

STUDENT HANDBOOK

POLICIES, PROCEDURES AND
ACADEMIC RULES



ACADEMIC YEAR 2021-2022

Note that all policies are subject to change. For the most up-to-date policies visit the [Dean of Students](#) website or contact the Dean of Students Office directly.

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[USI Dean of Students Office](#)



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The Student Handbook Published by the Dean of Students Office – University of Southern Indiana
Updated February 5, 2020



WELCOME TO THE USI STUDENT HANDBOOK!

Higher education plays a vital role in developing future leaders by providing students with educational opportunities both in and outside the classroom. As an institution of higher education, the University of Southern Indiana (USI) is a learning community dedicated to excellence. All USI students are presented with rights, privileges and opportunities when choosing to become a part of the USI community. In order for USI community members to live and learn in harmony, they must assume responsibility for their actions and respect the rights of others. Students, faculty, staff and alumni make a commitment to furthering the mission of the University of Southern Indiana.

The University expects and requires all of its students, upon admission to the University, to develop, adhere to, and maintain high standards of scholarship and conduct. The *Student Rights and Responsibilities: A Code of Student Behavior* is the guiding document for USI community standards and outlines all rights and responsibilities afforded to USI students.

PURPOSE OF THE STUDENT HANDBOOK

The University of Southern Indiana Student Handbook is the official source of the University's community standards and related policies and procedures. The University's *Code of Student Behavior* is published in the annual web-based *Student Handbook* available on the Dean of Students Office website. The Student Handbook provides an overview of University policies and procedures, departments and services relevant to all students, undergraduate and graduate.

The University reserves the right to make changes in the *Student Handbook* at any time. The handbook is formally reviewed and updated each spring semester. Suggestions and updates may be sent to deanofstudents@usi.edu for consideration in the next review process.

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ACADEMIC CALENDARS

FALL	2021
University Meeting	Aug 17 (T)
New Student Registration	Aug 18 (W)
Last day of open registration advising	Aug 20 (F)
Classes begin	Aug 23 (M)
Schedule revision period *	Aug 23-27 (M-F)
End 100% refund period & late registration *	Aug 27 (F)
Pass/No Pass option period	Aug 30-Sep 3
End 75% refund period *	Sep 3 (F)
Labor Day, no classes, University closed	Sep 6 (M)
End 50% refund period *	Sep 10 (F)
Assessment Day, no classes	Sep 14 (T)
End 25% refund period *	Sep 17 (F)
Fall break; no classes	Oct 11-12 (M-T)
Last day to drop/withdraw without evaluation *	Oct 22 (F)
Priority registration for spring and summer	Oct 25-29 (M-F)
Thanksgiving break, no classes, University closed	Nov 24-28 (W-U)
Schedule revisions/withdrawals end *	Dec 10 (F)
Final exams	Dec 11-17 (S-F)
Fall semester ends	Dec 17 (F)
Commencement	Dec 18 (S)
University closed (winter recess)	Dec 23-Jan 2

SPRING	2022
University reopens	Jan 3 (M)
University meeting	Jan 5 (W)
New Student Registration	Jan 6 (R)
Last day of open registration advising	Jan 7 (F)
Classes begin	Jan 10 (M)
Schedule revision period *	Jan 10-14 (M-F)
End 100% refund period & late registration *	Jan 14 (F)
Martin Luther King Day, no classes	Jan 17 (M)
Pass/No Pass option period	Jan 17-21 (M-F)
End 75% refund period *	Jan 21 (F)
End 50% refund period *	Jan 28 (F)
End 25% refund period *	Feb 4 (F)
Spring recess; no classes	Mar 7-12 (M-S)
Last day to drop/withdraw without evaluation *	Mar 18 (F)
Priority registration for fall	Mar 28- Apr 1 (M- F)
Spring Assessment Day, no classes	Mar 29 (T)
No classes, University closed	Apr 15 (F)
Schedule revisions/withdrawals end *	Apr 29 (F)
Final exams	Apr 30- May 6 (S- F)
Spring semester ends	May 6 (F)
Commencement Weekend	May 6-7 (F-S)

UNIVERSITY LEADERSHIP

The University of Southern Indiana is led by Dr. Ronald Rochon, the University's fourth president. The president reports directly to the Board of Trustees.



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CURRENT INFORMATION ABOUT THE UNIVERSITY CAN ALSO BE FOUND AT:

The University of Southern Indiana Homepage	www.usi.edu/
President's Office	www.usi.edu/president/
Office of the Provost	http://www.usi.edu/provost
College of Liberal Arts	www.usi.edu/liberal-arts/
College of Nursing and Health Professions	health.usi.edu/
Pott College of Science, Engineering, and Education	www.usi.edu/science
Romain College of Business	business.usi.edu/
Division of Outreach and Engagement	www.usi.edu/outreach
University Division	www.usi.edu/uni_div
Title IX – Stop Sexual Assault	www.usi.edu/stopsexualassault
Undergraduate Admission	www.usi.edu/admission
Graduate Studies	www.usi.edu/graduatestudies
Administrative Appeals	www.usi.edu/registrar/academic-records/administrative-appeals
Bursar	www.usi.edu/busoff/bursar_default.asp
CARE Team	www.usi.edu/deanofstudents/careteam
Center for International Program	www.usi.edu/international/
Counseling and Psychological Services (CAPS)	www.usi.edu/counselingcenter/
Dean of Students	www.usi.edu/deanofstudents
Financial Aid Appeals	www.usi.edu/finaid/1415/appeal.pdf
Housing and Residence Life	www.usi.edu/housing/
Medical Withdrawals	www.usi.edu/registrar/schedule-changes/withdrawal/medical-withdrawal
Multicultural Center	www.usi.edu/mcc/
Public Safety	www.usi.edu/security
Registrar	www.usi.edu/registrar
Student Financial Assistance	www.usi.edu/finaid/
University Health Center	www.usi.edu/healthcenter



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CAMPUS DEPARTMENTS AND SERVICES

1. ACTIVITIES PROGRAMMING BOARD

The Activities Programming Board (APB), composed of numerous committees, is responsible for programming student activities for the campus community. Cinema USI (movies), lectures, musical performances, novelty events and comedians, are just a few events coordinated by APB. For more information on APB's activities or how to become a member, visit the website at www.usi.edu/apb or follow them on Twitter @usiapb.

2. ALUMNI AND RELATIONS AND VOLUNTEER USI

In cooperation with the USI Alumni Association, this office coordinates a variety of programs and services to benefit alumni, students, parents and friends of the University. Anyone who has completed one semester's work at USI is entitled to membership in the Alumni Association. Active members play a leading role in the success of USI through career networking, mentoring, recruiting and volunteering. Learn more at www.alumni.usi.edu. This office is the liaison with the USI Student Alumni Association (SAA), which provides a link for students to work with the Alumni Association. SAA, also known as "tradition keepers" is a student-run organization committed to promoting and supporting the establishment of traditions at USI. Members have an opportunity to network with alumni and gain valuable leadership skills while working on SAA programs and activities. To learn more or to apply to be a tradition keeper visit www.usi.edu/alumni/saa. The USI Parents and Families Association helps to involve families in the life of the University. It also serves as a resource for parents and families. A membership gift of \$25 to the Parents and Families Association helps support various activities for parents, families and students, such as Families Weekend, the Unpack and Unwind Student dinner and the Camp Eagle parent sessions. For additional information, call 812-464-1924 or visit www.usi.edu/family.

VOLUNTEER USI

Volunteer USI, a University-wide volunteer management program, Volunteer USI coordinates assignments for individuals who want to share their time and skills to benefit the needs of USI and its outreach programs. Volunteer assistance can supplement the work of USI employees during peak times and provide support needed to accomplish projects and special events. Students, faculty, staff, student organizations and members of the community can assist with one-time events, short-term assignments, on-going commitments or be on call as needed. Volunteer USI opportunities are available within the University as well as in the Evansville community. For additional information or to arrange volunteer assignments, call 812-464-1924 or visit www.usi.edu/volunteer.

3. CAMPUS STORE

The USI Campus Store is in the University Center West (UC West), located in the heart of campus.

The store is an authorized Dell and Apple dealer; visit them to purchase textbooks, school supplies and your favorite USI clothing and memorabilia. For more details, visit www.usi.edu/campusstore.

4. CARE TEAM - CAMPUS ACTION RESPONSE AND ENGAGEMENT (C.A.R.E.) OF STUDENTS IN DISTRESS

The University of Southern Indiana (USI) is committed to supporting a positive, healthy and safe student experience. The University's CARE Team is a cross-functional assessment group, chaired by the Dean of Students that responds to students in apparent/potential distress. C.A.R.E. stands for Campus Action Response and Engagement (CARE) of students in distress. The CARE team works collaboratively to provide confidential, respectful and proactive support, while offering resources and balancing the educational needs of students within the overall mission of the University.

The CARE Team initiative was developed to assist students who may be having difficulty adjusting to the USI community or who may need additional support to be successful in the University environment. This is a pro-active program, not punitive or intended to get students in trouble or to be utilized as a means of reporting emergencies. Call x7777 from an on-campus phone or 812-492-7777 from off-campus if you require immediate assistance.

For more information contact the Dean of Students Office, visit the [University CARE Team website](#) or submit a [CARE Team Reporting Form](#) about a student of concern.

5. CAREER COUNSELING

Finding a career path that suits your skills, interests and abilities takes time and effort. There are lots of choices out there, too. If you don't know which way to turn, University Division's Career Counseling services are here to help. This maze of perplexing choices can turn into an amazing array of rewarding career opportunities once you have the information to decide on the right path for you. Whether you have come to USI "undecided" or are re-evaluating your academic/career situation, University Division's career counseling services can help. Career Counseling offers services that will help you assess your interests and strengths. You'll learn how to identify the academic subjects you prefer and find out more about majoring in those disciplines. We can even assist you with creating an academic plan. Finally, career counseling can help you identify strategies and next steps to move on and be successful in your chosen path. Visit the [Career Counseling](#) website for more information about their services.

