action be taken against the Respondent, the University will balance this request against its commitment to a safe, non-discriminatory learning, living, and working environment for all community members, including for the Complainant. In particular, the Assistant Director of Institutional Equity and Title IX Coordinator will take into account the Complainant's articulated concerns, the safety of the campus community, fairness to all individuals involved, and the University's obligations under Title IX.

In these instances, before taking any further investigative steps, the Assistant Director of Institutional Equity and Title IX Coordinator will discuss any concerns with the Complainant and seek to address and remedy barriers to reporting based upon concerns about retaliation or questions about procedural options and potential outcomes.

In evaluating the appropriate manner of resolution, including whether the Assistant Director of Institutional Equity and Title IX Coordinator will file a Formal Complaint in the absence of a Formal Complaint by the Complainant, the Assistant Director of Institutional Equity and Title IX Coordinator will consider a range of factors, including:

- the totality of the known circumstances;
- the nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon;
- the respective ages and roles of the Complainant and Respondent;
- the risk that the Respondent may commit additional acts of Prohibited Conduct or other violence, taking into consideration, among other matters, any known history of arrests, violence, or other complaints of Prohibited Conduct involving the Respondent, any threats of future violence made by the Respondent, and whether multiple Respondents were involved in the reported incident;
- whether the report reveals a pattern of misconduct related to Prohibited Conduct (e.g., illicit use of drugs or alcohol) at a given location or by a particular group;
- the Complainant's interest in the University not pursuing an investigation or disciplinary action and the impact of such actions on the Complainant;
- whether the University possesses other means to obtain relevant evidence;
- fairness considerations for both the Complainant and the Respondent;
- the University's obligation to provide a safe and non-discriminatory environment; and
- any other available and relevant information.

Where possible based on the facts and circumstances, the University will take all reasonable steps to respond to the report consistent with the Complainant's requested course of action, but its ability to do so may be limited based on the reported information. Where the balance of factors requires the Assistant Director of Institutional Equity and Title IX Coordinator to file a Formal Complaint on behalf of the Complainant, the Assistant Director of Institutional Equity and Title IX Coordinator will inform the Complainant in writing about the chosen course of action.

### **D. Consolidation of Formal Complaints**

The University may consolidate Formal Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances. All parties will receive simultaneous, timely notification of any such consolidation. During the course of the investigation, the investigation may reveal the existence of additional or different potential policy violations, which may also be consolidated following notification to the parties of the amended notice of investigation.

## E. Determination after the Initial Assessment: Scope and Manner of Resolution

The Assistant Director of Institutional Equity and Title IX Coordinator will consider the nature of the report, the safety of the individual and the campus community, and the Complainant's expressed preference for the manner of resolution in determining the appropriate course of action to achieve the goals of Title IX and the Policy. The range of available resolution options include:

<b>No Further Action</b>	<b>Supportive Measures Only</b>	<b>Formal Resolution</b>	<b>Informal Resolution</b>
(which may involve referral to another University policy)	(regardless of whether a Formal Complaint is filed)	(following a Formal Complaint by the Complainant or the Assistant Director of Institutional Equity and Title IX Coordinator)	(following a Formal Complaint by the Complainant or the Assistant Director of Institutional Equity and Title IX Coordinator)

At the conclusion of the Initial Assessment, the Complainant will receive a written notice of the determination about how the University will proceed.

## XV. Informal Resolution

The University may resolve reports through Informal Resolution (which may include the possibility of mediation), as appropriate based on the circumstances. Informal Resolution is not appropriate for all cases of Prohibited Conduct, and the University retains the discretion to determine which cases may be appropriate for Informal Resolution and the type of Informal Resolution process that may be appropriate in a specific case.

Informal Resolution is available only once a Formal Complaint has been filed, prior to a determination of responsibility, and if the Complainant, Respondent, and the University voluntarily consent to the process in writing. Informal Resolution is not available in cases in which an employee is alleged to have sexually harassed a student.

Informal Resolution may involve agreement to pursue individual and/or community remedies that are designed to address a report of Prohibited Conduct; targeted or broad-based educational programming or training; requiring counseling; providing housing accommodations for student Complainants; making academic accommodations for student Complainants or providing workplace accommodations for employee Complainants; and/or any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. With the voluntary consent of the parties, Informal Resolution may be used to impose agreed-upon disciplinary sanctions. Any person who facilitates an Informal Resolution will be trained on the definition of Prohibited Conduct, including Sexual Harassment; the scope of the University's education program or activity; how to conduct an informal resolution process, including how to serve impartially, and be free from conflicts of interest or bias for or against either party.

If the parties are interested in pursuing Informal Resolution, the Assistant Director of Institutional Equity and Title IX Coordinator will send written notice to the parties describing:

1. The allegations at issue;
2. The requirements of the Informal Resolution;
3. The circumstances under which the parties are precluded from resuming a Formal Complaint arising from the same allegations;
4. The right to end the Informal Resolution process at any time prior to resolution and resume the Formal Complaint process;
5. The consequences resulting from participating in the Informal Resolution, including that the records and communications created or maintained as part of the Informal Resolution process may be viewed by parties, or later used or considered in the Formal Complaint process, including at a hearing.

If an agreement acceptable to the University, the Complainant and the Respondent is reached through Informal Resolution, the matter is considered to be resolved, and the parties will be precluded from filing another Formal Complaint arising from the same set of facts or circumstances. Prior to reaching a resolution, any party can withdraw from the Informal Resolution process and resume the Formal Complaint process. The Assistant Director of Institutional Equity and Title IX Coordinator will maintain records of all reports and conduct referred for Informal Resolution, which will typically be complete within 60 business days of the initial report. Records are maintained in accordance with the Office of Institutional Equity's Record Retention Policy.

## **XVI. Formal Resolution Process: Investigation**

The University will conduct a prompt and equitable investigation to gather information relevant to the determination of whether there is sufficient information, by a Preponderance of the Evidence, to determine that a Policy violation occurred. The investigation will be impartial and will be conducted by trained Investigators who have no actual bias or conflict of interest for or against the Complainant or Respondent.

During the investigation and disciplinary proceedings, both the Complainant and Respondent have equitable opportunities, including the opportunity to receive a written notice of investigation; to participate in the investigation; to review and present information and evidence; to be accompanied by an Advisor of their choice to any meeting; to timely and equal access to information that will be used in disciplinary proceedings; to timely notice of meetings at which their presence will be requested or required; to simultaneous written notice of the outcome, sanction and rationale; and to appeal the outcome.

The Investigators, not the parties, are responsible for gathering relevant evidence. The Complainant and Respondent will be asked to identify witnesses and provide other relevant information, such as documents, communications, and other evidence, if available. The parties are encouraged to provide all relevant information as promptly as possible to facilitate prompt resolution and are encouraged to preserve relevant evidence. In the event that a party declines to voluntarily provide material information, the University's ability to conduct a prompt, thorough and equitable investigation may be impacted.

### **A. Initiating an Investigation**

When the decision is made to initiate an investigation, the University will designate two Investigators to conduct a prompt, thorough, fair, and impartial investigation. The Investigators may be University employees and/or external Investigators. Any Investigator used by the University will receive annual training on issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking; the definition of Sexual Harassment in the Title IX regulations; the scope of the University's education program and activity; how to conduct an investigation that is fair and impartial, providing the parties with notice and a meaningful opportunity to be heard, protecting the safety of all participants while promoting accountability; how to create an Investigative report that fairly summarizes relevant evidence; and, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The Investigators will be impartial and free from actual bias or conflict of interest for or against the Complainant or Respondent. If either party believes an assigned Investigator has a conflict of interest or bias, they may notify the Assistant Director of Institutional Equity and Title IX Coordinator, who will determine if a different Investigator should be appointed.

### **B. Notice of Investigation**

The Assistant Director of Institutional Equity and Title IX Coordinator will notify the Complainant and the Respondent, in writing (typically via e-mail to each party's University e-mail address) of the following information: (1) the names of the Complainant and the Respondent; (2) the date, time (if known), location, and a brief summary of the reported conduct; (3) the reported Policy violation(s); (4) the presumption that the Respondent is not responsible unless determined by the Disciplinary Authority; (5) the right to an Advisor of their choice, who may or may not be an attorney; (6) the name of the Investigators; (7) information about the parties' participation options in the process; (8) the prohibition against Retaliation; (9) the importance of preserving any potentially relevant evidence in any format; (10) how to challenge participation by the Investigators on the basis of a conflict of interest or bias; (11) access to Counseling Services for students and/or Employee Assistance Program for employees; (12) a list of Supportive Measures available to parties and (13) a copy of this Policy. If, at any time, the investigation reveals the existence of additional or different potential violations of this Policy, the Assistant Director of Institutional Equity and Title IX Coordinator will issue a supplemental notice of investigation.

### **C. Acceptance of Responsibility**

At any point during the investigation, the Respondent may elect to accept responsibility for some or all of the Policy violations at issue. Where there is an acceptance of responsibility as to some but not all of the charges, the investigation will continue to conclusion. Where there is an acceptance of responsibility as to all of the potential Policy violations, the Investigators will complete an investigative report of all information gathered to date and refer the matter to the Disciplinary Authority for sanctioning as described below. Where both parties and the University agree, the matter may also be resolved through the Informal Resolution process.

### **D. Investigative Steps**

During an investigation, the Investigators will seek to meet separately with the Complainant, Respondent, and relevant witnesses. The Investigators are responsible for gathering inculpatory and exculpatory evidence directly related to the Formal Complaint. The Investigators will send written notice of the interview date, time, and location, name of participants and purpose of the interview to the parties and witnesses, in sufficient time for the party to prepare and participate.

The Investigators will interview the parties, and any witnesses likely to have information directly related to the Formal Complaint. The Investigators will also gather other related information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

At the conclusion of the investigation, the Complainant and the Respondent will both have the opportunity to review and respond to all information gathered in the investigation that is directly related to the allegations, including information shared by the Complainant or the Respondent during their interviews or through evidence either provides.

### (1) Witnesses

Both the Complainant and Respondent have the option to provide names of potential witnesses to the Investigators. Witnesses are individuals who may have information relevant to the incident, including individuals who may have observed the acts in question, may be able to provide contextual information, or may have other information related to the incident, the disclosure, the parties, or related matters. Witnesses may also be offered to provide subject matter expert information (See Other Evidence: Site Visits and Experts below).

Where witnesses are interviewed as part of the investigation, the name of the witness and the information gathered in the interviews will be included in the written investigation report, which the parties will have the opportunity to review at the conclusion of the investigation. Witnesses may be asked to participate in the hearing in response to the information gathered by the Investigators.

### (2) Additional Evidence

Both the Complainant and the Respondent are permitted to provide other relevant evidence to the Investigators. Evidence may be inculpatory or exculpatory. Evidence includes any facts or information presented in support of an assertion and may include text messages, email exchanges, timelines, receipts, photographs, etc. Any documentation shared by the Complainant or the Respondent with the Investigators will be provided to the other party. The Investigators may also consider additional documents, items, or other relevant information.

During the course of the investigation, the parties should bring any new or evolving evidence, such as harassing or retaliatory conduct, to the attention of the Investigators. The Investigators may consider such information in the investigation and will also share any information about retaliation or violation of the terms of a Supportive Measure with the Assistant Director of Institutional Equity and Title IX Coordinator for further action.

### (3) Relevance

The University will not restrict the ability of either party to gather and present relevant evidence. Evidence is relevant if it makes a material fact more or less probable than it would be without the evidence. In general, the Investigators have the discretion to determine the relevance and probative value of information proffered or received. At the live hearing, as further described below, the Disciplinary Authority has the discretion to determine whether questions posed by the party's Advisor are relevant, and only relevant questions may be asked of parties or witnesses at the hearing.

In addition, the Investigators and Disciplinary Authority will be guided by the following evidentiary considerations:

- **Prior or Subsequent Conduct of the Respondent:** Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a Policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct so distinctive and so closely resembling either party's account of the encounter as to tend to prove a material fact may be considered. The Investigators will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.
- **Prior Sexual History of the Complainant:** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are: 1) offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or, 2) the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. As set forth in the consent definition above, however, previous relationships or prior consent cannot imply consent to future sexual acts. The Investigators, in consultation with the Assistant Director of Institutional Equity and Title IX Coordinator, will assess whether information related to prior sexual history makes a material fact in the investigation more or less likely. Where a sufficient informational foundation exists for the inclusion of prior sexual history, the Investigators will provide notice to both parties of the scope of any inclusion of such information in the investigative report. The parties will have a full and fair opportunity to respond to the information included in the investigative report.

**(4) Social Media and Personal Communications**

The Investigators may also consider information publicly available from online sources that comes to the attention of Investigators. The University does not actively monitor online sources, however, and as with all potentially relevant information, the Complainant, Respondent, or witness should bring online information to the attention of the Investigators if they believe it is relevant. The Investigators may also consider communications involving or relating to one or both parties that either party brings to the attention of the Investigators or that is provided by the parties in response to a request by the Investigators. The Investigators may also seek a review of information available on University devices or servers, consistent with the University's technology policies.

**(5) Other Evidence: Site Visits and Experts**

The Investigators may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the Investigators may consult with relevant experts when deemed appropriate and necessary by the University. If the Investigators or the Disciplinary Authority determine that expert witness testimony is necessary, then the University would secure attendance and be responsible for costs. If either party wishes to provide expert testimony or evidence, they are solely responsible for securing attendance of any expert witness at a hearing, and for the costs or fees associated with any expert report or testimony.

**(6) Medical and Counseling Records**

The Investigators will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. If a person voluntarily chooses to share medical or counseling records with the Investigators, they must sign a written consent that acknowledges that relevant information from the medical or counseling records must be shared with the other party to ensure the other party has notice of that information and an opportunity to respond.

**(7) Expectations of the Parties**

The University expects all members of the University community to cooperate fully with the investigation and disciplinary procedures. It is understood that there may be circumstances in which a Complainant or Respondent wish to limit their participation, and the University will respect the choice of the Complainant or Respondent as to how to engage in proceedings under this Policy. The University may, however, move forward with formal resolution without the participation of a party or parties.

The University will not draw any adverse inference solely from a Complainant's or Respondent's decision not to participate in the investigation or any form of resolution under this Policy; however, the Complainant or Respondent should be aware that declining to participate in the investigation may impact the timing and outcome of the case.