6. CAREER SERVICES AND INTERNSHIPS

An integral part of the University, the Office of Career Services and Internships complements and supplements curricular programs by providing career coaching and employment assistance to students and active alumni from all academic disciplines. The primary mission of the office is to assist students in transitioning from the academic environment to the professional workplace. To achieve this mission, the office of Career Services and Internships professionals meet with students in individual appointments as well as working closely with academic departments, student organizations and Student Affairs departments to provide programs and presentations that encourage and educate students in obtaining internships and professional employment.

The University encourages all students to participate in an experiential education activity prior to graduating and an internship or cooperative education (co-op) experience provides this opportunity. These professional practice programs offer an opportunity for students to integrate classroom learning with career-related work experience in both the public and private sector. Although many are paid positions, the primary value of an internship or cooperative education experience is the opportunity to clarify career goals, gain practical experience and establish contacts with professional colleagues. Internships and co-ops are competitive and Career Services assists students from all

majors in conducting an effective search. The office also provides ongoing support to students during the internship or co-op and facilitates documentation of the student's experience.

To be eligible for participation in most co-op or internship opportunities, students must have a grade point average (GPA) of at least 2.0 and must have completed at least 32 credit hours. Transfer students must have attended the University for one full semester. Requirements for students from certain academic disciplines are more stringent, requiring that particular classes be completed before eligibility can be met.

Internships most frequently are completed during a student's junior or senior year and most University internship courses allow students to earn up to three credit hours by working a specified number of worksite hours. The co-op program offers two distinctly different patterns of study and work: alternate and parallel. The alternate pattern requires students to alternate semesters of full-time work with semesters of full-time study. The parallel pattern offers part-time work experience over an extended period of time while students maintain a minimum academic load. Because each program option benefits each student differently, programs are individually tailored to meet student and employer needs.

Upon admittance to the University, undergraduates seeking employment may receive job referrals to both on- and off-campus positions through Career Services and Internships. Part-time jobs and summer employment opportunities listed with this office allow all students, regardless of financial need, to earn money to support their education.

Students who have completed, or who will be completing, a degree program within the next calendar year are advised to meet with a Career Services and Internships professional for assistance with job search strategy for post-graduation professional employment. There is a professional staff member dedicated to working with each of the University's colleges. In addition, workshops emphasize the identification of individual marketable skills and assist with resume development, interview preparation, employer networking and general job search strategy.

Students and graduates are strongly encouraged to use their account in Eagle Career Launch, the online job listing and recruiting system exclusively for USI students and graduates. All students have an active account once they are admitted to the University and are advised to routinely use the system, as well as store up-to-date resumes in their accounts. All opportunities, including part-time, summer, co-op, internships and full-time professional positions are listed in Eagle Career Launch and include positions with local, regional and national employers.

Career Services and Internships serves a vital employer relations role for the University by maintaining an extensive database of contacts, routinely meeting and communicating with employers, and planning and facilitating events such as career and job fairs and networking events for students and employers.

Career Services and Internships maintains an extensive website of career and job resources including job listings, a virtual practice interview program and general information about careers and jobs. A career resource library in the office contains printed materials covering such diverse topics as career and occupational information, job search techniques and recruiting events. Computers also are available for resume writing and job research activities.

Information regarding the Graduate Record Examination (GRE), the entrance exam frequently required for admission to graduate programs, may be obtained by contacting Career Services and Internships or the Graduate Studies Office. Career Services also assists with personal statements for graduate school application, as well as practice with admission interviews.

Students at all levels of academic study, from freshmen through seniors and graduate students, are encouraged to meet with Career Services and Internships professionals and take advantage of the career, internship and job search services provided.

7. CENTER FOR INTERNATIONAL PROGRAMS AND SERVICES

The primary mission of the Center for International Programs and Services (CIP) is to enhance the international dimensions of the University and to facilitate opportunities for all students to acquire skills necessary to succeed in a global society. The CIP is responsible for international recruitment and retention and the delivery of information, services, and programs designed to meet the unique needs of international students and scholars.

The CIP office also is responsible for the development and administration of USI study abroad programs in 60 countries. Students obtain USI credit for coursework completed through an approved study abroad program; program fees are billed through USI, which enables students to apply most types of financial aid and scholarships to the study abroad program costs. Students should plan well in advance of the term they plan to study abroad, to determine how the coursework completed overseas will count toward the USI degree program.

In addition, the Center for International Programs and Services organizes weekly events for the Global Community Program in Ruston Hall and works closely with the International Club and other organizations on campus to provide activities and programs designed to increase international awareness, acceptance and understanding of peoples and cultures from all corners of the globe. Further information on the programs and services and a detailed calendar of international events can be found on the CIP homepage www.usi.edu/international/.

8. COMPUTER LABS

Computer Labs are the responsibility of the Academic Services Coordinator and the Academic Services Analysts. There are currently 51 computer labs on campus encompassing 1,165 computers. Labs on campus offer the latest computers with access to Microsoft Office products, other software programs and high-speed Internet access. Most labs have printers available. Students must have Eagle Bucks on their Eagle Access Card for printing. Many of the computers are in teaching labs. However, 306 computers are located in 11 OPEN labs. Four of the open labs are located in Housing and Residence Life. For the location of the labs on campus and the software available in each lab, click the "Lab Locations and Open Hours" link on the right. For more information, visit www.usi.edu/it/computer-labs.

9. COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

The Counseling Center offers individual therapy, group therapy and substance use assessments to currently enrolled students. The Counseling Center is here to help USI students develop the personal awareness and skills necessary to overcome problems, make effective decisions and grow and develop in ways that will allow them to maximize their total educational experience at the University of Southern Indiana. The Counseling Center's services are another form of learning whereby students learn how to relate effectively to others, understand and cope with emotions, set appropriate goals, make healthy decisions, resolve inner conflicts, develop independence and increase self-confidence. Through counseling and the various presentations and workshops that are offered, the Counseling Center helps students fulfill their hopes, dreams and potentials in their journey of life-long learning.

Students may call the Counseling Center at 812-464-1867 or stop by the office in the Orr Center, Room 1051, to make an appointment. Except in very limited circumstances, all information shared with counselors is kept private and confidential. Referrals are offered when students have needs that are beyond the role and/or scope of services available. Additional information and resources can be found on the Counseling Center's website: www.usi.edu/counselingcenter.

10. DEAN OF STUDENTS (DOS)

The mission of the Dean of Students (DOSO) is to enhance academic achievement, social integration, and overall transition to USI by supporting student success at USI and in their local, regional and global communities. The DOSO staff is here to help students succeed at the University by connecting them to resources, assisting them as they navigate administrative processes with other University offices and serve as advocates when student's face academic and personal challenges. We provide support during times of challenge, crisis and emergencies, as well as opportunities for students to engage in good decision-making.

The DOSO strives to empower all students to discover, pursue and achieve their personal and educational goals. In addition, we serve as primary student advocates offering and promoting collaborative programs and services in collaboration with Academic Affairs and other Student Affairs offices. We do this by assisting students in the resolution of problems, providing information about and referral to campus resources and promoting institutional initiatives that address students' needs and interests. We also serve as a resource for faculty and staff, as well as parents and families, in supporting student retention, graduation and overall success at USI.

Visit the [Dean of Students website](#) for additional resources. The Dean of Students Office can be reached by calling 812-464-1862 or by email at deanofstudents@usi.edu.

11. DEVELOPMENT OFFICE

The Development Office is responsible for developing, coordinating and implementing a comprehensive private fundraising program for the University of Southern Indiana and its outreach programs under the auspices of the USI Foundation. The president of the University is the official spokesperson on all fundraising matters. The vice president for Development/president of USI Foundation, in concert with other administrative units, will assess University needs, identify possible private sources for funds to meet those needs, prepare plans for soliciting sector funds and direct the personnel and financial resources available through the office toward obtaining resources to meet those needs.

One of the Development office's primary responsibilities is to provide staff assistance and guidance for the USI Foundation, founded in 1968 as the official gift-receiving agency of the University. As an Indiana not-for-profit 501(c)(3) corporation, the USI Foundation promotes, receives, invests and disburses gifts for the benefit of the University.

All members of the University community - faculty, administrators, support staff, and students - have a responsibility within the framework of their positions to participate in University fundraising from private sources within the program coordinated by the Development Office/USI Foundation. When appropriate, faculty members, deans, chairpersons, administrators, and students will be called on to assist development staff in identifying University needs, expressing these needs, preparing proposals to potential private funds sources, and generally striving to obtain resources for the University's identified unmet needs.

The Development Office assists University personnel and students who are involved in private solicitations of any kind with detailed fundraising plans, such as dates, prospective donors, and dollar goals and serves as a clearinghouse for prospective donors, both individual and corporate. It also publishes the Annual Report and Honor Roll of Donors and provides for other donor recognition.

Under this policy, guidelines for private fundraising are:

1. Permission to seek private funds on behalf of the University must be obtained from the vice president for Development, who also serves as president and chief operating officer of the USI Foundation. All solicitations of private funds, which will benefit the University or any of its departments or programs, then are coordinated by the Development Office staff.
2. The University of Southern Indiana and the USI Foundation strictly prohibit any fundraising activities which involve drawings, raffles, half-pots, bingo, lottery, charity game nights, games of chance, or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize.
3. Reservations for space by off-campus groups or individuals will not be accepted for non-profit groups or profit-making activities or for other activities that do not support the mission and purpose of the University of Southern Indiana.

This policy will apply to all private fundraising proposals and activities by all personnel of the University.

For purposes of this policy, private funding sources are individuals, alumni, friends, businesses, foundations, and other sources except local, state, and federal government agencies supported by tax-appropriated dollars

University funding needs to be utilized before funding from the USI Foundation is requested. If University funds are not available, a Foundation Funding Request Form should be completed and submitted. The form is located under "Employee Forms" on the USI website and on the Foundation homepage.

Students who would like to become eligible for USI Foundation merit and need-based scholarships must annually complete and submit the AwardSpring application. The AwardSpring application is located in the MyUSI portal and automatically matches students to any applicable Foundation scholarships. Faculty and staff evaluate and select recipients through the AwardSpring software.

12. DISABILITY RESOURCES

Disability Resources (DR) coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the University. Students with disabilities seeking accommodations (such as extra time on exams, accessible textbooks, note takers, etc.) are encouraged to submit documentation of their disability to DR at least 60 days prior to the date they will need accommodations. If you are uncertain as to the documentation that may be needed, call 812-464-1961 or visit our website at www.usi.edu/disabilities.

Disability Resources is located in the Science Center, room 2206. The office is open from 8 a.m. to 4:30 p.m., Monday through Friday.

13. ENROLLMENT SERVICES

A. Bursar

The USI Office of the Bursar reports to the Controller/Assistant Treasurer. The purpose of the Bursar's Office is to provide the University community with a service-oriented operation that facilitates: collecting fees and other income, disbursing student refunds, assessing student fees, analyzing student accounts, University accounts receivable, and University collections. The USI Bursar's Office is located in the lower level of the Orr Center. For more information, visit www.usi.edu/bursar/

B. Financial Assistance and Financial Aid Appeals

The Office of Student Financial Assistance is committed to supporting the University's goals of enrolling and graduating a highly talented and diverse student body. Our student-focused team works to help students and their families seek, obtain and make the best use of all resources available to help finance the costs of attending the University of Southern Indiana. In partnership with internal, federal, state and other organizations, team members coordinate the administration of all student financial assistance awarded to ensure equity and consistency in the delivery of funds to students. For more information, visit www.usi.edu/finaid/contact.asp.

Students who apply for federal and state financial assistance (including student and/or parent loans) are required by federal regulations to make satisfactory progress toward the completion of their degree or certificate program. Failure to meet the minimum standards outlined in this policy will result in a loss of financial aid eligibility. Follow this link for the complete [Satisfactory Academic Progress Policy for Federal and State Financial Assistance](#). Students who are deemed ineligible for financial aid may submit an appeal by completing the *Appeal of Financial Assistance Ineligibility* available at www.usi.edu/finaid/1415/appeal.pdf.

C. Medical Withdrawals

A student may request and be considered for a medical withdrawal from courses in a semester/term when a serious medical condition (physical or psychological) prevents the student from continuing his or her classes after the "last day to drop courses without evaluation" as outlined in the bulletin of a term, and grades of incompletes or other arrangements with instructors are not feasible. Students who wish to withdraw from courses prior to the "last day to drop courses without evaluation" should follow the normal Add/Drop or withdrawal process through the Registrar's Office.

Courses meeting less than the full term have different schedule revision, refund, and drop/withdrawal dates. Contact the Registrar's Office for these dates.

A student seeking to withdraw from the current semester/term after the last day to drop without evaluation, because of a serious medical condition, must complete the procedure outlined below:

A student, or an individual requesting a withdrawal on behalf of a student, who, because of a serious medical condition, is physically or psychologically unable to request the withdrawal, may obtain the Application for Medical Withdrawal form (also available from Enrollment Management, Orr Center, room 1038; phone 812-465-7155), which must be completed and signed by the student, if possible, and the terminally degreed licensed healthcare provider (Doctor, Psychologist, etc.). This provider must certify this action is without bias. The need for a medical withdrawal must be substantiated, by documentation the University considers appropriate, from the terminally degreed licensed healthcare provider on his or her prescription form or letterhead if no prescription form and signed in his or her own hand. By seeking withdrawal because of serious medical reasons, the student consents to the release of individually identifiable health information and other medical records and information governed by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") to the University Registrar, Administrative Appeals committee, the Dean of Students Office, and other University administrative personnel for the purposes of reviewing the student's request for withdrawal.

Once the completed Application for Medical Withdrawal form and terminally degreed licensed healthcare provider statement have been received by the Vice President for Enrollment Management Office and verified, the faculty members for each course for which a withdrawal is requested will be contacted. The Dean of Students Office will also be informed of the request and asked to provide relevant information. Each such faculty member will be given the opportunity to provide input in response to the student's withdrawal request. If, for some reason, a faculty member is unavailable to respond to a request, the chair of that academic department will be asked to respond on behalf of the faculty. If the medical withdrawal is granted, "W" grades will be recorded for each course that has not been previously graded.

If a student lives in University housing, he/she should contact the Residence Life Center (O'Daniel North) to properly vacate his/her University residence. If a student has a meal plan, he/she should contact Dining Services (UC lower level) to cancel the plan. If a student owes money to the University, the student should settle his/her account at the Bursar's Office (Orr Center lower level); an unpaid balance will prevent the release of a student's academic transcript.

Application for Medical Withdrawal for a current semester/term must be submitted to the Vice President for Enrollment Management Office no later than 4:30 p.m. on the last day of business before final exams begin.

Retroactive Withdrawals

A student who left the University because of a serious medical condition without an official withdrawal during the term of departure may apply for a retroactive withdrawal. The student must present documentation that demonstrates extraordinary circumstances justifying the retroactive nature of the request. A student must request a retroactive withdrawal within one term after the end of the academic term for which the medical withdrawal is considered or forever waive the opportunity to do so.

Requests for a Medical Withdrawal for a term/semester prior to the current term will be reviewed by the Administrative Appeals committee for a decision. The summer sessions are included as a term. For example:

Medical Withdrawal Requested For:	Must Be Received By:
Fall semester	April 30 of the following year
Spring semester	August 15 of the current year
Summer semester	November 30 of the current year

A student, or an individual requesting a withdrawal on behalf of a student who, because of a serious medical condition, is physically or psychologically unable to request the withdrawal, may obtain the Application for Medical Withdrawal form (also available from Enrollment Management), which must be completed and signed by the student, if possible, and the terminally degreed licensed healthcare provider. This provider must certify this action is without bias. The need for a medical withdrawal must be substantiated, by documentation the University considers appropriate, from the terminally degreed licensed healthcare provider on his or her prescription form or letterhead if no prescription form and signed in his or her own hand. By seeking withdrawal because of medical reasons, the student consents to the release of individually identifiable health information and other medical records and information governed by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") to the Office of the Registrar, Administrative Appeals committee, the Dean of Students Office, and other administrators involved in the process for the purposes of reviewing the student's request for withdrawal.

Returning to Campus

When a medical withdrawal is approved, a hold is placed on the student's record to prevent registration for future terms until the student has been released from the terminally degreed licensed healthcare provider. The terminally degreed licensed healthcare provider treating the student while on leave must complete the Release to Return to the University Following Medical Withdrawal form verifying that the student's condition has improved to the point where the student is cleared to return. This form, once completed in full, should be returned to the Registrar's Office. In certain cases, students returning from a medical withdrawal will also be asked to meet with Dean of Students Office to ensure that there is adequate support as they transition back to USI.

Tuition Refunds

Tuition refunds are made in accordance with the university refund schedule. Refunds will not be given for medical withdrawals after the dates indicated in the refund schedule. Exceptions to the tuition refund policy are only granted for extraordinary circumstances.

For more information and application forms, visit <http://www.usi.edu/registrar/schedule-changes/medical-withdrawal>.

D. Registrar

The Registrar's office is responsible for maintaining the integrity, accuracy and utility of the academic records at USI. Proper record management facilitates regulatory compliance and helps ensure administrative integrity of student data. Control is maintained by adherence to professional, governmental and accreditation guidelines.

Contact:

812-464-1762 or 800-467-1965 (#3)

812-464-1911 (Fax)

14. FACILITIES OPERATION AND PLANNING (PHYSICAL PLANT)

Facilities Operations and Planning is responsible for the day-to-day operations of the University facilities, roads, walks, and grounds as well as the planning of new developments on campus. For more information, visit www.usi.edu/facilities.

15. FOOD SERVICE AND DINING FACILITIES (SODEXO)

The University food service, managed by Sodexo Campus Services, operates in the University Center with seating in the Eagle's Nest, University Center East and Loft dining room. The Eagles Nest is home to Sub Connection, Chick-fil-A and Steak 'n Shake. The University Center East hosts Cyclone Salads, which features bountiful veggie options, paninis, a variety of soups and baked potatoes and Fiesta Fuego, fresh Mexican grill. The Loft, located on the second floor of the University Center West, serves a wide variety of home-style lunch and dinner items seven days a week, breakfast Monday through Friday and brunch on the weekends during the fall and spring semesters. The Sweets Spot Bakery is located next to the Loft and features freshly baked pastries, donuts, cakes, cookies, gourmet coffee creations and more!

Students and staff on tight schedules or in classes in other buildings on campus can purchase bottled beverages, coffee, a variety of fresh-baked goods, salads, sandwiches and other convenience food items at Simply To Go in the Health Professions Center and in the main lobby of the Liberal Arts Center -- Starbucks is located on the first floor of Rice Library.

Munch Money can be used to purchase Starbucks' merchandise. Inside of the Wright Administration building is the renowned frozen yogurt chain, Red Mango. Our award-winning frozen yogurt has it all -- calcium, protein and live and active cultures that are good for you. Unlike other desserts that contain artificial ingredients or excessive calories. Red Mango frozen yogurt is all natural, nonfat or low-fat, kosher and certified gluten-free.