**(8) Effect of Withdrawal**

At any time, the University may place an administrative hold on the Respondent's University transcript or defer or withhold the award of the Respondent's degree. Even if a Respondent withdraws from the University, the Assistant Director of Institutional Equity and Title IX Coordinator may proceed with further action as necessary to eliminate, prevent or address any impacts of the reported conduct.

**(9) Safeguarding the Privacy of Complainants and Respondents**

As stated above, the University will not restrict the ability of either party to gather and present relevant evidence. Individuals involved in investigations or disciplinary proceedings under this Policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation.

While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them during the process. All parties, however, are encouraged to maintain the privacy of Family Educational Rights and Privacy Act (FERPA)-protected and/or sensitive information gathered or learned in the process.

**(10) Timing of Investigation**

The Investigators will provide periodic updates to the parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation within approximately 50 business days.

**(11) Coordination with Law Enforcement**

If there is a concurrent criminal investigation, the University will seek to work in a collaborative manner in order to respect the integrity of external investigations and University investigations. This may include contacting the law enforcement agency that is conducting any investigation to inform that agency that a University investigation is also in progress, attempting to ascertain the status of the criminal investigation, and seeking to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation.

## **(12) Evidence Review**

At the conclusion of their fact-gathering, the Investigators will make information gathered in the investigation available for review by the parties and their Advisors. Both parties and their Advisors will be given equal opportunity to inspect and review, either in hard copy or an electronic format, any evidence obtained by the Investigators that is directly related to the allegations submitted in the Formal Complaint. This includes evidence that the University does not intend to rely on in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Each party will have ten business days to submit a written response to the Investigators, which the Investigators will consider prior to the completion of the investigative report. In the written submission, the parties may offer additional comment or feedback on the facts as gathered, clarify information previously shared, suggest additional witnesses, suggest additional lines of questioning or inquiry, or identify any other relevant information or evidence to assure the thoroughness, sufficiency, and reliability of the investigation. All collected evidence, regardless of inclusion in the investigative report, should be available during the hearing.

As necessary, the Investigators will designate reasonably prompt timeframes to ensure a timely completion of the process while also providing an adequate opportunity for both parties to respond thoroughly to the information gathered during the investigation. In the absence of good cause, information that could have been learned that is not provided to the Investigators upon review of the information gathered will not be considered in the determination of responsibility for a violation of the Policy.

## **(13) Investigative Report**

Upon the conclusion of the evidence review by the Complainant and Respondent (including any additional investigative steps requested by the parties or identified by the Investigators, normally within ten business days after receipt and consideration of additional comments, questions and/or information from the parties), the Investigators will provide the Assistant Director of Institutional Equity and Title IX Coordinator with an investigative report, who will then simultaneously share with the Complainant, Respondent, and appropriate Disciplinary Authority in writing (typically via e-mail to each party's University e-mail address).

The investigative report will include both inculpatory and exculpatory facts. As noted above, the Investigators have the discretion to determine the relevance of any witness or other evidence. The investigative report will be sent to each party and their Advisors in an electronic format or a hard copy, for their review and written response. If a party disagrees with the Investigators determinations about relevance, the party can make that argument in the party's written response to the investigative report and to Disciplinary Authority at any hearing held.

## **XVII. Formal Resolution Process: Hearing and Appeal**

The University's formal resolution process is designed to identify and implement a tailored and individual response intended to address Prohibited Conduct, while supporting the University's educational mission, legal obligations and commitment to Title IX.

### **A. Notice of Hearing**

The Complainant and Respondent will be notified in writing of the date, time, and location of the hearing; the charges to be reviewed by the Disciplinary Authority, including the date, time, location and factual allegations concerning the violation; the provisions of the Policy alleged to have been violated; the name of the Disciplinary Authority; how to challenge participation of the Disciplinary Authority on the basis of conflict of interest or bias; the right to have an Advisor present at the hearing and conduct questioning on the party's behalf; that the University will provide an Advisor, without fee or charge, to conduct questioning on behalf of the party at the hearing if the party does not have an Advisor present for the hearing; how to request that witnesses be present at the hearing; information about the hearing format; and the sanctions that may be imposed. The Respondent and Complainant will be provided the Notice of Hearing at least ten days prior to the date of the hearing. The time frame in which the hearing is conducted may be extended for good cause at the discretion of the Assistant Director of Institutional Equity and Title IX Coordinator. Good cause may include the availability of the parties, the availability of witnesses, the timing of semester breaks, or any other extenuating circumstances. Hearings may be scheduled whenever the University is officially open (including summer and winter breaks).

### **B. Selection of Disciplinary Authority**

The Disciplinary Authority will be either an external professional appointed by the University or an internal administrator. Any Disciplinary Authority used by the University will be free from conflicts of interest and bias for or against either party; receive annual training on issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking; the scope of the University's education program or activity; how to conduct a hearing and adjudicate in a manner that is fair and impartial by avoiding prejudgment of the facts at issue; technology that will be used at a live hearing; and on issues of relevance of questions and evidence. Training materials will be posted on the University's Office of Institutional Equity webpage. If either party believes the Disciplinary Authority has a conflict of interest or bias, they may notify the Assistant Director of Institutional Equity and Title IX Coordinator, who will determine if a designee should be appointed.

The role of the Disciplinary Authority is to provide all parties with an equitable opportunity to be heard, to make relevance determinations, and to objectively evaluate all relevant inculpatory and exculpatory evidence in order to reach a full and fair determination as to responsibility and imposition of any sanction, should there be a finding of responsibility. The Disciplinary Authority will review the investigative report and any written statements provided by the parties in response to the investigative report, all exhibits, and any additional relevant evidence introduced at the hearing. The Disciplinary Authority will determine whether there is sufficient evidence, by a Preponderance of the Evidence, to support a finding of responsibility as to each element of each Policy violation at issue. The Disciplinary Authority may reach credibility determinations but may not base credibility determinations on a person's status as a Complainant, Respondent, or witness. Where a Complainant or Respondent declines to participate in a hearing, the Disciplinary Authority may not make an adverse inference against that party.

The Assistant Director of Institutional Equity and Title IX Coordinator is administratively responsible for coordinating all aspects of the formal resolution process. For cases involving student Respondents, the Assistant Director of Institutional Equity and Title IX Coordinator may utilize the Office of the Dean of Students for administrative assistance in coordinating the disciplinary process. For cases involving employee-Respondents, the Assistant Director of Institutional Equity and Title IX Coordinator may utilize the Office of Human Resources for administrative assistance in coordinating the disciplinary process.

The Executive Director of Human Resources and Institutional Equity, or their designee, will serve as an advisor to the Disciplinary Authority. In all instances, the Disciplinary Authority may consult with the Executive Director of Human Resources and Institutional Equity or their designee to ensure that the sanction(s) and/or remedies satisfy the University's obligation to eliminate the Prohibited Conduct, prevent its recurrence and address its effects.

\*For tenured and tenure track faculty Respondents who may be subject to termination or suspension, the Disciplinary Authority is outlined below in the Adjudication and Appeal Process for Tenured and Tenure Track Faculty section.

### **C. Impact or Mitigation Statements**

In the time frame directed by the Assistant Director of Institutional Equity and Title IX Coordinator, the Complainant and Respondent may submit a written impact or mitigation statement for consideration by the Disciplinary Authority. The decision whether to provide an impact or mitigation statement is completely voluntary.

An impact statement is written information from the Complainant regarding how the Prohibited Conduct has affected them and the Complainant's views on an appropriate sanction. Impact statements may include a description of: emotional impacts caused by the Prohibited Conduct; negative social or educational consequences arising from the Prohibited Conduct; medical or psychological consequences sustained as a result of the Prohibited Conduct; the Complainant's view on the Prohibited Conduct; or the Complainant's view on the appropriate sanction.

A mitigation statement is written information from the Respondent regarding any potential mitigating factors. Mitigation statements may include a description of: the Respondent's previous good character; worthy social or academic contributions and public service; whether the Respondent accepted responsibility for the Prohibited Conduct; cooperation with the investigation; the Respondent's mental or physical health; the Respondent's view on an appropriate sanction; and the likely effect of the sanctions on Respondent.

The Assistant Director of Institutional Equity and Title IX Coordinator will review all information submitted in an impact statement or mitigation statement for relevance and appropriateness and may determine that some or all of the information submitted will not be provided to the Disciplinary Authority. Both parties will receive a copy of the impact or mitigation statement provided to the Disciplinary Authority.

### **D. Adjudication and Appeal Process for Tenured and Tenure Track Faculty**

An external Disciplinary Authority will review the investigative report for tenured and tenure track faculty Respondents prior to a Disciplinary Authority hearing to assess whether the reported conduct could result in the termination or suspension of the faculty member. If the external Disciplinary Authority determines termination or suspension could be an appropriate sanction if the tenured and tenure track faculty Respondent is found responsible, the adjudication and appeal of the case will be handled in accordance with the University's Tenure/Tenure Track Faculty Suspension and Termination Policy.

If the external Disciplinary Authority determines that termination or suspension may not be an appropriate sanction for reported conduct of a tenured and tenure track faculty Respondent, the Disciplinary Authority will be the external Disciplinary Authority and the faculty member will be subject to the adjudication and appeal policies outlined below. However, if at any time during the Disciplinary Authority hearing, the external Disciplinary Authority determines termination or suspension could be an appropriate sanction, the adjudication and appeal of the case will be handled in accordance with the University's Tenure/Tenure Track Faculty Suspension and Termination Policy.

For faculty members who are not tenured or tenure track, the Disciplinary Authority will be the external Disciplinary Authority and the faculty member will be subject to the adjudication and appeal policies outlined below, regardless of the sanctions that may be imposed.

## **E. Disciplinary Authority Hearing**

Hearings will be conducted either in-person or virtually with technology that enables the Disciplinary Authority and parties to simultaneously see and hear all participants.

The hearing is an opportunity for the parties to address the Disciplinary Authority. The parties may address any information in the investigative report and supplemental statement submitted in response to the investigative report. The University will make all evidence directly related to the allegations, as shared in the evidence review, available to the parties at the hearing, including for the purposes of cross-examination.

The Disciplinary Authority has the discretion to determine the format for the hearing and its deliberations. Typically, the Complainant and Respondent will have an opportunity to provide an opening statement to the Disciplinary Authority. Each party will then have an opportunity to address the Disciplinary Authority and respond to questions by the Disciplinary Authority, or as described below, the other party's Advisor. The Disciplinary Authority will also hear from relevant witnesses, including the Investigator(s). Each party will have the opportunity to question the other party, the witnesses, and the Investigator(s) through their Advisor of choice or hearing Advisor provided by the University directly, orally, and in real time. If a party does not have an Advisor present at the live hearing, the University will provide an Advisor, free of charge, who may be, but is not required to be, an attorney, for questioning on behalf of that party.

Only relevant questions may be asked of a party or witness. Before a Complainant, Respondent, or witness responds to a question, the Disciplinary Authority will first determine whether the question is relevant and briefly explain any decision to exclude a question as not relevant as defined above. If a party or witness does not submit to questioning by the other party's Advisors at the hearing, the Disciplinary Authority may not rely on any statement made by that party or witness in reaching a determination regarding responsibility. The Disciplinary Authority may not draw any inference from the decision of a party or witness to not participate at the hearing.

After all parties and witnesses have been heard, the parties will have an opportunity to provide a closing statement. The Advisor may not provide the opening or closing statement and may not provide answers or responses on behalf of a party. The Advisor's role during the hearing is to conduct questioning of the other party and any witnesses. A party may never conduct questioning of the other party themselves.

An audio recording will be made of the hearing. The recording will be maintained by the Office of Institutional Equity for at least ten years from the date of the hearing. A written transcript of the hearing will not be prepared. Requests to listen to the audio recording of a hearing should be made to the Assistant Director of Institutional Equity and Title IX Coordinator.

## **F. Determination of Violation and Possible Sanctions**

At the conclusion of the hearing, the Disciplinary Authority will determine whether there is sufficient information, by a Preponderance of the Evidence, to support a finding of responsibility for a violation(s) of the Policy. A Respondent is presumed to be not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the resolution process. If a Respondent is found responsible, the Disciplinary Authority will determine the appropriate sanction(s) and may be given access to the Respondent's discipline/criminal history for consideration.

The Policy prohibits a broad range of conduct, all of which is serious in nature. In keeping with the University's commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Disciplinary Authority has great latitude in the imposition of sanctions tailored to the facts and circumstances of each report, the impact of the conduct on the Complainant and surrounding community, and accountability for the Respondent. Sanctions should support the University's educational mission and federal obligations.

In determining the appropriate sanction(s) and/or remedies, the Disciplinary Authority will consider a number of factors, including:

- the nature of the conduct at issue;
- the impact of the conduct on the Complainant;
- the impact or implications of the conduct on the University community;
- prior misconduct by the Respondent, including the Respondent's relevant prior discipline history, both at the University or elsewhere, and any criminal convictions, if such information is available and known;
- any expression of remorse or acceptance of responsibility by the Respondent;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the University community;
- the necessity of any specific action in order to eliminate the Prohibited Conduct, prevent its recurrence and remedy its effects on the Complainant or other University community members; and,
- any mitigating, aggravating or compelling circumstances in order to reach a just and appropriate resolution in each case.



The Disciplinary Authority may also consider restorative outcomes that, taking into account the safety of the University community as a whole, allow a Respondent to develop insight about their responsibility for the behavior, learn about the impact of the behavior on the Complainant and the community, and identify how to prevent or change the behavior. Sanctions may be issued individually, or a combination of sanctions may be imposed. Sanctions will typically be imposed immediately, although the Assistant Director of Institutional Equity and Title IX Coordinator in consultation with the Dean of Students (if a student) or Executive Director of Human Resources and Institutional Equity (if an employee) has the discretion to stay imposition of some or all sanctions pending an Appeal.

#### **(1) Sanctions and Corrective Action for Student Respondents**

Sanctions and corrective actions for student Respondents include, but are not limited to, censure, disciplinary probation, restitution, suspension, expulsion, , educational program attendance, educational project, professional assessment, , transcript notation and/or notification to other institutions, and withholding or delaying the conferral of a degree.