A full-service convenience store, Eagle Xpress, is located near the McDonald Apartments, offering standard convenience store services, as well as Archie's Pizzeria with pizza delivery. Munch Money can be used for groceries, Archie's Pizzeria items and all other merchandise, such as USI apparel.

Catering services for University-sponsored events on or off campus are available. For more information, contact the Catering Services manager at 812-465-1652. Also contact Catering Services for concessions for your club or group. For a complete description of services, weekly menus for The Loft, ongoing promotions or specials, and employment opportunities, visit our website at www.usi.sodexomyway.com. For questions or issues, comment at www.usi.sodexomyway.com/contact/feedback.

16. HOUSING AND RESIDENCE LIFE

USI Housing and Residence Life provides on-campus accommodations for approximately 2,800 students. The department is committed to supporting and enhancing the educational mission of USI by providing programs, services, staffing and facilities that support academic success. Students live in quality facilities, including one- and two-bedroom furnished apartments with full-size kitchens, as well as two-bedroom, two-bath residence hall suites.

Housing facilities also provide several amenities, including

- full-size kitchens or kitchenettes
- basic expanded cable service
- internet access including both wired and wireless connections
- computer areas for student use
- fully furnished apartments and suites
- shuttle service
- air conditioning
- laundry facilities
- convenience store
- all utilities
- on-site security
- 24-hour on-site staff supervision

USI Housing and Residence Life has numerous leadership opportunities for students in the residence halls and apartments. We invite you to get involved with your community and meet many great people on campus. Getting involved at USI makes the most of your time here and is a fun way to meet others who want to make a difference on campus. Getting involved is also a great way to learn leadership skills. Check out all that we have to offer!

Student Housing Association (SHA) and the National Residence Hall Honorary (NRHH) are each student organizations within Housing. Each group has their own executive board, goals and purpose. SHA is open to all housing residents. NRHH is an invitation-only student organization that recognizes the top 1 percent of students in Housing.

Housing and Residence Life also offers leadership opportunities as a job! We hire resident assistants, desk assistants and night clerks throughout the year.

Living Learning Community programs also are available for incoming freshmen. Currently, there are eight communities which are housed in Ruston and O'Bannon halls. Each Living Learning Community is developed around a common academic discipline or interest area. The Living Learning Communities require a separate application, and are as follows:

- Honors
- Global Community
- Business
- Nursing and Health Professions
- Science, Technology, Engineering and Math
- Education
- Liberal Arts
- Exploring Majors

For more information, contact the Housing and Residence Life office at 812-468-2000, living@usi.edu, or visit the Housing and Residence Life website at www.usi.edu/housing.

17. IMMUNIZATIONS OFFICE

Immunizations and physical exams required as a condition for enrollment in certain programs are available at the University Health Center during the summer months for students who are pre-registered for the fall semester. These are provided on a fee-for-service basis. Visit www.usi.edu/healthcenter/policies/immunization-policy for the University's complete immunization policy.

18. INFORMATION TECHNOLOGY

Information Technology provides technical presentation and communication resources to support the teaching and learning activities of the University community and its partners. ITS clients include USI faculty, staff, students and partner institutions and organizations. The goals of ITS are to provide consultation, planning, and promotion for the effective use of new and existing technologies to support instruction; maintain high standards of service for its clients; deploy University technical resources effectively and appropriately; and collaborate with members of the campus community and other partners on technical issues and activities.

Student Computer Help Desk: If you are experiencing problems with your computer, you can schedule an appointment and bring it to the IT Help Desk. The student Computer Help Desk can assist with virus and spyware removal and hardware diagnostics. For best service, call in advance to schedule an appointment. Although this is a free service for current USI students, it is not a drop-off service.

KACE Help Desk software: The IT Department uses KACE to manage trouble tickets and service requests. You can sign on to the KACE system (kace.usi.edu) and follow the progress of your ticket. Each time an update is made on a ticket you will receive an email. The subject line of these email messages start [TICK:nnnn]. You can report a computer issue 24/7 by sending an email. This will automatically create a KACE help ticket.

Bomgar Remote Support Software: The IT Help Desk uses Bomgar to assist you off-campus. We are able to create a secure remote support session where we can view (with your permission) your screen. By calling the Help Desk, we can solve many of your problems over the phone. For phone support, call 812-465-1080. You can also email the IT team at IT@usi.edu. The ITS Help Desk support center is located in Forum Wing (FA) 41.

19. LIBRARY SERVICES

The David L. Rice Library supports and extends the academic programs of the University by providing research and instructional materials as well as recreational and general interest materials. During fall and spring semesters the library is open 104 hours a week, including evening and weekend hours. When the library building is closed, the online catalog, and hundreds of web pages - selected and organized to assist in finding high-quality information on a variety of topics - remain available through the library's website, www.usi.edu/library/. Remote web access to electronic books and databases is available for currently-enrolled students and currently-employed faculty and staff members. The website is the most up-to-date source for library hours, special notices, services and staff contact numbers.

The building has four floors, with substantial student study space with comfortable seating in a variety of configurations; three reading rooms; 30 group study rooms; 12 individual study rooms; and two computer labs for instruction and student use. Students can use the BookIt! app to reserve study room space. Additionally, the building provides classrooms and an auditorium on the lower level and casual seating in the coffee shop area. Wireless access is available throughout the building; in addition to computer workstations, students may check out laptops and tablets.

The library's collection of over 472,000 volumes is available in open stacks and electronically, providing easy access to most resources. Approximately 3,000 books are added each year, along with electronic resources, audio-visual materials, and other formats. The library provides online access to over 140,000 full-text journal titles and more than 150 online databases. Electronic resources are accessible within the library, from other computers on campus, and remotely to authorized users. Microform coverage ranges from recent government reports to 1850s newspapers. Digital microform reader/printers are located on the main level, as are photocopiers and printers. A recreational reading area with popular fiction titles is located on the entry level near the media collection, which is made up of music CDs, audio books, and DVDs. Reference librarians provide assistance in identifying, locating, and evaluating resources in many formats at the Reference Desk during most open hours. In addition to in-person visits, users may contact the library's Reference staff by telephone, email, chat, or text; contact information is listed on the website.

University Archives and Special Collections, located on the third floor, preserves materials about the University's history and houses distinctive collections. One such collection is communal societies, with substantial information on historic and contemporary intentional communities. Another major collection includes thousands of photographs documenting southern Indiana from the late 1800s to present day. Images and documents from this collection and others are being digitized for online discovery and use, viewable at www.usi.edu/library/university-archives-and-special-collections. Also, USI is a partial federal government depository library. Government documents cover a wide variety of subjects, from career information to the environment and consumer guidance; most of the paper documents are interfiled with the library's other collections. Children's books - used by education majors but available for checkout by anyone - are housed on the first floor.

By connecting to other systems, the library is able to use shared cataloging records from OCLC WorldCat, an international bibliographic utility with nearly two billion records. The library provides interlibrary loan service, and borrows items from libraries all over the world. Special software is used to enhance and expedite the interlibrary loan process, including speedy desktop delivery of journal articles and book chapters. Eligible USI students, faculty, and staff members may submit online requests via the library's website.

Students, faculty, staff members, and community users may check out library materials. The library user may search the online catalog by author, title, keyword, or subject, and identify an item's location and availability. If an item is already checked out by someone else, a hold may be placed on that item and the user will be notified when it is returned. Users may renew books online, unless an item is overdue or on hold for someone else. Self-service check-out machines on each floor speed the check-out process for books.

As the variety and complexity of information sources has increased - along with the necessity for evaluating their worth - formal research instruction has become even more essential. Instructors may schedule sessions customized to individual course needs by contacting the Instructional Services librarian. Instruction is usually provided in one of the library's computer labs so that hands-on learning is possible. Library staff members are available at the reference and checkout counters to provide assistance to library users.

20. LOST AND FOUND

Articles lost on campus should be reported promptly to the Office of Public Safety. Articles found on campus should be forwarded to the Office of Public Safety.

Every effort will be made to return lost articles to the owners; however, most articles will not be kept in lost and found for more than one month. Items of significant value, as determined by the director of Public Safety, may be kept for more than one month. Such items include, but are not limited to, jewelry and eyeglasses. It is the University's policy not to make reimbursement for the loss of personal items which are not necessary to the performance of an employee's job. If such items are kept at work, employees should take appropriate measures to ensure their protection.

21. MULTICULTURAL CENTER

The University of Southern Indiana's Multicultural Center enhances the personal and academic success of students by preparing them to be responsible citizens in a multicultural society. The goals of the Center are to:

- Foster and provide a warm, welcoming, supportive and inclusive environment for diverse populations at USI; encourage, promote and assist the academic and social integration of underrepresented students into the University through programs and services offered by the Center and through partnerships with other campus entities
- Create opportunities for cultural interaction between students, the campus and the community at large to promote cultural awareness and sensitivity
- Provide outreach opportunities to underrepresented groups and underserved communities to seek higher education.

The Vision Statement for the Center is to develop diversity awareness within students to build a bridge between college life and future multicultural experiences.

22. ONLINE LEARNING

Online Learning collaborates with faculty and other campus support services in the design, development and implementation of innovative and engaging high-quality online learning experiences. For more information, visit <https://www.usi.edu/onlinelearning/>

23. PUBLIC SAFETY

Public safety officers are responsible for traffic control, preliminary emergency medical care, initial response to other emergencies on campus, security of physical assets and the safety of the University's employees, students and guests. They provide their services to the campus and student residences 24 hours a day, seven days a week, through the deployment of vehicle, foot and bicycle patrols.

The University of Southern Indiana strives to create and maintain a safe and secure environment on all properties the University owns, leases or manages for official activities. In order to be successful in providing the highest degree of safety and security on the campus and in the residences, it is important for the campus community to follow good safety and security practices. Students and employees are encouraged to know as much as possible about the frequency and type of security breaches which occur on University property. To that end, the University Office of Public Safety records and annually publishes statistics on crime and security matters, and the University provides timely warnings of crimes or incidents which may be considered a threat to the University community. A copy of the annual statistical report can be requested from the Office of Public Safety.

Further, the Office of Public Safety takes a leadership role in campus safety by providing and encouraging the campus community to utilize its services which includes educational programs on campus safety, preventative patrols, crime prevention and free security escort services. The campus community is encouraged to report any suspicious/criminal behavior or threat. This type of activity can be reported either in person, telephone, through silent-witness email or by using the emergency telephones. Emergency telephones, which are located throughout campus and the residences, ring directly to the Public Safety Building.

24. PARKING

Non-restricted parking in USI's campus lots is available to commuters and visitors on a first-come, first-served basis. Campus lots have few restrictions, and those areas with restrictions are marked with appropriate signage.

O'Daniel South, O'Daniel North, McDonald West and McDonald East campus apartments and Newman, Governors, O'Bannon and Ruston residence halls have restricted parking. Parking spaces in campus apartments are reserved for residents of each neighborhood (O'Daniel, McDonald, and residence halls). Apartment residents are not permitted to park in campus lots between 6 a.m. and 3 p.m. on class days. Visitors to campus apartments must park in visitor areas only. Students living in residence halls are restricted to parking lots M & O, the last two rows of parking lot D, and the last full row of parking lot E. All restricted parking areas are marked with appropriate signage.

Important Telephone Numbers

Office of Public Safety	812-464-1845
University Emergency Telephone	812-492-7777
Parking	812-465-1091

25. RECREATION, FITNESS AND WELLNESS CENTER (RFW CENTER)

The Recreation, Fitness and Wellness department is the combination of the intramural sports, fitness and student wellness programs. The University encourages the lifelong pursuit of an active, healthy lifestyle, and enhances student development by providing healthy activities, as well as leadership and employment opportunities. The offices are located in the Recreation, Fitness and Wellness Center (RFWC).

Recreation and Fitness — Recreation and Fitness offers programs designed to promote a healthy lifestyle and meet the physical, social, spiritual, intellectual and emotional needs of students and employees. Some of the services and programs provided by Recreation and Fitness include fitness consultations, facility orientations, incentive programs, bike and camping equipment checkout and open recreation. The RFWC also includes a lobby with computers, a computer lab, a game room and a climbing center. A valid USI Eagle Access card is required to participate. Guest passes are available for purchase at the RFWC welcome desk. Recreation and Fitness staff can be reached in the Recreation, Fitness and Wellness Center or by calling 812-461-5268.

Intramural Sports — The Intramural Sports program offers a wide array of recreational activities which provide competition suitable for students regardless of physical capabilities. Participation in the intramural, special events and outdoor adventure programs enriches social relationships, develops an understanding of sports and aids physical and mental improvement. Intramural staff can be reached in the Recreation, Fitness and Wellness Center or by calling 812-461-5268.

Student Wellness — The Student Wellness program develops, implements and coordinates health and wellness education activities for the University community. The staff of Student Wellness is located in the Recreation, Fitness and Wellness Center, 812-461-5483.

USI Recreation facilities include —

- Indoor
 - Recreation and Fitness Center
 - Physical Activities Center

- Outdoor
 - Broadway Recreational Complex
 - Screaming Eagles Valley Complex (disc golf)
 - RFW outdoor basketball and sand volleyball courts
 - Clarke Lane field
 - Foundation field
 - Tennis courts
 - Running/walking trails
 - Low Ropes Team challenge course

26. RELIGIOUS LIFE

Religious Life provides religious guidance, educational and worship opportunities for students, faculty, and staff and is located in the O'Daniel Apartment complex (corner of O'Daniel Lane and Clark Lane). The mission of the Religious Life office is to provide access to programs that enable interested students to pursue full spiritual growth and development. Religious Life fosters a campus atmosphere in which members of the college community may freely express their religion/nonreligion faith beliefs as to live wisely.

To find out more about the religious life organizations on campus and area worship information, go to www.usi.edu/religiouslife.

27. PLACE HOLDER

28. SCRIPPS HOWARD VIDEO COMPLEX

The Scripps Howard Video Complex houses a television production facility and the student cable television channel, SETV-12. The facility includes a fully equipped, three-camera television studio, camcorders for field shooting and Apple computers for video editing. Student productions include the live newscast Access USI, USI home athletic telecasts, entertainment programs, and Radio/Television class assignments. SETV-12 airs these programs along with movies and student organization announcements.

29. SERVICE LEARNING

"USI is an engaged learning community advancing education and knowledge, enhancing civic and cultural awareness, and fostering partnerships through comprehensive outreach programs. We prepare individuals to live wisely in a diverse and global community." (USI mission statement).

In accordance with USI's mission statement and Carnegie Foundation compliance standards, the USI Service Learning Program supports both academic and co-curricular service-learning projects. The service-learning program at USI includes both direct and indirect service-learning experiences.

Direct Service-Learning activities are those that require personal contact with the population served by the community organization. Examples of direct service activities include students' tutoring at-risk children, students working with ex-offenders to help them develop job-readiness skills, and working with homeless individuals to secure stable housing. Direct service provides students with experience interacting with individuals from different cultures and backgrounds and teaches students to take responsibility for their actions. Students who participate in direct service-learning may also learn that they can make a difference.

Indirect Service-Learning activities often focus on a specific problem issue rather than working directly with individuals who may benefit from the service. Often students do not come in contact with the individuals who will be the recipients of their efforts. Examples of indirect service include collecting school supplies for children from low-income families, participating in designing or landscaping a community park or other environmental projects. Indirect service projects are frequently done by groups of students. Indirect service-learning can promote teamwork and help students develop organizational skills.

In accordance with USI's mission statement, The USI Service-Learning Program supports both academic and co-curricular service-learning projects.

Academic projects are course-based credit bearing projects that integrate meaningful community service with classroom learning and structured reflection. The University of Southern Indiana offers over 160 service-learning courses each year. These courses allow students to participate in an organized activity of either direct or indirect service projects designed to meet community needs while enhancing understanding of course content and helping students.

Co-Curricular projects are activities not connected with academic programs that include learning objectives and opportunities for reflection, and meet important community needs.

Service-learning co-curricular projects allow students to participate in an organized activity of either direct or indirect service experiences designed to meet community needs while enhancing one or more of the [Service-Learning Outcomes](#).

30. **SEXUAL ASSAULT AND GENDER VIOLENCE PREVENTION GROUP**

The Sexual Assault and Gender Violence Prevention Group is composed of University administrators, staff, students and representatives from community agencies and works under the direction of the Assistant Program Director of Student Wellness. The group focuses on educating students and the USI community around issues of sexual assault, sexual harassment and gender violence through campus events, trainings, marketing campaigns and other means. The group supports the annual Flowers on the Lake and Walk a Mile events. Anyone who wants more information about sexual assault prevention or reporting options can visit the University's [Sexual Assault and Gender Violence Prevention Website](#).

31. **STUDENT ACTIVITY FEE**

The student activity fee will appear on your bill at the rate of \$100 a semester and \$30 per summer session. Your investment entitles you to take advantage of all services and participate in any programs provided for students. As USI enrollment grows, the cost of providing student programs and activities also increases. The new student activity fee assures that present programs and services can continue and that significant new programs and services can be introduced.

The university allows students who completed credit hours the previous spring semester and are registered for classes in the subsequent fall semester to opt into the Summer Student Activity Fee even if they are not registered for summer classes. By paying the fee, students are able to utilize the activities planned throughout the summer including Cinema USI, the Eagles Perks program, and the Recreation, Fitness, and Wellness Center.

If you are not registered for summer classes and wish to register for the Summer Student Activity Fee, please complete the following form. Your student account will be charged \$33 per summer session and your Eagles Access Card will allow you access to these summer opportunities.

To complete the opt-in form, please complete the online [Summer Student Activity Fee Registration](#).

32. **CENTER FOR CAMPUS LIFE**

(Student Organizations, Fraternity and Sorority Life, Student Activities, Activities Programming Board)

The Center for Campus Life promotes student learning by providing leadership education, avenues for involvement, and personal growth opportunities to develop responsible individuals as engaged members of their communities. They assist students in their transition to the University and college life through the development and coordination of new, transfer and adult student orientation, Welcome Week and other transition programs. The staff coordinates, advises and supports the growth and development of over 140 student organizations that represent a wide range of interests, including academic/professional organizations, programming, political, faith-based, multicultural, special interest, service, honor societies, sororities and fraternities. These organizations provide co-curricular and extra-curricular activities for students. This department fosters an active and comprehensive campus experience through encouraging students to get involved. The Center for Campus Life is located in University Center East and can be reached at 812-465-7167 or via email at getinvolved@usi.edu. Learn more about the department at www.usi.edu/sdv.

33. **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The *Student Government Association (SGA)* is the representative body of currently enrolled students. It is composed of elected members of the student population and includes an executive board, six administrative vice-presidents, 22 representatives from the four academic colleges, 17 members at large and a seven-member University Court. SGA serves as the voice of all students to the Board of Trustees, faculty, administration and USI community. All students, by virtue of their registration at the University of Southern Indiana, are members of SGA and are encouraged to attend General Assembly meetings and serve on SGA committees. For more information, visit the website at www.usi.edu/sga or email sga@usi.edu.