Student-employees who are reported to have engaged in Prohibited Conduct in their employment capacity may be subject to sanctions both in connection with their employment and in connection with their student status, as appropriate under applicable processes. If a student is employed through a financial aid package, such as work study, any modification to the employment will not result in a decrease in student aid funds.

#### **(2) Sanctions and Corrective Action for Employee Respondents**

Sanctions and corrective actions for employee Respondents include, but are not limited to, verbal or written warning, disciplinary probation, suspension, termination of employment, training, guidance, adjustment of supervisory or evaluative responsibilities, other reasonable sanctions and corrective actions, and measures to protect health and safety. Sanctions of a faculty member may be subject to procedures outlined in the Faculty Manual. Those Procedures will be implemented in a manner consistent with the requirements of Title IX and the Clery Act.

### **G. Written Notice of Outcome**

The Disciplinary Authority will prepare a written decision and rationale, including the finding of responsibility or non-responsibility, and, if applicable, the sanction and rationale. The Complainant and Respondent will receive simultaneous written notification of the outcome (typically via e-mail to each party's University e-mail address) from the Assistant Director of Institutional Equity and Title IX Coordinator or their designee, including:

1. Identification of the allegations potentially constituting Prohibited Conduct;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the Policy to the facts;
5. A statement of, and rationale for, the result as to each alleged Policy violation, including a determination regarding responsibility, any disciplinary sanctions, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided to the Complainant; and
6. The procedures and permissible bases for the Complainant and Respondent to appeal.

The Assistant Director of Institutional Equity and Title IX Coordinator will also document individual remedies provided to the Complainant and other steps the University took or will take to eliminate a hostile environment, if one is found to exist. That documentation may be provided to the Complainant and/or Respondent as appropriate.

### **H. Appeals**

#### **(1) Grounds for Appeal**

A Complainant or Respondent may appeal the decision of the Disciplinary Authority on one or more of the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could materially affect the outcome;
- The sanction(s) was grossly disproportionate to the Prohibited Conduct for which the Respondent was found responsible; or
- The Assistant Director of Institutional Equity and Title IX Coordinator, Investigators, and/or Disciplinary Authority had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The Complainant or Respondent may appeal the outcome by submitting a written appeal within five business days of the date of the Notice of Outcome to the Assistant Director of Institutional Equity and Title IX Coordinator in person or via e-mail.

If the Disciplinary Authority determines termination or suspension could be an appropriate sanction if the tenured and tenure track faculty Respondent is found responsible, the adjudication and appeal of the case will be handled in accordance with the University's Tenure/Tenure Track Faculty Suspension and Termination Policy, which complies with the most current version of the AAUP guidelines and Title IX Final Rule regulations.

When a party appeals either the determination of the Disciplinary Authority or the dismissal of a Formal Complaint, the Assistant Director of Institutional Equity and Title IX Coordinator will do the following:

- a. Notify the other party in writing when an appeal is filed;
- b. Ensure that the External Reviewer for the appeal is not the Disciplinary Authority and ensure that this individual is trained appropriately;
- c. Allow both parties the opportunity to submit a written statement in regards to the appeal; and
- d. Issue the External Reviewer's written decision regarding the appeal and rationale to both parties.

## **(2) External Reviewer**

The appeal for students and all employees that are not subject to the University's Tenure/Tenure Track Faculty Suspension and Termination Policy will be conducted by an External Reviewer. The External Reviewer will be a neutral party outside of the University, most often an attorney with legal experience, training and knowledge regarding sexual and gender-based harassment and interpersonal violence. The External Reviewer will be free from bias or conflict of interest for or against Complainants and Respondents and receive annual training on: (a) the definition of Prohibited Conduct, including Sexual Harassment; (b) the scope of the University's education program or activity; (c) how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; (e) the presumption of "not responsible" until any appropriate process concludes; and, (f) how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability.

The University will maintain a pool of External Reviewers selected through an inclusive committee process under the direction of the Assistant Director of Institutional Equity and Title IX Coordinator. The External Reviewers will serve for a limited term, unless reappointed by the selection committee.

Within ten (10) working days of receipt of the appeal, the External Reviewer will render a written decision to the Assistant Director of Institutional Equity and Title IX Coordinator, who will simultaneously share the written decision with the parties and their Advisors.

The options available to the External Reviewer are to: (a) affirm the findings, disciplinary decision and/or the sanction(s); (2) modify the findings, disciplinary decision and/or sanction(s); or (3) in the event of significant new evidence, order a new hearing based on the totality of the evidence.

The decision by the External Reviewer is final. No further appeals are available.

### **Document History**

**Policy Revision Date:** October 2023

**Policy Origination Date:** August 1, 2019

2023-24

# ***STUDENT HANDBOOK***

***Section 7 – Harassment &  
Discrimination Policy***



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# Harassment and Discrimination Policy

*Applies to All Forms of Harassment and Discrimination Outlined in the University's Non-Discrimination Statement, Excluding Conduct Prohibited by The Title IX and other Sexual Harassment and Misconduct Policy for Students, Staff, Faculty, Trustees, and Third Parties*

## Policy Statement

The University of Evansville is committed to creating and maintaining an atmosphere where all members of the community – students, faculty, staff, and visitors – are treated with respect and dignity. It provides information about resources, reporting options, and prompt and equitable resolution options. The Policy reinforces the University's commitment to: (1) preventing and responding to Prohibited Conduct in a manner consistent with applicable federal, state and local law; (2) cultivating a climate where all individuals are well-informed and comfortable in reporting Prohibited Conduct; and (3) identifying the standards by which potential violations of this Policy will be evaluated.

## Reason for Policy

This Policy document informs members of the University community about the University's prohibition against harassment and discrimination. It provides information about resources, reporting options, and prompt and equitable resolution options. The policy reinforces the University's commitment to creating and maintaining an atmosphere of respect and dignity. Consistent with the procedures set forth in this Policy, the University will take steps to eliminate harassment and discrimination and prevent their recurrence, and remedy any discriminatory effects for individuals or members of the University community.

This Policy encourages prompt reporting of Prohibited Conduct; identifies persons to whom Prohibited Conduct may be reported; prohibits retaliation against persons who bring reports under this Policy; assures privacy to the extent possible consistent with the need to address and resolve Prohibited Conduct appropriately and foster a safe learning, living and working environment; assures all members of the University community that each report of Prohibited Conduct will receive a prompt, equitable, impartial and thorough investigation and/or resolution; and provides for appropriate disciplinary or other corrective action.

A person who is determined at the conclusion of an investigation to have committed Prohibited Conduct in violation of this Policy may be subject to disciplinary action, up to and including expulsion or termination. In some circumstances, the University reserves the right to remove a student from the University's education program or activity, or place an employee on administrative leave prior to the conclusion of the Formal Resolution Process. Some forms of Prohibited Conduct may also violate federal, state and/or local law, and criminal prosecution may occur independently of any disciplinary action imposed by the University. The University's ultimate goal is to prevent Prohibited Conduct through prevention and education. It is the responsibility of every member of the University community to foster an environment free of Prohibited Conduct. However, if Prohibited Conduct occurs, the University will respond firmly, fairly and in a timely manner, using both informal and formal procedures designed to eliminate the conduct, prevent its recurrence, and remedy any adverse effects of the conduct on individuals, members of the campus community, or University-related programs or activities. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Retaliation against community members who make good faith reports of Prohibited Conduct or who participate in an investigation under this Policy is prohibited. Nothing in this Policy shall be deemed to revoke any right a faculty member may have to file a grievance outlined in the Faculty Manual.

## Scope and Jurisdiction?

This Policy governs the conduct of faculty, staff, students, alumni, members of the Board of Trustees (Trustees), volunteers, and other participants in University programs and activities that occur on the campuses of the University of Evansville, the Stone Family Center for Health Sciences, and Harlaxton College. It also governs the conduct of third parties, including visitors and third-party contractors and vendors.

In this Policy, the individual reported to have experienced Prohibited Conduct is referred to as the Complainant. The individual who is reported to have committed Prohibited Conduct is referred to as the Respondent.

This Policy applies to acts of Prohibited Conduct that occurs both in the United States and in the University's education program or activity. The term "education program or activity" includes all of the University's operations, including the Stone Family Center for Health Sciences, and Harlaxton College, and other locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the conduct occurs; and any building owned or controlled by a student organization that is officially recognized by the University. The University's education program or activity can include on-campus, off-campus, or online conduct, and applies to employment and admissions. Examples include University-sponsored, University-funded, or otherwise University-supported study off campus, research, internship, mentorship, summer session, conferences, meetings, social events, or other affiliated programs or premises.

The Policy also applies to Prohibited Conduct that occurs outside of the United States, but in connection with the University's education program or activities, such as University-sponsored, University-funded, or otherwise University-supported study abroad programs.

Under certain circumstances, the Policy may also apply to instances in which the conduct occurred outside of the education program or activity, but where the University otherwise regulates the conduct, the conduct has or could have a continuing impact within the University's education program or activity, or the conduct may have the effect of posing a serious threat to the University community.

If the Respondent is not an employee or student, the University of Evansville's ability to take disciplinary action will be limited and is determined by the context of the Prohibited Conduct and the nature of the relationship of the third party Respondent to the University. A visitor or third-party who is accused of violating this Policy may have their relationship with the University of Evansville terminated and/or be permanently barred from the University or subject to other restrictions for failing to comply with this Policy.

In instances where the University does not have disciplinary authority over the Respondent or the conduct is unconnected to a University education program or activity, the University will take steps to support a Complainant or other campus community members by offering reasonably available Supportive Measures and provide assistance in identifying external reporting mechanisms.

## Policy

Consistent with the University's Non-discrimination Statement, the University does not discriminate and does not tolerate discrimination against students, faculty, staff, applicants for admission and employment, and visitors, in its education programs, activities, and its employment practices on the basis of race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes.

Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of one or more of the above protected groups or classes. This includes creating a "hostile environment" where the conduct is sufficiently severe, pervasive, or persistent, which alters the conditions of the person's employment or educational experience at the University. The University will not tolerate any form of harassment of our employees, students, or other persons performing services for our campus by anyone, including any supervisor, co-worker, vendor, student, parent, or alumni of our University.

All employees are responsible to help ensure that we avoid discrimination and harassment. If you feel that you have experienced or witnessed any conduct that is inconsistent with this Policy, you are to notify the Director of Institutional Equity [other possible reporting authorities].

The University forbids retaliation against anyone for reporting harassment or discrimination, assisting in making a discrimination or harassment complaint, cooperating in a discrimination or harassment investigation, or filing an EEOC claim.

The University's policy is to investigate all harassment or discrimination complaints thoroughly and promptly. To the fullest practical extent, the University will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the Policy has occurred, the University will take corrective action, including discipline, up to and including immediate termination of employment or dismissal of a student from the University.

The University has designated a Assistant Director of Institutional Equity and Title IX Coordinator to oversee the implementation of this Policy and to ensure compliance with applicable laws, and to work with the Office of Public Safety on compliance with the Clery Act and other applicable laws. The University's Assistant Director of Institutional Equity and Title IX Coordinator is Ms. Annie Sills:

Annie Sills  
University of Evansville  
Olmsted Administration Hall, Room 118  
1800 Lincoln Ave.  
Evansville, IN. 47722  
(812) 488-5261  
[cs175@evansville.edu](mailto:cs175@evansville.edu)  
[titleIX@evansville.edu](mailto:titleIX@evansville.edu)

Concerns about the University's application of this policy may be addressed to the University's Assistant Director of Institutional Equity and Title IX Coordinator; the United States Department of Education, Clery Act Compliance Division ([clery@ed.gov](mailto:clery@ed.gov)); the United States Department of Education, Office for Civil Rights ([OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481); the Equal Employment Opportunity Commission ([info@eeoc.gov](mailto:info@eeoc.gov) or 800-669-4000); and/or (for Harlaxton College) the Office of Independent Adjudicator ([www.oiahe.org.uk/contact-us/](http://www.oiahe.org.uk/contact-us/) or 0118 959 9813).

To request disability accommodations, students should contact the University's Office of Counseling Services at (812) 488-2663 or [disabilityservices@evansville.edu](mailto:disabilityservices@evansville.edu). Employees and other members of the University community should contact the Office of Human Resources at (812) 488-2943 or [kg77@evansville.edu](mailto:kg77@evansville.edu).

## **Prevention and Awareness Programs**

The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related programs.

## **Intersection and Coordination with Other Policies and Procedures**

Discrimination, harassment, or misconduct based on sex, gender, gender identity, or sexual orientation do not fall under this Policy. In addition, student, staff, and faculty conduct is governed by applicable University policies and by the following:

- [University of Evansville Employee Code of Conduct](#)
- [University of Evansville Drug and Alcohol Policies](#)
- [University of Evansville Student Handbook](#)
- [Harlaxton College Student Handbook](#)
- [University of Evansville Staff Manual](#)
- [University of Evansville Administrator Manual](#)
- [University of Evansville Faculty Manual](#)
- [University of Evansville Adjunct Faculty Manual](#)
- [Harlaxton College Employee Manual, Part 1](#)
- [Harlaxton College Employee Manual, Part 2](#)

Where conduct involves the potential violation of both this Policy and another University policy, the University may choose to investigate other potential misconduct under the procedures set forth in this Policy, provided that it does not unduly delay a prompt or equitable resolution of the report. The classification of the Respondent's primary role (student or employee) will direct the processes that will be followed for resolution.

This Policy applies to all reports of Prohibited Conduct that are received by the University on or after the effective date of this Policy, regardless of when the Prohibited Conduct occurred. Where the date of the Prohibited Conduct precedes the effective date of this Policy, the definitions of Prohibited Conduct in existence at the time of the alleged incident(s) will be used. The procedures under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

## **The Role of the Assistant Director of Institutional Equity and Title IX Coordinator**

The University's Assistant Director of Institutional Equity and Title IX Coordinator oversees the University's centralized response to all reports of Prohibited Conduct to ensure consistent implementation of this Policy and compliance with applicable federal, state, and local law. The Assistant Director of Institutional Equity and Title IX Coordinator and/or designated staff will:

- Communicate with all members of the University community regarding applicable law and policy and provide information about how individuals may access resources and reporting options.
- Maintain and implement applicable University policies to ensure institutional compliance with applicable law.
- Ensure that all students and employees have access to education and training regarding Prohibited Conduct defined in this Policy.
- Respond to any report regarding conduct that may violate this Policy. In this capacity, the Assistant Director of Institutional Equity and Title IX Coordinator shall:
  - Direct the provision of any Supportive Measures.
  - Oversee the prompt and equitable investigation and resolution of the report.
  - Through Informal Resolution or Formal Resolution, take appropriate action to eliminate the Prohibited Conduct, prevent its recurrence and remedy its effects.
- Maintain centralized records of all reports, investigations, and resolutions.