34. **STUDENT PUBLICATIONS – THE SHIELD**

Student Publications provides opportunities for students to gain experience in reporting, writing, design, photography, video productions, social media and sales. *The Shield* is the student newspaper and is available at more than two dozen locations across campus every Thursday and online at [USI Shield](#). Students from all disciplines are welcome to apply for staff and management positions.

35. **STUDENT SUPPORT SERVICES**

Student Support Services (SSS) is one of eight grant-funded TRIO programs offered through the U.S. Department of Education. At USI, the SSS program serves 140 eligible students who are first generation, income-eligible, and/or have a documented disability to successfully complete their degree. The SSS program provides students free comprehensive services through one-on-one appointments, peer mentoring, additional tutoring support, free printing, scholarship opportunities, and skill development as well as personal and counseling. This program offers free cultural and academic excursions, both on and off campus to enhance the collegiate experience on USI's campus. Learn more the [Student Support Services website](#).

36. SUBSTANCE ABUSE COMMITTEE

This committee, appointed by the president, reviews the effectiveness of drug and alcohol programs at the University of Southern Indiana as required in "The Drug-Free Schools and Community Act Amendment of 1989" (Public Law 101-226). This committee monitors the effectiveness of the drug and alcohol policies as related to appropriate sanctions and education, referral, and rehabilitation programs and makes appropriate reports and recommendations to the president on at least an annual basis. A comprehensive biennial review of the effectiveness of the program and a report prepared for the U.S. Department of Education are mandated by federal law. The committee consists of the dean of students as chair; the director of Counseling; director of Recreation, Fitness and Wellness; director of Housing and Residence Life; director of Religious Life; director of Student Development; director of Security; a representative from Athletics; a representative from Planning, Research and Assessment; a representative from Staff Council; a representative from the Administrative Senate; two faculty members; and three student members recommended by SGA. Additional University staff may be asked to serve upon the recommendation of the dean of students.

37. TRANSPORTATION INFORMATION

Metropolitan Evansville Transit System (METS)

601 John St.

Evansville, IN 47713

(812) 435-6166

<http://www.evansville.in.gov/index.aspx?page=2803>

Metropolitan Evansville Transit System (METS) provides transportation for the public on 17 fixed route service areas. See website for more information.

Evansville Regional

Airport

7801 Bussing Dr.

Evansville, IN 47725

(812) 421-4400

www.evairport.com

Greyhound Bus Lines

119 NW 6th St.

Evansville, IN 47708

(812) 425-8274.

www.greyhound.com

River City Yellow Cab

1027 E Virginia St.

Evansville, IN 47711

(812) 429-0000

38. TITLE IX OFFICE

The University of Southern Indiana strictly prohibits discrimination based upon a student's race, color, religion, sex, pregnancy or marital status, national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, veteran status, or any other category protected by law or identified by the University as a protected class and provides students with these protected characteristics all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. USI does not discriminate on the basis of any of these categories, or any other basis protected by applicable state and federal law, including Title IX, in the administration of its educational policies, scholarship or loan programs, athletics, or other college-administered programs.

Inquiries about the application of Title IX can be directed to the University's Interim Title IX Coordinator, Beth Devonshire at the Wright Administration Building 8600 University Boulevard, Evansville Indiana 47712 or via email at Title.IX@usi.edu or via phone at 812-464-1703, or US Department of Education, Office of Civil Rights ("OCR") - John C. Klycynsky Federal Building 230 S. Dearborn Street, 37th floor Chicago IL, 60604, 312-730-1560 or OCR.Chicago@ed.gov.

Ms. Beth Devonshire
Interim Title IX Coordinator
Email: beth.devonshire@usi.edu

Mr. Dameion Doss
Deputy Title IX Coordinator
Contact: 812-464-1835
Byron C. Wright Administration Building 171
Email: ddoss@usi.edu

39. UNIVERSITY HEALTH CENTER

The *University Health Center* offers acute and minor care, contraceptive counseling and birth control options, immunizations, allergy injections, pregnancy tests, laboratory testing, physicals, STD diagnosis and treatment and other medical procedures. Services needed beyond the scope of the Health Center are accessible through our referral network. The Health Center is staffed by Deaconess Health System employees including a nursing staff, a nurse practitioner and a doctor. The Health Center is a first-come-first-served-walk-in clinic available to all students, faculty and staff of USI. The Health Center also offers a limited pharmacy on site. The Health Center is open Monday through Friday from 8 a.m. to 4:30 p.m. in the lower level of the Health Professionals Center and can be reached at 812-465-1250 or via fax at 812-465-7170. Additional information and resources can be found on the University Health Center's website: www.usi.edu/healthcenter.

40. VETERAN MILITARY & FAMILY RESOURCE CENTER

The *Veteran Military & Family Resource Center* assists students with applying for and utilizing Department of Veterans Affairs' education benefits. Assistance is available to all prospective and enrolled USI students who are veterans, servicepersons, dependents, survivors of veterans and other eligible persons to keep them informed of available veterans' programs from education, personal counseling on a variety of topics to job placement organizations. There are several assistance programs with basic eligibility criteria that vary from one to another.

This is the certifying office for the enrollment of persons training under the veterans' programs. All veterans, servicepersons, dependents and survivors of veterans and anyone else who may be eligible for veterans' assistance should contact this office. Students receiving Veterans Affairs education benefits must contact this office each semester to begin or continue their semester request for VA benefits or certification of enrollment process to the Veterans Affairs Regional Office.

Staff provide outreach, counseling and academic assistance referral for veterans and servicepersons throughout the academic year.

The Veteran Military & Family Resource Center is located in the lower level of the Education Center in room 0114 and provides assistance to all prospective and enrolled students who are veterans, service persons, dependents, survivors of veterans and other eligible persons. Students applying for benefits may obtain the necessary application forms and program information from this office. A student receiving veteran benefits must have attendance certified with the Veterans Administration for each term of enrollment.

41. WRITING CENTER

You can send your essay to owl@usi.edu for a consultant's help. Be sure to include:

- A note describing the assignment
- The help you need
- The class and professor
- The due date of the assignment

A consultant will respond initially within 48 hours, except on Fridays and weekends. If you have not included all of the information above, it will delay review of your paper. Remember that our consultants do not proofread papers; they can assist you with the following:

- Understanding assignments
- Brainstorming
- Thesis development
- Focusing, developing and organizing ideas
- Revising
- Researching and citing
- Developing editing strategies and identifying common errors

If you have any questions, contact our writing specialist, [Deanna Odney](#).

For more information, visit www.usi.edu/acadskil/tutoring-writinglab.asp.

42. WSWI – THE EDGE RADIO

WSWI – The Edge, an award-winning student-run non-commercial radio station, is owned and operated by the University. The Edge can be heard on multiple platforms, including 820-AM, 90.7 FM HD-2, the <http://edgeradio.org/>, channel 12 in student housing and on smartphones. The station's main format is alternative rock, and plays Electronic music at night and Hip-Hop on the weekends, and also news and sports. Students from all disciplines are welcome to be a part of The Edge's programming. Positions are available for disc jockey, news writing and reporting, sports broadcasting, marketing, promotion and underwriting.

ADMINISTRATIVE POLICIES

43. ACADEMIC INTEGRITY

Academic dishonesty, including plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive credit will subject a student to disciplinary action which may include dismissal from the University.

The benchmarks of any great university are high academic standards for both faculty and students. For this reason, truth and honesty are necessary to a university community. The University expects both students and faculty to adhere to these principles and to foster them daily. Put simply, this expectation requires each student to do his or her academic work without recourse to unauthorized means of any kind. Both students and faculty are expected to report instances of academic dishonesty. Faculty should explain the special hazards regarding academic honesty in their discipline. Faculty also should plan and supervise academic work carefully so honest effort will be encouraged.

Definitions of academic dishonesty also apply to the use of electronic, photographic, Internet-based, and other media for intellectual and artistic expression. See Section 3.0 of the *Student Rights and Responsibilities: A Code of Student Behavior* published in the *Student Handbook* available on the [Dean of Students](#) website for a description of the process.

44. ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

The University of Southern Indiana prohibits the illegal manufacture, purchase, possession, use, consumption, sale, transfer, exchange and/or distribution of or being under the influence of drugs and alcohol by students, employees and visitors on University-owned or -controlled property, including University owned or -leased vehicles, or as part of any University activity as that term is defined by the University. Exceptions may be approved by the president or his/her designee.

The University expects the cooperation and commitment of all students and employees in maintaining an environment free of illicit drugs and illegal use of alcohol. Students and other campus constituents are deemed to be adults responsible for their own behavior and are expected to obey the law and University rules regarding drugs and alcohol. For more information on University drug and alcohol policies, see Section 2.1 of *Student Rights and Responsibilities: A Code of Student Behavior*.

The dean of students is charged with the development and administration of the University of Southern Indiana student conduct process. Under the supervision of the dean of students, the following individuals will be charged with the execution of conduct proceedings:

- Assistant Dean of Students
- Director of Residence Life
- Assistant Director for Student Conduct – Housing and Residence Life
- Housing Area Coordinators and Graduate Assistants
- Director of Student Development Programs
- Additional staff members in the University community as deemed appropriate and as trained by the Dean of Students

The aforementioned individuals may conduct meetings and hearings with students who may have violated any University policy, including those found in *Student Rights and Responsibilities: A Code of Student Behavior*, USI University housing community standards: *A Code of Student Behavior*, and USI student organization policies.

Campus policy on drug and alcohol abuse is monitored by the Dean of Students, who in collaboration with the University's CARE Team, administrators, faculty, staff and students who recommend policy changes as needed.