The Assistant Director of Institutional Equity and Title IX Coordinator maintains broad oversight responsibility, but may delegate responsibilities under this Policy to designated administrators or external professionals who will have appropriate training and/or experience. When used in this Policy, the term Assistant Director of Institutional Equity and Title IX Coordinator may include an appropriate designee(s).



## Definition of Key Terms

- **Advisor:** The parties may be accompanied by an Advisor at any meeting or proceeding related to the resolution of a report under the Policy. The Advisor may be any person, including an attorney, and need not be affiliated with the University.
- **Complainant:** A student, employee, visitor, guest, or program participant who reports they have been the victim of Prohibited Conduct.
- **Confidential Resource:** Any University employee or independent contractor who has the ability to maintain the confidentiality of communications under applicable law or by designation. Confidential Resources include medical, clinical, and mental-health professionals, and clergy when acting in that professional role in the provision of services; and any employee providing administrative, operational and/or related support for such providers in their performance of such services.
- **Disciplinary Authority:** A disciplinary authority, who may be an external professional appointed by the University or an internal administrator, who is designated to review the investigative report and preside over the hearing to determine if a preponderance of the evidence exists to warrant the imposition of appropriate sanction(s) and/or remedies. The Disciplinary Authority for Respondents who are tenured or tenured track faculty is addressed below.
- **Exculpatory Evidence:** Evidence that indicates that a Respondent did not engage in Prohibited Conduct.
- **Formal Complaint:** A signed document filed by a Complainant or signed by the Assistant Director of Institutional Equity and Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the University investigate the allegation of Prohibited Conduct.
- **Formal Grievance Process:** The investigation and adjudication of Prohibited Conduct resulting in a formal hearing and determination of responsibility, and if appropriate, accompanying sanctions.
- **Inculpatory Evidence:** Evidence that indicates that a Respondent engaged in Prohibited Conduct.
- **Informal Resolution:** A voluntary, structured interaction between the Complainant and Respondent to resolve concerns prior to a determination by the Disciplinary Authority. The informal resolution process is intended to be flexible while also providing for a full range of possible outcomes. Informal Resolution may include mediation between the parties.
- **Preponderance of the Evidence:** The standard of evidence applied to determine whether Respondent is responsible for violating the Policy. This means that the University will decide whether it is more likely than not, based upon the available information, that the Respondent is responsible for the alleged Policy violation(s).
- **Prohibited Conduct:** Reported conduct that is a violation of the Harassment and Discrimination Policy.
- **Respondent:** A student, employee, visitor, guest of program participant who is alleged by the Complainant to have committed Prohibited Conduct.
- **Responsible Employee:** A University of Evansville employee, who is not designated as a Confidential Resource, and is required to report incidents of Prohibited Conduct to the Assistant Director of Institutional Equity and Title IX Coordinator.
- **Supportive Measure:** A non-disciplinary, non-punitive individualized service offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent at any time before or after a Formal Complaint is filed or where no Formal Complaint has been filed.

## Prohibited Conduct

In determining whether reported conduct violates this Policy, the University will consider the totality of the facts and circumstances involved in the incident, including the nature of the reported conduct and the context in which it occurred. Lack of familiarity with University policy is not a defense to a violation of this Policy. Unless specifically noted, intent is not a required element to establish a policy violation.

Prohibited Conduct may include, among other things, telling jokes or making offensive or derogatory remarks about another person's race, ancestry, national origin, age, disability, veteran status, or membership in another protected group. Prohibited conduct may occur through:

- Direct oral expression and/or physical gestures or actions;
- Notes, letters, and other forms of written communication distributed via U.S. mail, campus mail, or otherwise made visible to the public;
- Phone calls, phone messages, or other forms of electronic verbal communication;
- Email, text messages, instant messaging, social networks, or other means of electronic communication.

## Definitions/Glossary

The following definitions are University-wide definitions and will be used as a reference for all cases involving harassment and discrimination covered by this Policy:

**Protected Characteristics** – Includes race, color, religion, national origin, age, disability status, genetic information, veterans' status, ethnic origin, ancestry, or any other basis protected by applicable federal, state or local laws, but not covered by the University's Title IX and other Sexual Harassment and Misconduct Policy.

**Discrimination Based on Protected Characteristics** – Discrimination based on Protected Characteristics involves treating someone (an applicant, student, or employee) unfavorably because he/she is of a certain protected or because of personal characteristics associated with a protected class (e.g., hair texture, skin color, or certain facial features).

**Harassment Based on Protected Characteristics** – Harassment based on Protected Characteristics is a form of prohibited discrimination. Harassment often takes the form of verbal statements regarding an individual's Protected Characteristics, such as epithets, derogatory comments or slurs, profanity, gestures, innuendo, jokes, or forms of address. Harassment can also take the form of other adverse conduct motivated by a person's Protected Characteristics, such as teasing or tricks, physical abuse or bullying.

**Race, Color, National Origin, or Ethnicity Harassment** is any verbal or physical conduct that is directed at an individual because of their race, color, national origin or ethnicity, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.

**Disability Harassment\*** is any verbal or physical conduct or a pattern of a lack of reasonable accommodation that is directed at an individual because of their mental or physical impairment, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.

*\* If a student is dissatisfied with the accommodations recommended by a Disability Services staff member, they are not receiving the recommended accommodations from their instructor, or they feel they have been unjustly denied eligibility for Disability Services, the student should first follow the Disability Services Grievance Procedure.*

**Religious Harassment** is any verbal or physical conduct that is directed at an individual because of their religion and/or religious beliefs pertaining to religion and that is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.

**Veteran Status Harassment** is any verbal or physical conduct that is directed at an individual because of their status as a person who serves or has served in the Armed Forces, Reserve, National Guard, or other uniformed Services, and that is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Such harassment is prohibited.

**Intent vs. Impact** – It is the impact of the behavior, not the intent of the person who exhibited the behavior, that determines whether or not Prohibited Conduct has occurred. According to the law, actual intent is irrelevant. Courts have found a hostile environment exists if the victim believes the environment to be abusive and a reasonable person would find it to be an abusive environment.

**Retaliation** includes words or acts, as described below, committed against an individual or group of individuals involved in a protected activity. Protected activity includes making a good faith report under this Policy; filing an external complaint; or opposing in a reasonable manner and consistent with University policy an action reasonably believed to constitute a violation of this Policy. Retaliation may also include words or acts committed against an individual or group of individuals because they have participated in proceedings under this Policy. Retaliation can take many forms, including, but not limited to, adverse action or violence, threats and intimidation that would discourage a reasonable person (under similar circumstances and with similar identities to the targeted individual or group) from engaging in protected activity.

**Complicity** is any deliberate act or failure to act that knowingly or intentionally aids, attempts, or assists the commission of a specific act of Prohibited Conduct by another person.

**Violation of University Directive** is the failure to abide by the terms of an Interim Protective Measure or comply with a requirement of this Policy.

## Understanding Privacy and Confidentiality

The University encourages all individuals who believe they have experienced or witnessed Prohibited Conduct to share information with the Assistant Director of Institutional Equity and Title IX Coordinator to a Responsible Employee (defined below), who will make a referral to the Assistant Director of Institutional Equity and Title IX Coordinator. The Assistant Director of Institutional Equity and Title IX Coordinator will provide the Complainant with information about resolution options and supports and resources. The Assistant Director of Institutional Equity and Title IX Coordinator will also consult with the Complainant to determine whether and how the University should respond.

If a Complainant or witness does not wish to report to the University but wishes to seek support or information in a confidential setting, they should seek such support from one of the Confidential Resources listed below.

The following information about Privacy and Confidentiality is intended to differentiate these two terms as they are used in the Title IX process.

**Privacy** refers to the discretion that will be exercised by the University, including the Office Institutional Equity and Title IX, in the course of any investigation or disciplinary processes under this Policy. Information related to a report of Prohibited Conduct will be handled discreetly and shared with a limited circle of University employees or designees who need to know in order to assist in the assessment, investigation and resolution of the report and related issues. Individuals in the Office of Institutional Equity, along with Investigators, Disciplinary Authority members, and External Reviews will receive training in how to safeguard private information. The University will make reasonable efforts to investigate and address reports of Prohibited Conduct under this Policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the University will maintain the privacy of the parties to the extent reasonably possible. The privacy of student education records will be protected in accordance with the university's Policy on the Access to Student Records in accordance with the Family Educational Rights and Privacy Act (FERPA). Access to an employee's personnel records is also governed by University policy and by applicable local laws.

**Confidentiality** refers to the statutory protections provided to individuals who disclose information in legally protected or privileged relationships, including professional mental health counselors, medical professionals, and ordained clergy (see Confidential Resources below). These Confidential Resources must maintain the confidentiality of communications disclosed within the scope of the provision of professional services. When an individual shares information with a Confidential Resource (on campus or in the community) as a confidential communication in the course of a protected relationship, the Confidential Resource cannot disclose the information (including information about whether an individual has received services) to any third party without the individual's written permission or unless permitted or required consistent with ethical or legal obligations. Similarly, medical and counseling records cannot be released without the individual's written permission or unless permitted or required consistent with ethical or legal obligations.

**Release of Information by the University:** Pursuant to the Clery Act, the University must disclose statistics about Clery Act crimes in its daily crime log and Annual Security Report and provides those statistics to the U.S. Department of Education. If a report of Hate Crime discloses a serious or continuing threat to the campus community, the University will issue a timely notification to the campus community to protect the health and safety of the campus community as required by the Clery Act. In all of these instances, the information is reported in a manner that does not include personally identifying information about persons involved in an incident. In addition, Confidential Resources may submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or student.

The University will not release the name of the Complainant, the Respondent, or witnesses to the general public except as otherwise permitted or required by law. The University will also maintain the confidentiality of any Supportive Measures provided to a Complainant, to the extent that maintaining such confidentiality would not impair the University's ability to provide the Supportive Measures. The University may also share non-personally identifying information about reports received in aggregate form, including data about outcomes and sanctions. All University proceedings are conducted in compliance with the requirements of FERPA, the Clery Act (as amended by VAWA), Title IX, state and local law, and University policy.

## Reporting Responsibility of University Employees

It is important to understand the different responsibilities of University employees. Some employees are designated as **Confidential Resources**, meaning that they will maintain the Confidentiality of information shared with them, as described above. All other employees are designated as Responsible Employees, meaning that they are required to promptly share all information about Prohibited Conduct with the University's Title IX Coordinator..

**Confidential Resources** include any University employee or independent contractor who has the ability to maintain the confidentiality of communications under applicable law or by designation. Confidential Resources include medical, clinical, and mental-health professionals, and clergy when acting in that professional role in the provision of services; and any employee providing administrative, operational and/or related support for such providers in their performance of such

services. Confidential Resources will not disclose information about Prohibited Conduct without the individual's written permission or as set forth in the Confidentiality section above. When individuals who otherwise are Confidential Resources receive information outside of the provision of services, the Confidential Resource is required to share that information with the Assistant Director of Institutional Equity and Title IX Coordinator. For example, a licensed counselor who receives a disclosure in the context of speaking at a prevention program would be required to share the information with the Assistant Director of Institutional Equity and Title IX Coordinator.

**The following are on-campus Confidential Resources:**

**Office of Counseling Services**

Room 200, Ridgway University  
Center 812-488-2663  
counselingservices@evansville.edu  
[www.evansville.edu/counseling](http://www.evansville.edu/counseling)

The Office of Counseling Services is staffed by professional, licensed counselors and is available to all students. The office is open from 8:00 am to 5:00 pm Monday through Friday during the academic year. Appointments can be made by calling (812) 488-2663. Emergency counseling services are available after hours by calling the Office of Public Safety at (812) 488-2051 and asking for the counselor on call.

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

Sampson Hall 812-488-2033  
healthcenter@evansville.edu  
[www.evansville.edu/offices/healthcenter](http://www.evansville.edu/offices/healthcenter)

The Health Center is staffed and operated by Ascension Health and is available to all full-time students, as well as employees who are enrolled on UE health insurance. The Health Center is open Monday through Friday during the fall and spring semesters, with reduced hours in the summer.

While these Confidential Resources will ordinarily be able to maintain the confidentiality of the information shared with them in the course of their duties, there are certain limited circumstances where they may be required by law to share information. Those circumstances include:

- If they believe there is imminent danger of self-harm, or harm to others.
- If there is reason to believe that child, elder, or dependent abuse has occurred.
- If the individual express threats of violence towards another person.
- If federal law enforcement officials request your information under the United States Patriot Act.
- Under court order, subpoena or as otherwise required by law.

Employees may obtain confidential counseling from the University's Employee Assistance Program, which can be accessed by contacting 1-855-775-4357

**Responsible Employees** are required to promptly report any information they learn about suspected Prohibited Conduct or potential violations of this Policy. All university employees, except for those that are designated as Confidential Resources, are considered Responsible Employees. For the purpose of this policy, Trustees are required to report potential violations to the Office of Institutional Equity, notwithstanding the fact that they are not employees of the University.

Responsible Employees must report all known information, including the identities of the parties, the date, time and location and any details about the reported incident to the Assistant Director of Institutional Equity and Title IX Coordinator. The Assistant Director of Institutional Equity and Title IX Coordinator may share reports with other University employees to ensure a coordinated institutional response. Responsible Employees may provide support and assistance to a Complainant, witness, or Respondent; but they cannot promise Confidentiality or withhold information about Prohibited Conduct.

Failure by a Responsible Employee to report known or suspected Prohibited Conduct in a timely manner will result in required participation in additional training and may subject them to appropriate discipline, including but not limited to an oral or written warning, administrative leave with or without pay, removal from a position, or termination of employment. These disciplinary consequences may be imposed against any Responsible Employee, regardless of rank and whether that Responsible Employee is an administrator, faculty member, staff member, or student-employee. Disciplinary consequences for Trustees include, but are not limited to, removal from the Board of Trustees. The Assistant Director of Institutional Equity and Title IX Coordinator will notify the Executive Director of Human Resources and Institutional Equity of any potential violations of the Responsible Employee policy. The Executive Director will then consult with the employee's supervisor and area vice president to determine the appropriate discipline. Suspension or termination of tenured or tenured track faculty who violate the Responsible Employee policy will be handled in accordance with the University's Tenure/Tenure Track Faculty Suspension and Termination Policy.

Responsible Employees are not required to report information disclosed at public awareness events (e.g., “Take Back the Night,” candlelight vigils, protests, “survivor speak-outs” or other public forums in which students may disclose Prohibited Conduct (collectively, public awareness events). The University may provide information about this Policy and available University and community resources and support at public awareness events. When individuals who are designated as Responsible Employees also serve, at times, a dual role as Confidential Resources, the individuals should not report information that they receive while providing services as Confidential Resources (except as set forth in the Confidentiality section above). In addition, a Complainant may choose not to make a report in their own case, even if the Complainant would otherwise have reporting obligations as a Responsible Employee.

## Clery Act Reporting

Pursuant to the Clery Act, the University includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the University to issue timely warnings to the University community about certain crimes that have been reported and may continue to pose a serious or continuing threat to campus safety. Consistent with the Clery Act, the University withholds the names and other personally identifying information of complainants when issuing timely warnings to the University community.

## Campus and Community Resources

A Complainant or witness has many options, including seeking counseling or assistance from a Confidential Resource, making a report under this Policy, and/or making a report to law enforcement. The University encourages prompt reporting of Prohibited Conduct to the Assistant Director of Institutional Equity and Title IX Coordinator and law enforcement. The University also recognizes that deciding among these options can be difficult and is an intensely personal decision. Complainants and witnesses are encouraged to seek assistance from a Confidential Resource and to explore all potential reporting and support options.

## Emergency Resources and Law Enforcement

Emergency medical assistance and campus Public Safety assistance are available 24/7 both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense.

To report Prohibited Conduct that is imminent, in progress, or threatened, call:

**University of Evansville:** the University’s Office of Public Safety at (812) 488-2051 or (812) 488-6911 (for emergencies).

**Stone Center for Health Sciences:** IU Police Department/G4S Security at (812) 855-2425 or (812) 855-2421.

**Evansville Police Department** (812) 436-7896 or 911.

**Harlaxton College:** Lincolnshire Police at 101 or 999.

## Medical Treatment and Preservation of Evidence

Regardless of whether a report is filed with local law enforcement, individuals should preserve all evidence that could be relevant to any criminal charges that may be brought or that might be needed to obtain a protection order.

### University of Evansville and Stone Center for Health Sciences:

#### Deaconess Hospital

<https://www.deaconess.com/Services/Emergency-Care>

Hours: 24/7

(812) 450-3405

#### Ascension St. Vincent Hospital

<https://www.stvincent.org/Locations/Hospitals/Evansville>

Hours: 24/7

(812) 485-4491

### Harlaxton College:

#### Grantham Hospital

[www.nhs.uk/Services/hospitals/Services/Service/DefaultView.aspx?id=345138](http://www.nhs.uk/Services/hospitals/Services/Service/DefaultView.aspx?id=345138)

Hours: Daily from 8:00 a.m. - 6:30 p.m.

Manthorpe Rd, Grantham NG31 8DG

01476 565232

## Peterborough City Hospital

[www.nwangliaft.nhs.uk/a-z-of-services/e/emergency-and-out-of-hours-care/](http://www.nwangliaft.nhs.uk/a-z-of-services/e/emergency-and-out-of-hours-care/)

Hours: 24/7

Edith Cavell Campus Bretton Gate, Peterborough PE3 9GZ

01733 678000

## Campus Resources

Members of the University community may obtain information about resources relating to Prohibited Conduct from:

- Annie Sills, Assistant Director of Institutional Equity and Title IX Coordinator  
812-488-5261 [cs175@evansville.edu](mailto:cs175@evansville.edu)
- Keith Gehlhausen, Executive Director of Human Resources, and Institutional Equity  
812-488-2943 [kg77@evansville.edu](mailto:kg77@evansville.edu)
- Dr. Rachel Carpenter, Vice President of Student Affairs/Dean of Students  
812-488-2500 [rc35@evansville.edu](mailto:rc35@evansville.edu)
- Rob Shelby, Vice President of Talent and Community/Chief Diversity Officer  
812-488-2949 [rs262@evansville.edu](mailto:rs262@evansville.edu)
- Director of Public Safety  
812-488-2054

The Assistant Director of Institutional Equity and Title IX Coordinator will provide Complainants with written notice about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services, as well as options and available assistance for changing academic, living, transportation and working situations, if requested, if reasonably available and regardless of whether reports are made to law enforcement. These supports are described in greater detail in the section on Interim Measures.

## Reporting Options

The University encourages all individuals to report Prohibited Conduct or a potential violation of this Policy to the Assistant Director of Institutional Equity and Title IX Coordinator, the Office of Public Safety, and/or to local law enforcement. A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the University will assist a Complainant in contacting law enforcement at any time. Under limited circumstances (posing a threat to health or safety of any individual or to comply with applicable law), the University may independently notify law enforcement.

An individual may make a report to the University, to law enforcement, to neither, or to both. Campus discrimination processes and law enforcement investigations operate independently of one another, although the Assistant Director of Institutional Equity and Title IX Coordinator may coordinate information with law enforcement as part of the Initial Assessment. Anyone can make a report as follows:

- **Make a report to the Assistant Director of Institutional Equity and Title IX Coordinator** in person, by telephone, by email, or online at:

Ms. Annie Sills  
Assistant Director of Institutional Equity and Title IX Coordinator  
University of Evansville  
Olmsted Administration Hall, Room 118  
1800 Lincoln Ave.  
Evansville, IN. 47722  
(812) 488-5261  
[cs175@evansville.edu](mailto:cs175@evansville.edu)  
[titleIX@evansville.edu](mailto:titleIX@evansville.edu)

- **Make a report to local Law Enforcement**

A Complainant has the right to report, or decline to report, to law enforcement at any time. The University's investigation and adjudication processes are distinct from the criminal justice/law enforcement process. The University will assist a Complainant in contacting law enforcement or the Complainant may contact law enforcement directly.

### University of Evansville and Stone Center for Health Sciences:

Evansville Police Department at 812-436-7896 or 911.

### Harlaxton College:

Lincolnshire Police at 101 or 999.

## ■ Make an anonymous report:

A Complainant is not required to reveal their identity in order to report an incident; however, an anonymous report may limit the ability to respond with an investigation or disciplinary action. An incident can be anonymously reported to University administration at:

University of Evansville Office of Public Safety [Report A Concern Form](#)

University of Evansville [Bias Incident Report](#)

Campus Conduct Hotline: 866-943-5787.

Although providing anonymous information may limit the ability of the University to investigate or impose discipline, it can help the University maintain accurate records regarding the number of incidents involving students, employees, and third parties; determine if there is a pattern of conduct with regard to a particular location, group or Respondent; and alert the campus community to potential dangers when appropriate.

A Complainant or witness also has the ability to make an anonymous report to local law enforcement by contacting:

### **University of Evansville and Stone Center for Health Sciences:**

[Submit a Tip - Vanderburgh County Sheriff's Office \(vanderburghsheriff.org\)](#)

### **Harlaxton College:**

Crimestoppers  
0800 555111  
[crimestoppers-uk.org](http://crimestoppers-uk.org)

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

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue a discrimination report and a criminal complaint). When initiating any of the above options, an individual does not need to know whether they wish to request any particular course of action nor how to label what happened. As part of a report to the Assistant Director of Institutional Equity and Title IX Coordinator, an individual can also request Supportive Measures.

## **Timeframe for Reporting**

Complainants and witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize the University's ability to respond promptly and effectively. The University does not, however, limit the timeframe for reporting. Depending on the relationship of the Respondent to the University, the University may not have the authority to impose disciplinary action. Where the University does not have disciplinary authority, the University will still seek to meet any federal obligations by evaluating the reported conduct, providing reasonably available Supportive Measures, assisting the Complainant in identifying external reporting options, and taking reasonably available steps to end the Prohibited Conduct, prevent its recurrence, and address its effects.

## **Amnesty**

The University encourages reporting and seeks to remove barriers to reporting by providing amnesty for Complainants and witnesses who report Prohibited Conduct for potential conduct violations occurring at or near the time of the incident. In general, the University will not pursue disciplinary action against a student who makes a good faith report to the University as a Complainant or witness to Prohibited Conduct for personal consumption of alcohol or other drugs (underage or illegal) which would otherwise be a violation of the University's Drug and Alcohol Policies, provided the misconduct did not endanger the health or safety of others. The University may initiate an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

## **Requests for Anonymity**

Once a report has been shared with the Assistant Director of Institutional Equity and Title IX Coordinator, a Complainant may request that their identity not be shared with the Respondent (request for anonymity), that no investigation occur, or that no disciplinary action be pursued. The University will carefully balance this request in the context of the University's commitment to provide a safe and non-discriminatory environment for all University community members. The University will take all reasonable efforts to investigate and respond to the report consistent with a Complainant's request, but in order to pursue disciplinary action against a Respondent, the Respondent must be provided with sufficient notice of the reported conduct. In some circumstances, the Assistant Director of Institutional Equity and Title IX Coordinator may conduct a limited preliminary fact-finding to gain a better understanding of the context of the report or take other appropriate steps, including consulting with appropriate administrators. For more information, see the section on **Balancing Complainant Autonomy with University Responsibility to Investigate**.

A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the University will assist a Complainant in contacting law enforcement at any time. Under limited circumstances posing a threat to health or safety of any University community member, the University may independently notify law enforcement. An individual may make a report to the University, to law enforcement, to neither, or to both. The University's resolution process and law enforcement investigations may be simultaneously pursued, but will operate independently of one another. The University will, when appropriate, coordinate information with law enforcement if law enforcement is notified.

## Supportive Measures

Upon receipt of a report of Prohibited Conduct, the University will provide reasonable and appropriate Supportive Measures. A Supportive Measure is a non-disciplinary, non-punitive individualized service offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent at any time before or after a Formal Complaint is filed or where no Formal Complaint has been filed. Supportive Measures are designed to preserve access to the University's educational programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of the Complainant, the Respondent or broader University community; maintain the integrity of the investigative and/or resolution process; and deter retaliation.

**Available Supportive Measures** include, but are not limited to:

- Supportive measures may include counseling, extensions of deadlines or other course related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Interim Support Measures may include:
- Facilitating access to counseling and medical services.
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines.
- Academic support.
- Assistance in requesting long-term academic accommodations through the Office of Counseling Services if the individual qualifies as an individual with a disability.
- Change in class schedule, including the ability to transfer course sections or withdraw from a course.
- Allow either a Complainant or a Respondent to drop a class in which both parties are enrolled in the same section.
- Voluntary changes in the Complainant's or Respondent's University work schedule or job assignment.
- Change in campus housing.
- Escort and other safety planning steps.
- Mutual "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals.
- Voluntary leave of absence.
- Referral to resources to assist in obtaining a protective order.
- Referral to resources to assist with any financial aid, visa, or immigration concerns.
- Any other remedial measure that does not interfere with either party's access to education can be used to achieve the goals of this Policy.
- Reasonable Change in the Respondent's class schedule.
- Reasonable Change in the Respondent's University work schedule or job assignment.
- Reasonable Change in the Respondent's campus housing.
- Any other reasonable restrictive measure that can be used to achieve the goals of this Policy.

The availability of Supportive Measures will be determined by the specific circumstances of each report. The University will consider a number of factors in determining which Supportive Measures to take, including the needs of the student or employee seeking Supportive Measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the parties; whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and whether court proceedings have been used to protect any parties (e.g., protective orders). The University will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

The Assistant Director of Institutional Equity and Title IX Coordinator is responsible for ensuring the implementation of Supportive Measures and coordinating the University's response with the appropriate offices on campus. The Assistant Director of Institutional Equity and Title IX Coordinator has the discretion to impose and/or modify any Supportive Measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of Supportive Measures. The University will maintain the privacy of any Supportive Measures provided under this Policy to the extent practicable.



The University will provide reasonable Supportive Measures to third parties as appropriate and available, taking into account the role of the third party and the nature of any contractual relationship with the University.

### **Emergency Removal**

Certain circumstances may warrant removing a student Respondent from a University education program or activity. The University may remove a student Respondent on an emergency basis from University property or employment, education or research programs or activities. The determination of whether to remove a student may be made by the Assistant Director of Institutional Equity and Title IX Coordinator in consultation with other University employees, as necessary. This decision may be made at any point in the process.

Before imposing an emergency removal, the University will undertake an individualized analysis of safety and risk for the campus community to determine whether the Respondent's presence in the program or activity poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct and justifies removal of the Respondent from the University program or activity.

The Assistant Director of Institutional Equity and Title IX Coordinator will promptly provide the Respondent with written notice of any removal and an opportunity to challenge the removal. During any challenge, the Respondent will remain off-campus and must comply with the notice of removal. That notice shall include a statement that the use of any information the Respondent chooses to provide may subsequently be used in implementing any aspect of this Policy, including the investigation and adjudication. The Respondent will have 72 hours to submit a written challenge of the safety and risk analysis to the Assistant Director of Institutional Equity and Title IX Coordinator. The Assistant Director of Institutional Equity and Title IX Coordinator will assign the matter to be reviewed by a decision-maker to evaluate the information in support of the individualized safety and risk analysis and any information provided by the Respondent and the Complainant, as applicable. The decision-maker will submit a final decision in writing to the Respondent and the Complainant within three (3) business days, with a copy to the Assistant Director of Institutional Equity and Title IX Coordinator.

### **Administrative Leave**

Following a report of Prohibited Conduct, the University may place a non-student employee Respondent on administrative leave, with or without pay.