45. ANIMAL POLICY

Animals, defined as domesticated pets, may be brought on campus under the following conditions:

- The animal is part of a classroom demonstration that has been approved by faculty. In such cases, the animal should be brought on campus immediately before the class and removed from campus immediately after class. The animal must be on a leash or in a carrying case when in transit.
- The animal is a "service animal" as defined by current Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and State of Indiana regulations. Under these laws, a "service animal" is defined as an animal that is specifically trained to do work or perform tasks for the benefit of an individual with a physical, sensory, psychiatric/mental, or intellectual disability; and the work or tasks performed by the animal must be directly related to the individual's disability. Animals that only provide crime deterrent effects, emotional support, well-being, comfort, or companionship do not fall under the legal definition of "service animal." The University reserves the right at any time to ask if the animal is required because of a disability and what specific work or task the animal has been trained to perform. The University also reserves the right to request that the animal be removed from the property if it does not meet the legal definition of service animal, if the handler fails to keep it under appropriate control, or if it is not housebroken. An animal meeting the complete and proper definition of "service animal" will otherwise be permitted anywhere on campus that is typically open to students and visitors.
- With permission of the president or his/her designee.
- Animals other than "service animals" may be exercised on exterior areas of campus as long as they are on a leash and are not taken to any areas where an active program or event is occurring.
- In all cases it is the responsibility of the individual(s) bringing any animal to any University owned or controlled property to be aware of state and local immunization and licensing requirements, to fully comply with those requirements, and to assume any and all liability associated with failure to do so. Such individuals are responsible for cleaning up after their animal, for maintaining humane control of the animal at all times, and are financially responsible for any damage that the animal may cause to University property or injuries caused to other individuals.

Student's residing in University residence halls or apartments may keep animals in their residences only under the following conditions:

- Non-predatory tropical fish are allowed as long as they are well-maintained and kept in aquariums holding no more than 20 gallons of water.
- The animal meets the current definition of a "service/assistance animal" as defined by state and federal law and best practices that specifically apply to University housing and residential services for individuals with disabilities. A student may keep a service/assistance animal in his or her dwelling unit on campus as a reasonable accommodation only if the student fully complies with all procedures and responsibilities as described in Section B.25 of this publication.

46. CAMPUS SECURITY AUTHORITIES (CSA)

The definition of "Campus Security Authority", according the federal law, is as follows: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." Any official designated as a Campus Security Authority receives training regarding their responsibilities.

The below listed positions have been identified as a USI "campus security authority"; however, this list is not conclusive. A complete list of Campus Security Authorities is maintained at the Office of Public Safety.

- University President
- Provost for Academic Affairs and Chief Student Affairs Officer
- Vice President of Finance and Administration
- Vice President of Government Relations
- Associate Provost for Academic Affairs
- Associate Provost for Student Affairs

- Dean of Students
- Director of Housing and Residence Life
- Assistant Director of the Student Conduct for Housing and Residence Life
- Housing and Residence Life Area Coordinators, Graduate Assistants
- Residential Advisors
- Director of Student Development
- Director of Athletics
- Athletic Coaches
- Assistant Provost for International Programs and Services

47. COMPUTER ACCESS, COPYRIGHTS, AND INTELLECTUAL PROPERTY (ADOPTED FROM MILLS COLLEGE)

Computing plays a critical role in the academic life of students at USI. Each student is issued a University username and password upon enrollment. The username and password are required for access to the University network. The [USI homepage](#) allows students to access general information about the University, including academic calendars, schedules of classes, examination schedules, and events calendars.

The [MyUSI portal](#) offers students the ability to register for courses; view class schedule, grades, transcripts, financial aid and student account information; look up and update contact information online. The portal also provides gateways to other web services such as email, online course resources, and course evaluations.

Computers and networks provide access to resources on and off campus. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, contractual obligations, and University policies. Every member of the USI community who receives accounts to use University computing systems agrees to protect their own work and respect the work and privacy of other members of the community. Access to computing resources requires a formally recognized affiliation with the University. Students who graduate, withdraw, or are subject to academic disqualification may have full access to their computing resources revoked at USI.

USI Students are encouraged to use University computing systems for academic work as well as for communication on and off campus. Food and drink are prohibited in all computing labs at all times. Damage caused to USI computing equipment by food or drink or any other type of misuse will be charged to the responsible party.

Printing is available throughout campus with the use of funds from your Eagle Access card.

TIPS: You can reduce the environmental impact of printing documents by following some simple tips for conserving resources, such as:

- Don't print e-reserve or other web source material unless truly necessary. Instead of printing an entire document, take notes while reading it to help remember important points
- Always use double-sided printing
- Use 'Print Preview' to see how a document looks before printing
- When printing a draft, print multiple pages on one sheet
- Print only one copy of a document and use copy machines to generate additional copies, if needed.

All student-accessible academic computing locations have access to the USI network and Internet via wireless connectivity. The wireless network encompasses all residential living areas and labs, academic classrooms, as well as many student gathering places.

Each individual is responsible for the content of files in their personal University provided accounts. When publishing personal web pages, each user is responsible for obtaining permission from and giving proper credit to the owner of all copyrighted materials used. Personal web pages are not routinely monitored by the University staff nor do they necessarily represent the University's viewpoints or policies.

The U.S. Congress has passed "The Higher Education Opportunity Act (H.R. 4137)" which requires U.S. colleges to prevent uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. USI implements several technologies to block or inhibit peer-to-peer file sharing of copyrighted material. Additionally, encrypted peer-to-peer file sharing is not permitted and is blocked. Any file downloaded through USI networks or residing on USI-owned equipment may be searched. In addition, system administrators may access user files or monitor network traffic as required to protect the integrity of computer systems and to enforce current policy. Misuse of computing and network resources is prohibited.

USE OF COMPUTING RESOURCES IMPLIES THE FOLLOWING AGREEMENT

I understand that I am responsible for my conduct when using University of Southern Indiana equipment and services to access electronic files and resources. Misuse of computing, networking, or electronic information resources is not condoned and I understand that I will be held accountable for my conduct under applicable University policy, legal contractual agreement, and under state and federal laws. I understand that my login name is permanently assigned to me. I agree to use it for as long as I have access to USI systems. I also agree to set a password of my own choosing on all my USI accounts as soon as they are opened to assure that my accounts are always protected with a password known only to me, and I agree to change my password immediately if I discover that anyone has learned my password or has used my accounts in any way. Violation of any of the above policies may result in temporary to permanent loss of any or all computing privileges and services provided by USI.

48. CONFIDENTIAL REPORTING

The Counseling Center is committed to maintaining your confidentiality consistent with the law. Communications with employees who work in the Counseling Center, including your decision to seek counseling, are kept confidential. The Center will not release information about you to anyone outside the Counseling Center without your written consent, except as required by law, including, but not limited to:

- If we believe you are in imminent danger of self-harm.
- 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 you express threats of violence towards another person.
- If you have signed an authorization to release medical information form for specified individuals or agencies.

Consistent with the law, any required disclosure will be made to the appropriate authorities, including the USI Office of Public Safety. Additionally, should you be assessed to be a danger to yourself or others, or if hospitalization is pursued (either voluntarily or involuntarily), certain information about you will be disclosed to appropriate university personnel, your parents or guardians (as appropriate), and other essential third parties.

If you are the victim of rape, sexual assault, sexual battery, sexual coercion or other sexual misconduct, as defined by USI policy, state and federal law, and are 18 years of age or older, what you tell a Counseling Center Professional counselor and other Counseling Center employees who are functioning in their Counseling Center roles about how you have been the victim of sexual misconduct is confidential, subject to the exceptions listed above. In addition, if you wish to make a report about what happened to you, to the USI Office of Public Safety or law enforcement agencies, a Counseling Center employee will assist you in doing so without disclosing information that identifies who you are.

If you choose to make an anonymous report of sexual misconduct, your counselor may remain in the room with you as you make your report. However, the counselor will not make the telephone call for you or participate in the telephone conversation between you and the reporting agency. Likewise, the counselor will not keyboard or assist in keyboarding an on-line report.

49. COPYRIGHT INFRINGEMENT POLICY – STUDENTS

Overview

All students who use the University of Southern Indiana (“USI” or the “University”) computer network are prohibited from downloading or enabling sharing of music, movies, images and other digital, copyright protected files without proper licensing. Downloading or enabling the sharing of music, movies and other digital, copyright protected files without proper licensing constitutes the theft of copyright protected material and is subject to both civil and criminal penalties. Companies and agencies that monitor computer networks and Internet Protocol (“IP”) addresses inform USI when someone on USI’s network is downloading or sharing copyright protected songs, movies and other material. USI is considered an Online Service Provider (“OSP”) for the users of its computer network. A student’s continued use of the University’s OSP computer network implies the student’s acknowledgement and acceptance of this policy.

If it comes to the attention of USI that an individual is using USI’s computer equipment and/or network access to illegally download copyrighted material, the University will take action to stop such activities. If the University detects peer-to-peer file sharing of encrypted content, this will be treated as if it is copyrighted material, and the University will take action to stop this activity as well. The University takes such action in order to comply with provisions within the Digital Millennium Copyright Act (“DMCA”) which limits the liability of the University, as an OSP, for certain copyright infringement liability if the University follows applicable procedures. Additional information on the DMCA can be found at <http://www.copyright.gov/legislation/dmca.pdf>. This policy outlines the procedures the University will use to respond to incidents of copyright infringement it receives.