## **Overview of Resolution Processes**

The University is committed to providing a prompt, thorough, equitable, and impartial resolution of all reported violations of this Policy. To implement this Policy, the University has developed a formal and an informal resolution process to resolve reports of Prohibited Conduct:

- **Informal Resolution:** an informal framework that includes informal or restorative options for resolving reports that typically do not involve disciplinary action against a Respondent.
- **Formal Resolution:** formal procedures that involve an investigation, adjudication and, if appropriate, the imposition of sanctions.

In all formal and informal resolution processes, the University will treat Complainants and Respondents equitably by offering Supportive Measures to a Complainant when the University has notice of potential Prohibited Conduct, and by following either the formal or informal resolution process before the imposition of any disciplinary sanction against a Respondent. Upon receipt of a report of Prohibited Conduct, the University will conduct an initial assessment of the available information and consider the Complainant's stated interests, as well as the University's compliance obligations, in determining how to proceed. A report of Prohibited Conduct may be resolved through: provision of Supportive Measures only; pursuing the formal resolution process, which involves a prompt, equitable and impartial investigation, a live hearing, and an appeal; or, pursuing an informal resolution process, which requires the voluntary and written consent of the Complainant, the Respondent and the University. A Complainant is always entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated.

### **Time Frame for Resolution**

The University will seek to complete the appropriate resolution process as promptly as possible, consistent with the need to conduct sensitive and informed fact-gathering to ensure an equitable resolution. The Policy designates reasonably prompt timeframes for the major stages of the investigation and resolution process (typically set forth in business days), but the University may extend any timeframe in this Policy for good cause. An extension may be required for good cause to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to the unavailability of the parties or witnesses; or for other legitimate reasons, such as intervening breaks in the University calendar, University finals periods, the complexity of the investigation, the volume of information, number of witnesses, length of the written record, and/or the severity and extent of the alleged misconduct. While requests for delays by the parties may be considered, the University cannot unduly or unreasonably delay the prompt resolution of a report under this Policy. Reasonable requests for delays by the parties may serve to extend the time period for resolution of the report.

The Assistant Director of Institutional Equity and Title IX Coordinator, in consultation with the Investigators, has the authority to determine whether an extension is required or warranted by the circumstances. The University will notify the parties in writing of any extension of the timeframes for good cause, the reason for the extension and the length of the extension. Although cooperation with law enforcement may require the University to suspend the fact-finding portion of an Institutional Equity investigation temporarily, the University will promptly resume its Institutional Equity investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin or conclude its own investigation and, if needed, will take immediate steps to provide appropriate Supportive Measures.

Investigations will proceed according to the timeframes in this Policy to the extent possible during the summer and at other times when classes at the University are not in session. The Assistant Director of Institutional Equity and Title IX Coordinator will work with the parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related review of the finding, apply equally to both the Complainant and the Respondent.

## **Advisor of Choice**

Throughout the informal or formal resolution process, each party has the right to be accompanied at any meeting or hearing by an Advisor of their choice. The Advisor may be any person, including an attorney. A party may decline to use an Advisor for any or all stages of the formal or informal resolution process, with the exception of the hearing, where any questioning of the other party must be conducted by the party's Advisor. If a party does not have an Advisor for the hearing, the University will provide an Advisor, free of charge, who may be, but is not required to be, an attorney, to attend the hearing and conduct questioning on behalf of that party.

The Advisor may observe, provide support, and provide guidance or advice to the party (in a non-disruptive manner). With the exception of the Advisor's live questioning during the hearing, they may not speak on behalf of the parties or otherwise participate in, or in any manner delay, disrupt or interfere with meetings and/or proceedings. An Advisor should plan to make themselves reasonably available; the University will not unduly delay the scheduling of meetings or proceedings based on an Advisor's unavailability. An Advisor may be asked to meet with a University administrator in advance of any proceedings to understand the expectations of the role, privacy considerations and appropriate decorum. An Advisor may be removed for failure to follow these expectations.

The Advisor is entitled to review all information gathered in the investigation that is directly related to the allegations (as part of evidence review), access to the investigation report, and to cross-examine the other party and all witnesses during the hearing.

## **Obligation to Provide Truthful Information**

All University community members are expected to provide truthful information in any proceeding under this Policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions, in accordance with the Students' Rights and Responsibilities section of the University of Evansville Student Handbook, Student Code of Conduct section of the Harlaxton College Student Handbook, the University of Evansville Employee Code of Conduct, and other applicable University policies and procedures. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

## **Intake and Initial Assessment**

Any person may report Prohibited Conduct to the Assistant Director of Institutional Equity and Title IX Coordinator, the Office of Public Safety, or the other reporting options cited above. Upon receipt of a report of Prohibited Conduct, the Assistant Director of Institutional Equity and Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint, explain to the Complainant the process for filing a Formal Complaint, and consider the Complainant's wishes with respect to Supportive Measures.

During the Initial Assessment, a Complainant may request Supportive Measures only, or may file a Formal Complaint. Alternatively, as described below, the Assistant Director of Institutional Equity and Title IX Coordinator may determine that it is appropriate to file a Formal Complaint on behalf of a Complainant. After the filing of a Formal Complaint, the Complainant may decide to seek Informal Resolution in lieu of a formal resolution process (investigation, hearing and appeal). A Complainant is always entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated.

The Assistant Director of Institutional Equity and Title IX Coordinator will also determine whether the Policy applies to the report and whether the reported conduct falls within the jurisdiction and scope of the Policy.

## Overview of Initial Assessment

As part of the initial assessment, the Assistant Director of Institutional Equity and Title IX Coordinator will:

- Promptly contact the Complainant to discuss the availability of Supportive Measures.
- Consider the Complainant's wishes with respect to Supportive Measures.
- Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the Complainant, the Respondent, any witness and/or any other individual with knowledge of the reported incident.
- Address immediate physical safety and emotional well-being needs.
- Conduct an individualized analysis of safety and risk for the campus community to determine whether a student Respondent's presence in the University's education programs or activities poses an immediate threat to the physical health or safety of any student or other individual that justifies removal.
- Notify the Complainant of their right to contact (or decline to contact) law enforcement or seek a civil protection order.
- Notify the Complainant of the right to seek medical treatment.
- Notify the Complainant of the importance of preservation of evidence.
- Refer the report to the Office of Public Safety to assess the reported conduct for any Clery Act obligations, including entry in the daily crime log or issuance of a timely warning.
- Provide the Complainant with written information about on and off campus resources.
- Provide the Complainant with a copy of this Policy and an explanation of the procedural options, including seeking Supportive Measures, the process for filing a Formal Complaint, the formal resolution process and informal resolution.
- Notify the Complainant of the right to be accompanied at any meeting or proceeding by an Advisor of their choice, and that the University will provide an Advisor, without fee or charge, to conduct questioning on behalf of that party at the hearing if they do not have an Advisor.
- Assess the available information for any pattern of conduct by Respondent.
- Discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns).
- Explain the University's policy prohibiting retaliation and how to report acts of retaliation.
- Determine the age of the Complainant; and if the Complainant is a minor, make the appropriate report of suspected abuse consistent with Indiana state law.

The Initial Assessment will be conducted promptly and the time frame for the initial assessment will be tailored to the context and circumstances. The University will seek to complete the Initial Assessment within 10 business days, but recognizes that there may be circumstances in which the Initial Assessment takes longer based on the availability of the Complainant or other necessary information, a Complainant's request to maintain privacy or not seek disciplinary action, or other factors outside of the University's control. The University understands that a Complainant may engage in delayed decision-making, which may impact the timing of the conclusion of the initial assessment.

## Formal Complaint

The formal resolution process (investigation, hearing and appeal) is initiated by the filing of a Formal Complaint. A Formal Complaint is a written document submitted to the Assistant Director of Institutional Equity and Title IX Coordinator by the Complainant alleging that a Respondent engaged in Prohibited Conduct and requesting an investigation. The Formal Complaint may be submitted to the Assistant Director of Institutional Equity and Title IX Coordinator in person, by mail, or by electronic mail. The Assistant Director of Institutional Equity and Title IX Coordinator can be reached at:

Ms. Annie Sills  
Assistant Director of Institutional Equity and Title IX Coordinator  
University of Evansville  
Olmsted Administration Hall, 118 1800 Lincoln Ave.  
Evansville, IN 47722  
(812) 488-5261  
[cs175@evansville.edu](mailto:cs175@evansville.edu)  
[titleIX@evansville.edu](mailto:titleIX@evansville.edu)

The Complainant may also contact the Assistant Director of Institutional Equity and Title IX Coordinator directly for assistance in making a Formal Complaint. Where a Complainant files a Formal Complaint and the reported conduct falls within the scope and jurisdiction of the Policy, the Assistant Director of Institutional Equity and Title IX Coordinator must pursue either a formal or informal resolution process.

## **Dismissal of a Formal Complaint**

The Assistant Director of Institutional Equity and Title IX Coordinator will determine whether the conduct alleged in the Formal Complaint falls within the scope of the Policy and the definitions of Prohibited Conduct.

In addition, the Assistant Director of Institutional Equity and Title IX Coordinator may dismiss a Formal Complaint, at any stage of the process, in any of the following three circumstances: (1) the Complainant notifies the Assistant Director of Institutional Equity and Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; (2) the Respondent is no longer enrolled or employed by the University; (3) or specific circumstances, including a Complainant's decision not to respond to outreach from the University, prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

The decision about whether to dismiss a Formal Complaint, in whole or in part, may be made at any time in the process and will be communicated to all parties in writing. If some or all of the allegations in the Formal Complaint have been dismissed, the parties will receive written information about how to appeal the dismissal of the Formal Complaint.

## **Balancing Complainant Autonomy with University Responsibility to Investigate**

The University endeavors to respect the wishes of a Complainant to not pursue a Formal complaint. If a Complainant requests that their name or other personally-identifiable information not be shared with a Respondent, that no investigation into a particular incident be pursued, and/or that no disciplinary action be taken against the Respondent, the University will balance this request against its commitment to a safe, non-discriminatory learning, living, and working environment for all community members, including for the Complainant. In particular, the Assistant Director of Institutional Equity and Title IX Coordinator will take into account the Complainant's articulated concerns, the safety of the campus community, and fairness to all individuals involved.

In these instances, before taking any further investigative steps, the Assistant Director of Institutional Equity and Title IX Coordinator will discuss any concerns with the Complainant and seek to address and remedy barriers to reporting based upon concerns about retaliation or questions about procedural options and potential outcomes.

In evaluating the appropriate manner of resolution, including whether the Assistant Director of Institutional Equity and Title IX Coordinator will file a Formal Complaint in the absence of a Formal Complaint by the Complainant, the Assistant Director of Institutional Equity and Title IX Coordinator will consider a range of factors, including:

- the totality of the known circumstances;
- the nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon;
- the respective ages and roles of the Complainant and Respondent;
- the risk that the Respondent may commit additional acts of Prohibited Conduct or other violence, taking into consideration, among other matters, any known history of arrests, violence, or other complaints of Prohibited Conduct involving the Respondent, any threats of future violence made by the Respondent, and whether multiple Respondents were involved in the reported incident;
- whether the report reveals a pattern of misconduct related to Prohibited Conduct (e.g., illicit use of drugs or alcohol) at a given location or by a particular group;
- the Complainant's interest in the University not pursuing an investigation or disciplinary action and the impact of such actions on the Complainant;
- whether the University possesses other means to obtain relevant evidence;
- fairness considerations for both the Complainant and the Respondent;
- the University's obligation to provide a safe and non-discriminatory environment; and
- any other available and relevant information.

Where possible based on the facts and circumstances, the University will take all reasonable steps to respond to the report consistent with the Complainant's requested course of action, but its ability to do so may be limited based on the reported information. Where the balance of factors requires the Assistant Director of Institutional Equity and Title IX Coordinator to file a Formal Complaint on behalf of the Complainant, the Assistant Director of Institutional Equity and Title IX Coordinator will inform the Complainant in writing about the chosen course of action.

## **Consolidation of Formal Complaints**

The University may consolidate Formal Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances. All parties will receive simultaneous, timely notification of any such consolidation. During the course of the investigation, the investigation may reveal the existence of additional or different potential policy violations, which may also be consolidated following notification to the parties of the amended notice of investigation.

## Determination after the Initial Assessment: Scope and Manner of Resolution

The Assistant Director of Institutional Equity and Title IX Coordinator will consider the nature of the report, the safety of the individual and the campus community, and the Complainant's expressed preference for the manner of resolution in determining the appropriate course of action to achieve the goals of the Policy. The range of available resolution options include:

<b>No Further Action</b>	<b>Supportive Measures Only</b>	<b>Formal Resolution</b>	<b>Informal Resolution</b>
(which may involve referral to another University policy)	(regardless of whether a Formal Complaint is filed)	(following a Formal Complaint by the Complainant or the Assistant Director of Institutional Equity and Title IX Coordinator)	(following a Formal Complaint by the Complainant or the Assistant Director of Institutional Equity and Title IX Coordinator)

At the conclusion of the Initial Assessment, the Complainant will receive a written notice of the determination about how the University will proceed.

## Informal Resolution

The University may resolve reports through Informal Resolution (which may include the possibility of mediation), as appropriate based on the circumstances. Informal Resolution is not appropriate for all cases of Prohibited Conduct, and the University retains the discretion to determine which cases may be appropriate for Informal Resolution and the type of Informal Resolution process that may be appropriate in a specific case.

Informal Resolution is available only once a Formal Complaint has been filed, prior to a determination of responsibility, and if the Complainant, Respondent, and the University voluntarily consent to the process in writing. I

Informal Resolution may involve agreement to pursue individual and/or community remedies that are designed to address a report of Prohibited Conduct; targeted or broad-based educational programming or training; requiring counseling; providing housing accommodations for student Complainants; making academic accommodations for student Complainants or providing workplace accommodations for employee Complainants; and/or any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. With the voluntary consent of the parties, Informal Resolution may be used to impose agreed-upon disciplinary sanctions. Any person who facilitates an Informal Resolution will be trained on the definition of Prohibited Conduct, the scope of the University's education program or activity; how to conduct an Informal Resolution process, including how to serve impartially, and be free from conflicts of interest or bias for or against either party.

If the parties are interested in pursuing Informal Resolution, the Assistant Director of Institutional Equity and Title IX Coordinator will send written notice to the parties describing:

The allegations at issue;

1. The requirements of the Informal Resolution;
2. The circumstances under which the parties are precluded from resuming a Formal Complaint arising from the same allegations;
3. The right to end the Informal Resolution process at any time prior to resolution and resume the Formal Complaint process;
4. The consequences resulting from participating in the Informal Resolution, including that the records and communications created or maintained as part of the Informal Resolution process may be viewed by parties, or later used or considered in the Formal Complaint process, including at a hearing.

If an agreement acceptable to the University, the Complainant and the Respondent is reached through Informal Resolution, the matter is considered to be resolved, and the parties will be precluded from filing another Formal Complaint arising from the same set of facts or circumstances. Prior to reaching a resolution, any party can withdraw from the Informal Resolution process and resume the Formal Complaint process. The Assistant Director of Institutional Equity and Title IX Coordinator will maintain records of all reports and conduct referred for Informal Resolution. Records are maintained in accordance with the Office of Institutional Equity's Record Retention Policy.

## **Formal Resolution Process: Investigation**

The University will conduct a prompt and equitable investigation to gather information relevant to the determination of whether there is sufficient information, by a Preponderance of the Evidence, to determine that a Policy violation occurred. The investigation will be impartial and will be conducted by trained Investigators who have no actual bias or conflict of interest for or against the Complainant or Respondent.

During the investigation and disciplinary proceedings, both the Complainant and Respondent have equitable opportunities, including the opportunity to receive a written notice of investigation; to participate in the investigation; to review and present information and evidence; to be accompanied by an Advisor of their choice to any meeting; to timely and equal access to information that will be used in disciplinary proceedings; to timely notice of meetings at which their presence will be requested or required; to simultaneous written notice of the outcome, sanction and rationale; and to appeal the outcome.

The Investigators, not the parties, are responsible for gathering relevant evidence. The Complainant and Respondent will be asked to identify witnesses and provide other relevant information, such as documents, communications, and other evidence, if available. The parties are encouraged to provide all relevant information as promptly as possible to facilitate prompt resolution and are encouraged to preserve relevant evidence. In the event that a party declines to voluntarily provide material information, the University's ability to conduct a prompt, thorough and equitable investigation may be impacted.

### **Initiating an Investigation**

When the decision is made to initiate an investigation, the University will designate one external Investigator or two internal Investigators to conduct a prompt, thorough, fair, and impartial investigation. The Investigators may be University employees and/or external Investigators. Any Investigator used by the University will receive annual training on the scope of the University's education program and activity; how to conduct an investigation that is fair and impartial, providing the parties with notice and a meaningful opportunity to be heard, protecting the safety of all participants while promoting accountability; how to create an Investigative report that fairly summarizes relevant evidence; and, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The Investigators will be impartial and free from actual bias or conflict of interest for or against the Complainant or Respondent. If either party believes an assigned Investigator has a conflict of interest or bias, they may notify the Assistant Director of Institutional Equity and Title IX Coordinator, who will determine if a different Investigator should be appointed..

### **Notice of Investigation**

The Assistant Director of Institutional Equity and Title IX Coordinator will notify the Complainant and the Respondent, in writing (typically via e-mail to each party's University e-mail address) of the following information: (1) the names of the Complainant and the Respondent; (2) the date, time (if known), location, and a brief summary of the reported conduct; (3) the reported Policy violation(s); (4) the presumption that the Respondent is not responsible unless determined by the Disciplinary Authority; (5) the right to an Advisor of their choice, who may or may not be an attorney; (6) the name of the Investigators; (7) information about the parties' participation options in the process; (8) the prohibition against Retaliation; (9) the importance of preserving any potentially relevant evidence in any format; (10) how to challenge participation by the Investigators on the basis of a conflict of interest or bias; (11) access to Counseling Services for students and/or Employee Assistance Program for employees; (12) a list of Supportive Measures available to parties and (13) a copy of this Policy. If, at any time, the investigation reveals the existence of additional or different potential violations of this Policy, the Assistant Director of Institutional Equity and Title IX Coordinator will issue a supplemental notice of investigation.

### **Acceptance of Responsibility**

At any point during the investigation, the Respondent may elect to accept responsibility for some or all of the Policy violations at issue. Where there is an acceptance of responsibility as to some but not all of the charges, the investigation will continue to conclusion. Where there is an acceptance of responsibility as to all of the potential Policy violations, the Investigators will complete an investigative report of all information gathered to date and refer the matter to the Disciplinary Authority for sanctioning as described below. Where both parties and the University agree, the matter may also be resolved through the Informal Resolution process.

### **Investigative Steps**

During an investigation, the Investigators will seek to meet separately with the Complainant, Respondent, and relevant witnesses. The Investigators are responsible for gathering inculpatory and exculpatory evidence directly related to the Formal Complaint. The Investigators will send written notice of the interview date, time, and location, name of participants and purpose of the interview to the parties and witnesses, in sufficient time for the party to prepare and participate.

The Investigators will interview the parties, and any witnesses likely to have information directly related to the Formal Complaint. The Investigators will also gather other related information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

At the conclusion of the investigation, the Complainant and the Respondent will both have the opportunity to review and respond to all information gathered in the investigation that is directly related to the allegations, including information shared by the Complainant or the Respondent during their interviews or through evidence either provides.

## Witnesses

Both the Complainant and Respondent have the option to provide names of potential witnesses to the Investigators. Witnesses are individuals who may have information relevant to the incident, including individuals who may have observed the acts in question, may be able to provide contextual information, or may have other information related to the incident, the disclosure, the parties, or related matters. Witnesses may also be offered to provide subject matter expert information (See *Other Evidence: Site Visits and Experts below*).

Where witnesses are interviewed as part of the investigation, the name of the witness and the information gathered in the interviews will be included in the written investigation report, which the parties will have the opportunity to review at the conclusion of the investigation. Witnesses may be asked to participate in the hearing in response to the information gathered by the Investigators.

## Additional Evidence

Both the Complainant and the Respondent are permitted to provide other relevant evidence to the Investigators. Evidence may be inculpatory or exculpatory. Evidence includes any facts or information presented in support of an assertion and may include text messages, email exchanges, timelines, receipts, photographs, etc. Any documentation shared by the Complainant or the Respondent with the Investigators will be provided to the other party. The Investigators may also consider additional documents, items, or other relevant information.

During the course of the investigation, the parties should bring any new or evolving evidence, such as harassing or retaliatory conduct, to the attention of the Investigators. The Investigators may consider such information in the investigation and will also share any information about retaliation or violation of the terms of a Supportive Measure with the Assistant Director of Institutional Equity and Title IX Coordinator for further action.

## Relevance

The University will not restrict the ability of either party to gather and present relevant evidence. Evidence is relevant if it makes a material fact more or less probable than it would be without the evidence. In general, the Investigators have the discretion to determine the relevance and probative value of information proffered or received. At the live hearing, as further described below, the Disciplinary Authority has the discretion to determine whether questions posed by the party's Advisor are relevant, and only relevant questions may be asked of parties or witnesses at the hearing.

In addition, the Investigators and Disciplinary Authority will be guided by the following evidentiary considerations:

***Prior or Subsequent Conduct of the Respondent:*** Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a Policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct so distinctive and so closely resembling either party's account of the encounter as to tend to prove a material fact may be considered. The Investigators will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

**Social Media and Personal Communications:** The Investigators may also consider information publicly available from online sources that comes to the attention of Investigators. The University does not actively monitor online sources, however, and as with all potentially relevant information, the Complainant, Respondent, or witness should bring online information to the attention of the Investigators if they believe it is relevant. The Investigators may also consider communications involving or relating to one or both parties that either party brings to the attention of the Investigators or that is provided by the parties in response to a request by the Investigators. The Investigators may also seek a review of information available on University devices or servers, consistent with the University's technology policies.

**Other Evidence: Site Visits and Experts** The Investigators may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the Investigators may consult with relevant experts when deemed appropriate and necessary by the University. If the Investigators or the Disciplinary Authority determine that expert witness testimony is necessary, then the University would secure attendance and be responsible for costs. If either party wishes to provide expert testimony or evidence, they are solely responsible for securing attendance of any expert witness at a hearing, and for the costs or fees associated with any expert report or testimony.

**Medical and Counseling Records:** The Investigators will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. If a person voluntarily chooses to share medical or counseling records with the Investigators, they must sign a written consent that acknowledges that relevant information from the medical or counseling records must be shared with the other party to ensure the other party has notice of that information and an opportunity to respond.

## **Expectations of the Parties**

The University expects all members of the University community to cooperate fully with the investigation and disciplinary procedures. It is understood that there may be circumstances in which a Complainant or Respondent wish to limit their participation, and the University will respect the choice of the Complainant or Respondent as to how to engage in proceedings under this Policy. The University may, however, move forward with formal resolution without the participation of a party or parties.

The University will not draw any adverse inference solely from a Complainant's or Respondent's decision not to participate in the investigation or any form of resolution under this Policy; however, the Complainant or Respondent should be aware that declining to participate in the investigation may impact the timing and outcome of the case.

## **Effect of Withdrawal**

At any time, the University may place an administrative hold on the Respondent's University transcript, or defer or withhold the award of the Respondent's degree. Even if a Respondent withdraws from the University, the Assistant Director of Institutional Equity and Title IX Coordinator may proceed with further action as necessary to eliminate, prevent or address any impacts of the reported conduct.

## **Safeguarding the Privacy of Complainants and Respondents**

As stated above, the University will not restrict the ability of either party to gather and present relevant evidence. Individuals involved in investigations or disciplinary proceedings under this Policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation.

While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them during the process. All parties, however, are encouraged to maintain the privacy of Family Educational Rights and Privacy Act (FERPA)-protected and/or sensitive information gathered or learned in the process.

## **Coordination with Law Enforcement**

If there is a concurrent criminal investigation, the University will seek to work in a collaborative manner in order to respect the integrity of external investigations and University investigations. This may include contacting the law enforcement agency that is conducting any investigation to inform that agency that a University investigation is also in progress, attempting to ascertain the status of the criminal investigation, and seeking to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation.

## **Evidence Review**

At the conclusion of their fact-gathering, the Investigators will make information gathered in the investigation available for review by the parties and their Advisors. Both parties and their Advisors will be given equal opportunity to inspect and review, either in hard copy or an electronic format, any evidence obtained by the Investigators that is directly related to the allegations submitted in the Formal Complaint. This includes evidence that the University does not intend to rely on in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Each party will have ten business days to submit a written response to the Investigators, which the Investigators will consider prior to the completion of the investigative report. In the written submission, the parties may offer additional comment or feedback on the facts as gathered, clarify information previously shared, suggest additional witnesses, suggest additional lines of questioning or inquiry, or identify any other relevant information or evidence to assure the thoroughness, sufficiency, and reliability of the investigation. All collected evidence, regardless of inclusion in the investigative report, should be available during the hearing.

As necessary, the Investigators will designate reasonably prompt timeframes to ensure a timely completion of the process while also providing an adequate opportunity for both parties to respond thoroughly to the information gathered during the investigation. In the absence of good cause, information that could have been learned that is not provided to the Investigators upon review of the information gathered will not be considered in the determination of responsibility for a violation of the Policy.



## **Investigative Report**

Upon the conclusion of the evidence review by the Complainant and Respondent (including any additional investigative steps requested by the parties or identified by the Investigators, normally within ten business days after receipt and consideration of additional comments, questions and/or information from the parties), the Investigators will provide the Assistant Director of Institutional Equity and Title IX Coordinator with an investigative report, who will then simultaneously share with the Complainant, Respondent, and appropriate Disciplinary Authority in writing (typically via e-mail to each party's University e-mail address).

The investigative report will include both inculpatory and exculpatory facts. As noted above, the Investigators have the discretion to determine the relevance of any witness or other evidence. The investigative report will be sent to each party and their Advisors in an electronic format or a hard copy, for their review and written response. If a party disagrees with the Investigators determinations about relevance, the party can make that argument in the party's written response to the investigative report and to Disciplinary Authority at any hearing held.

## **Formal Resolution Process: Hearing and Appeal**

The University's formal resolution process is designed to identify and implement a tailored and individual response intended to address Prohibited Conduct, while supporting the University's educational mission, legal obligations, and commitment to Institutional Equity.

### **Notice of Hearing**

The Complainant and Respondent will be notified in writing of the date, time, and location of the hearing; the charges to be reviewed by the Disciplinary Authority, including the date, time, location and factual allegations concerning the violation; the provisions of the Policy alleged to have been violated; the name of the Disciplinary Authority; how to challenge participation of the Disciplinary Authority on the basis of conflict of interest or bias; the right to have an Advisor present at the hearing and conduct questioning on the party's behalf; that the University will provide an Advisor, without fee or charge, to conduct questioning on behalf of the party at the hearing if the party does not have an Advisor present for the hearing; how to request that witnesses be present at the hearing; information about the hearing format; and the sanctions that may be imposed. The Respondent and Complainant will be provided the Notice of Hearing at least ten days prior to the date of the hearing. The time frame in which the hearing is conducted may be extended for good cause at the discretion of the Assistant Director of Institutional Equity and Title IX Coordinator. Good cause may include the availability of the parties, the availability of witnesses, the timing of semester breaks, or any other extenuating circumstances. Hearings may be scheduled whenever the University is officially open (including summer and winter breaks).

### **Selection of Disciplinary Authority**

The Disciplinary Authority will be either an external professional appointed by the University or an internal administrator. Any Disciplinary Authority used by the University will be free from conflicts of interest and bias for or against either party; receive annual training; the scope of the University's education program or activity; how to conduct a hearing and adjudicate in a manner that is fair and impartial by avoiding prejudgment of the facts at issue; technology that will be used at a live hearing; and on issues of relevance of questions and evidence. Training materials will be posted on the University's Office of Institutional Equity webpage. If either party believes the Disciplinary Authority has a conflict of interest or bias, they may notify the Assistant Director of Institutional Equity and Title IX Coordinator, who will determine if a designee should be appointed.

The role of the Disciplinary Authority is to provide all parties with an equitable opportunity to be heard, to make relevance determinations, and to objectively evaluate all relevant inculpatory and exculpatory evidence in order to reach a full and fair determination as to responsibility and imposition of any sanction, should there be a finding of responsibility. The Disciplinary Authority will review the investigative report and any written statements provided by the parties in response to the investigative report, all exhibits, and any additional relevant evidence introduced at the hearing. The Disciplinary Authority will determine whether there is sufficient evidence, by a Preponderance of the Evidence, to support a finding of responsibility as to each element of each Policy violation at issue. The Disciplinary Authority may reach credibility determinations, but may not base credibility determinations on a person's status as a Complainant, Respondent or witness. Where a Complainant or Respondent declines to participate in a hearing, the Disciplinary Authority may not make an adverse inference against that party.

The Assistant Director of Institutional Equity and Title IX Coordinator is administratively responsible for coordinating all aspects of the formal resolution process. For cases involving student Respondents, the Assistant Director of Institutional Equity and Title IX Coordinator may utilize the Office of the Dean of Students for administrative assistance in coordinating the disciplinary process. For cases involving employee-Respondents, the Assistant Director of Institutional Equity and Title IX Coordinator may utilize the Office of Human Resources for administrative assistance in coordinating the disciplinary process.

The Executive Director of Human Resources and Institutional Equity, or their designee, will serve as an advisor to the Disciplinary Authority. In all instances, the Disciplinary Authority may consult with the Executive Director of Human Resources and Institutional Equity or their designee to ensure that the sanction(s) and/or remedies satisfy the University's obligation to eliminate the Prohibited Conduct, prevent its recurrence and address its effects.

\*For tenured and tenure track faculty Respondents who may be subject to termination or suspension, the Disciplinary Authority is outlined below in the Adjudication and Appeal Process for Tenured and Tenure Track Faculty section.

## **Impact or Mitigation Statements**

In the time frame directed by the Assistant Director of Institutional Equity and Title IX Coordinator, the Complainant and Respondent may submit a written impact or mitigation statement for consideration by the Disciplinary Authority. The decision whether to provide an impact or mitigation statement is completely voluntary.

An impact statement is written information from the Complainant regarding how the Prohibited Conduct has affected them and the Complainant's views on an appropriate sanction. Impact statements may include a description of: emotional impacts caused by the Prohibited Conduct; negative social or educational consequences arising from the Prohibited Conduct; medical or psychological consequences sustained as a result of the Prohibited Conduct; the Complainant's view on the Prohibited Conduct; or the Complainant's view on the appropriate sanction.

A mitigation statement is written information from the Respondent regarding any potential mitigating factors. Mitigation statements may include a description of: the Respondent's previous good character; worthy social or academic contributions and public service; whether the Respondent accepted responsibility for the Prohibited Conduct; cooperation with the investigation; the Respondent's mental or physical health; the Respondent's view on an appropriate sanction; and the likely effect of the sanctions on Respondent.

The Assistant Director of Institutional Equity and Title IX Coordinator will review all information submitted in an impact statement or mitigation statement for relevance and appropriateness and may determine that some or all of the information submitted will not be provided to the Disciplinary Authority. Both parties will receive a copy of the impact or mitigation statement provided to the Disciplinary Authority.

## **Adjudication and Appeal Process for Tenured and Tenure Track Faculty**

An external Disciplinary Authority will review the investigative report for tenured and tenure track faculty Respondents prior to a Disciplinary Authority hearing to assess whether the reported conduct could result in the termination or suspension of the faculty member. If the external Disciplinary Authority determines termination or suspension could be an appropriate sanction if the tenured and tenure track faculty Respondent is found responsible, the adjudication and appeal of the case will be handled in accordance with the University's Tenure/Tenure Track Faculty Suspension and Termination Policy.

If the external Disciplinary Authority determines that termination or suspension may not be an appropriate sanction for reported conduct of a tenured and tenure track faculty Respondent, the Disciplinary Authority will be the external Disciplinary Authority and the faculty member will be subject to the adjudication and appeal policies outlined below. However, if at any time during the Disciplinary Authority hearing, the external Disciplinary Authority determines termination or suspension could be an appropriate sanction, the adjudication and appeal of the case will be handled in accordance with the University's Tenure/Tenure Track Faculty Suspension and Termination Policy.

For faculty members who are not tenured or tenure track, the Disciplinary Authority will be the external Disciplinary Authority and the faculty member will be subject to the adjudication and appeal policies outlined below, regardless of the sanctions that may be imposed.

## **Disciplinary Authority Hearing**

Hearings will be conducted either in-person or virtually with technology that enables the Disciplinary Authority and parties to simultaneously see and hear all participants.

The hearing is an opportunity for the parties to address the Disciplinary Authority. The parties may address any information in the investigative report and supplemental statement submitted in response to the investigative report. The University will make all evidence directly related to the allegations, as shared in the evidence review, available to the parties at the hearing, including for the purposes of cross-examination.

The Disciplinary Authority has the discretion to determine the format for the hearing and its deliberations. Typically, the Complainant and Respondent will have an opportunity to provide an opening statement to the Disciplinary Authority. Each party will then have an opportunity to address the Disciplinary Authority and respond to questions by the Disciplinary Authority, or as described below, the other party's Advisor. The Disciplinary Authority will also hear from relevant witnesses, including the Investigator(s). Each party will have the opportunity to question the other party, the witnesses, and the Investigator(s) through their Advisor of choice or hearing Advisor provided by the University directly, orally, and in real time. If a party does not have an Advisor present at the live hearing, the University will provide an Advisor, free of charge, who may be, but is not required to be, an attorney, for questioning on behalf of that party.

Only relevant questions may be asked of a party or witness. Before a Complainant, Respondent, or witness responds to a question, the Disciplinary Authority will first determine whether the question is relevant and briefly explain any decision to exclude a question as not relevant as defined above. If a party or witness does not submit to questioning by the other party's Advisors at the hearing, the Disciplinary Authority may rely on statements made by that party or witness in reaching a determination regarding responsibility, after assessing the relevance of each statement and weighing the reliability of the statement against the fact that the statement was not further tested through questioning at a hearing. The Disciplinary Authority may not draw any inference from the decision of a party or witness to not participate at the hearing.

After all parties and witnesses have been heard, the parties will have an opportunity to provide a closing statement. The Advisor may not provide the opening or closing statement and may not provide answers or responses on behalf of a party. The Advisor's role during the hearing is to conduct questioning of the other party and any witnesses. A party may never conduct questioning of the other party themselves.

An audio recording will be made of the hearing. The recording will be maintained by the Office of Institutional Equity for at least ten years from the date of the hearing. A written transcript of the hearing will not be prepared. Requests to listen to the audio recording of a hearing should be made to the Assistant Director of Institutional Equity and Title IX Coordinator.

## **Determination and Possible Sanctions**

At the conclusion of the hearing, the Disciplinary Authority will determine whether there is sufficient information, by a Preponderance of the Evidence, to support a finding of responsibility for a violation(s) of the Policy. A Respondent is presumed to be not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the resolution process. If a Respondent is found responsible, the Disciplinary Authority will determine the appropriate sanction(s) and may be given access to the Respondent's discipline/criminal history for consideration.

The Policy prohibits a broad range of conduct, all of which is serious in nature. In keeping with the University's commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Disciplinary Authority has great latitude in the imposition of sanctions tailored to the facts and circumstances of each report, the impact of the conduct on the Complainant and surrounding community, and accountability for the Respondent. Sanctions should support the University's educational mission and federal obligations.

In determining the appropriate sanction(s) and/or remedies, the Disciplinary Authority will consider a number of factors, including:

- the nature of the conduct at issue;
- the impact of the conduct on the Complainant;
- the impact or implications of the conduct on the University community;
- prior misconduct by the Respondent, including the Respondent's relevant prior discipline history, both at the University or elsewhere, and any criminal convictions, if such information is available and known;
- any expression of remorse or acceptance of responsibility by the Respondent;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the University community;
- the necessity of any specific action in order to eliminate the Prohibited Conduct, prevent its recurrence and remedy its effects on the Complainant or other University community members; and,
- any mitigating, aggravating or compelling circumstances in order to reach a just and appropriate resolution in each case.

The Disciplinary Authority may also consider restorative outcomes that, taking into account the safety of the University community as a whole, allow a Respondent to develop insight about their responsibility for the behavior, learn about the impact of the behavior on the Complainant and the community, and identify how to prevent or change the behavior. Sanctions may be issued individually, or a combination of sanctions may be imposed. Sanctions will typically be imposed immediately, although the Assistant Director of Institutional Equity and Title IX Coordinator in consultation with the Dean of Students (if a student) or Executive Director of Human Resources and Institutional Equity (if an employee) has the discretion to stay imposition of some or all sanctions pending an Appeal.

## **Sanctions and Corrective Action for Student Respondents**

Sanctions and corrective actions for student Respondents include, but are not limited to, censure, disciplinary probation, restitution, suspension, expulsion, , educational program attendance, educational project, professional assessment, transcript notation and/or notification to other institutions, and withholding or delaying the conferral of a degree..

Student-employees who are reported to have engaged in Prohibited Conduct in their employment capacity may be subject to sanctions both in connection with their employment and in connection with their student status, as appropriate under applicable processes. If a student is employed through a financial aid package, such as work study, any modification to the employment will not result in a decrease in student aid funds.

## Sanctions and Corrective Action for Employee Respondents

Sanctions and corrective actions for employee Respondents include, but are not limited to, verbal or written warning, disciplinary probation, suspension, termination of employment, training, guidance, adjustment of supervisory or evaluative responsibilities, other reasonable sanctions and corrective actions, and measures to protect health and safety. Sanctions of a faculty member may be subject to procedures outlined in the Faculty Manual. Those Procedures will be implemented in a manner consistent with the requirements of the Clery Act.

### Written Notice of Outcome

The Disciplinary Authority will prepare a written decision and rationale, including the finding of responsibility or non-responsibility, and, if applicable, the sanction and rationale. The Complainant and Respondent will receive simultaneous written notification of the outcome (typically via e-mail to each party's University e-mail address) from the Assistant Director of Institutional Equity and Title IX Coordinator or their designee, including:

1. Identification of the allegations potentially constituting Prohibited Conduct;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the Policy to the facts;
5. A statement of, and rationale for, the result as to each alleged Policy violation, including a determination regarding responsibility, any disciplinary sanctions, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided to the Complainant; and
6. The procedures and permissible bases for the Complainant and Respondent to appeal.

The Assistant Director of Institutional Equity and Title IX Coordinator will also document individual remedies provided to the Complainant and other steps the University took or will take to eliminate a hostile environment if one is found to exist. That documentation may be provided to the Complainant and/or Respondent as appropriate.

## Appeals

### Grounds for Appeal

A Complainant or Respondent may appeal the decision of the Disciplinary Authority on one or more of the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could materially affect the outcome;
- The sanction(s) was grossly disproportionate to the Prohibited Conduct for which the Respondent was found responsible; or
- The Assistant Director of Institutional Equity and Title IX Coordinator, Investigators, and/or Disciplinary Authority had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The Complainant or Respondent may appeal the outcome by submitting a written appeal within five business days of the date of the Notice of Outcome to the Assistant Director of Institutional Equity and Title IX Coordinator in person or via e-mail.

If the Disciplinary Authority determines termination or suspension could be an appropriate sanction if the tenured and tenure track faculty Respondent is found responsible, the adjudication and appeal of the case will be handled in accordance with the University's Tenure/Tenure Track Faculty Suspension and Termination Policy

When a party appeals either the determination of the Disciplinary Authority or the dismissal of a Formal Complaint, the Assistant Director of Institutional Equity and Title IX Coordinator will do the following:

- a. Notify the other party in writing when an appeal is filed;
- b. Ensure that the External Reviewer for the appeal is not the Disciplinary Authority and ensure that this individual is trained appropriately;
- c. Allow both parties the opportunity to submit a written statement in regards to the appeal; and
- d. Issue the External Reviewer's written decision regarding the appeal and rationale to both parties.

## External Reviewer

The appeal review for students and all employees that are not subject to the University's Tenure/Tenure Track Faculty Suspension and Termination Policy will be conducted by an External Reviewer. The External Reviewer will be a neutral party outside of the university, most often an attorney with significant legal experience, training, and knowledge regarding sexual and gender-based harassment and interpersonal violence. The External Reviewer will receive annual training regarding the University's policies and procedures and other relevant issues.

The University will maintain a pool of External Reviewers selected through an inclusive committee process under the direction of the Assistant Director of Institutional Equity and Title IX Coordinator. The External Reviewers will serve for a limited term, unless reappointed by the selection committee. Any individual selected as an External Reviewer must be free from actual bias or conflict of interest.

The appeal process for faculty is outlined below.

## Grounds for Appeal

A Complainant or Respondent may appeal on one or more of the following grounds:

- A material deviation from the procedures that affected the outcome of the case.
- There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could materially affect the investigation findings.
- The sanction(s) was clearly inappropriate and/or disproportionate to the Prohibited Conduct for which the Respondent was found responsible.

## Process for Review

The appeal for students and all employees that are not subject to the University's Tenure/Tenure Track Faculty Suspension and Termination Policy will be conducted by an External Reviewer. The External Reviewer will be a neutral party outside of the University, most often an attorney with legal experience, training. The External Reviewer will be free from bias or conflict of interest for or against Complainants and Respondents and receive annual training on: (a) the definition of Prohibited Conduct, (b) the scope of the University's education program or activity; (c) how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; (e) the presumption of "not responsible" until any appropriate process concludes; and, (f) how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability.

The University will maintain a pool of External Reviewers selected through an inclusive committee process under the direction of the Assistant Director of Institutional Equity and Title IX Coordinator.

Within ten (10) working days of receipt of the appeal, the External Reviewer will render a written decision to the Assistant Director of Institutional Equity and Title IX Coordinator, who will simultaneously share the written decision with the parties and their Advisors.

The options available to the External Reviewer are to: (a) affirm the findings, disciplinary decision and/or the sanction(s); (2) modify the findings, disciplinary decision and/or sanction(s); or (3) in the event of significant new evidence, order a new hearing based on the totality of the evidence.

The decision by the External Reviewer is final. No further appeals are available.

## Document History

**Policy Revision Date: September 13, 2023**

**Policy Origination Date: August 1, 2019**