Procedure

USI has instituted a technology-based deterrent which is a software blocking package that attempts to monitor USI’s network activity for copyrighted material. This software is a content management service and filter software that tracks copyrighted content and tracks peer-to-peer usage to verify the content. If the software detects that an IP address is being used for unauthorized downloading or distribution of copyrighted works using a peer-to-peer based file sharing service, the software will terminate the download and disable the user’s internet connection for a specified period of time depending on the number of violations associated with the user’s IP address. The software will also alert the user of a Copyright Violation Notice via a pop-up screen. The Copyright Violation Notice indicates that the activity detected in connection with the user’s IP address is in violation of the University Network Use Policy, USI Code of Student Behavior and this Copyright Infringement Policy. Depending on the number of violations received, the user’s internet connection will be disabled for a set amount of time subject to the discretion of the University and the user will have to agree to cease any such activity by clicking on a “I will comply” button before University network access will be reinstated.

When the University receives a notification of possible unauthorized file sharing the Information Technology (“IT”) department will attempt to identify the user. If the user can be identified and is a student, the follow procedure will be followed:

- A. IT will email the student notifying him/her that his/her access has been shut off. Included in the notification email is information on the alleged violation including title, date and time. The email informs the student that the matter has been referred to the Dean of Students Office for review. IT will also copy the Dean of Students Office on this email.
- B. USI network access to all wireless and wired networks in user’s student housing is immediately disabled. If the student has multiple devices registered on the USI network, all the devices will be denied access.
- C. The student will not be allowed to register any new devices until access restoration has been approved by USI.

- D. IT will send a copy of the complaint and all detailed information it has about the alleged copyright violation to the Dean of Students Office. The Dean of Students Office will handle the complaint as well as contacting and meeting with the student. The Dean of Students Office will address with the student the possible consequences of copyright violations including both civil and criminal penalties. The student will be asked to remove all file sharing software from his or her computer and/or electronic devices. The Dean of Students Office will utilize the following procedure with regards to the alleged violation:
1. The Dean of Students Office will contact the student once the office receives the initial email informing the student that the matter has been referred to the Dean of Students Office for review. By email, the Dean of Students Office will inform the student of any charges related to potential violations of the USI Code of Student Behavior including possible violations of Section 2.13- *Computer-Related Inappropriate Behavior* in the *Student Rights and Responsibilities*, the Student Copyright Infringement Policy and the Network User Policy.
 2. The Dean of Students or Designee will meet with the student to review the charges and the possible consequences of copyright violations including both civil and criminal penalties. During this initial meeting, the student will be asked to sign the Alleged Copyright Infringement Acknowledgment Form ("Acknowledgment Form") either accepting responsibility and agreeing to pay the University restitution for any fines and legal fees associated with the violation or indicating a request for a hearing as detailed below. The student is not under any obligation to accept responsibility and agree to pay the University restitution for any fines and legal fees associated with the violation during this initial meeting.
 3. During this initial meeting, the student will also be offered the alternative option on the Acknowledgment Form to schedule a formal hearing at a future date where the student will be afforded all the rights outlined in the USI Code of Student Behavior, including the choice to have an advisor present and to present evidence in response to the alleged charges.
 4. Once the conduct process is completed (whether by signing the Acknowledgment Form accepting responsibility or through a formal hearing), the Dean of Students Office will inform the appropriate University offices of the outcome and request that access be reinstated, as may be appropriate. Upon notification from the Dean of Students Office, IT will then re-enable the student's wireless and wired network access.

Repeated violations will result in disciplinary action as recommended by the Dean of Students Office consistent with all applicable University policies. Repeated violations may result in the student losing the ability to connect to the University network permanently for the duration of the student's tenure at the University. A student who is found to be responsible for a violation of this Policy or who accepts responsibility for a violation will be charged an administrative fee of \$100.00 for the student's first violation of the University's Copyright Infringement Policy, and up-to \$200.00 for each additional offense if the University is contacted by the owner of the copyrighted material that is the subject of the violation. Additionally, if the student signs the Acknowledgment Form accepting responsibility or is found to be in violation at a formal hearing, the student will be responsible for restitution of any fines or USI legal fees associated with the violation.

Student's Use of USI's Network Accounts

If the student permits another individual to use the student's USI network account, and that individual illegally downloads or distributes copyrighted materials, the student may be held responsible if the student's computer is identified in the notice that was sent to the University by the holder of the copyright.

Legal Alternatives

For a list of legal alternatives to avoid illegally downloading content, please visit <http://www.educause.edu/legalcontent>.

University Actions in Response to Subpoenas

If the University receives a valid subpoena regarding an alleged copyright violation, the University is required to provide any electronic information the University has regarding the alleged instance of copyright infringement that was purportedly transferred over its network.

Questions or Concerns

If a student has a question or concern regarding this policy, please contact the Dean of Students Office.

University's Registered DMCA Agent

Richard Toeniskoetter
Executive Director
Information Technology
University of Southern Indiana
8600 University Boulevard
Evansville, IN 47712
812-464-1733
richard.toeniskoetter@usi.edu

The DMCA requires that the University designate a registered agent to receive notifications of alleged copyright infringement. Notifications of claimed copyright infringement should be sent to the University's registered DMCA Agent, which is on file with the Copyright Office.

Policy Changes

The University may make changes to this policy to comply with necessary legal and regulatory requirements. The University recommends students review this policy occasionally to familiarize themselves with any changes or alterations.

50. CRIME REPORTING METHOD

Public Safety: Contact USI Public Safety at **812-492-7777** to report a crime, any campus emergency, or any security issue. You also may dial **911** to contact local law enforcement directly. You may also contact USI Public Safety at **812-464-1845** to report non-emergency issues or if you have any questions.

On-Line Reporting: The **Campus Action Response and Engagement Team** (CARE Team) provides an on-line reporting form that may be used to report crimes or issues involving students of concern. This form is not to be used to report on-going campus emergencies (Dial 812-492-7777). The CARE Team provides proactive assistance and support to students by assessing, evaluating and responding to reports about students who present as disruptive or show concerning behavior and may need support to manage their academic and social experience at the University. Click here to complete an online [CARE Team Reporting Form](#).

Silent Witness Form: If you have witnessed or have information regarding a crime or incident that has occurred on campus, you may anonymously submit the information to the Office of Public Safety using the **Silent Witness Form**. The information is submitted in email form and will be kept confidential. The silent witness form is to be used for: crimes or incidents occurring on USI campus property or crimes or incidents occurring off campus that involve University of Southern Indiana students, faculty or staff. It is important to note that a silent witness will not result in an immediate emergency response from the Office of Public Safety. If you require immediate assistance, call campus ext. **7777 or 812-492-7777**. All other off-campus crimes should be reported to the appropriate law enforcement agency by dialing 911.

TIP Line: The University of Southern Indiana's Office of Public Safety has established a telephone TIP line which allows callers, wishing to remain anonymous, to leave information via a voice mailbox as to any criminal activity or University Code violations. The TIP line is a means for the campus community to assist in establishing a safe campus environment. This telephone number may be called 24 hours a day to provide information. Persons wanting to report such activity should call the **Tip Line at 812-228-5029 or campus extension "5029"**.

Emergency Call Boxes: The University also has placed emergency two-way call boxes (Emergency Blue Light Phones) around the entire campus for use during emergencies. The convenient location of the blue phones allows someone to report an emergency or incident if other communication methods are not available. By pressing the button on these phones, users are immediately connected to the Office of Public Safety Dispatch Center.

The University of Southern Indiana and the Office of Public Safety strongly encourage the reporting of any sexual offense such as non-consensual sexual intercourse, sexual assault, stalking or any other form of sexual misconduct. Examples of other sexual misconduct issues may be, but are not limited to include sexual harassment, sexual intimidation, intimate partner violence and sexual battery.

- Rape/sexual assault (gang, acquaintance, stranger)
- Acts on a person who is not conscious or able to give consent
- Indecent exposure
- Direct or indirect threats linked to sexual propositions or activity
- Coerced sexual activity
- Sexual battery (the unwanted touching of an intimate part of another person, such as a sex organ, buttocks, or breasts)
- Stalking, harassment or intimidation
- Dating or domestic violence

Timing is a critical factor in the reporting of any sexual assault/misconduct. The USI Counseling Center, off-campus advocates and personnel from the Office of Public Safety can discuss all of these reporting options confidentially with the victim.

Employees: University employees must report any incident of sex/gender misconduct and discrimination to the Title IX coordinator or designee within 24 hours of learning of the incident.

Employees designated as "Campus Security Authorities" are mandated to advise the Office of Public Safety of any Clery reportable crimes that occur in a Clery reportable area. Designated Forcible and Non-Forcible sex crimes are required reportable crimes. One of the key responsibilities of a campus security authority is to encourage crime victims and witnesses to report crimes to the Office of Public Safety. Information and training on [Campus Security Authorities](#) may be found on the Public Safety website.

Employees serving in certain professional roles are not required to report these types of crimes unless there is an articulable immediate danger to the campus community that would necessitate disclosure. Examples of employees that would not be required to report include medical providers, pastoral and licensed professional counselors. These exempt employees may still complete an anonymous/confidential report for statistical or pattern analysis purposes and not divulge any personal identifiable information without the victim(s) consent.

The University's Disciplinary Procedure for Sexual Assault is designed to respond to allegations of sexual assault. Indiana's criminal statutes determine the criminal penalty or sanctions based upon the act, severity and other mitigating or aggravating circumstances. The Sexual Violence Prevention and Response Program include counseling services, crisis support groups and other organizations which provide assistance and referrals to students who have been assaulted.

51. DECEPTION/FALSIFICATION/MISREPRESENTATION

Falsification or misuse of records and/or misrepresentation of facts on University forms and documents, including but not limited to, application forms, data sheets, ID cards and fee receipts may result in disciplinary action and/or cancellation of registration. See the [Student Rights and Responsibilities: A Code of Student Behavior](#) for the specific related policies.

52. DIRECTORY INFORMATION

The following information may be made available to the public unless a student restricts its release by written notice. Information restriction request forms are available in the Registrar's Office.

University directory (either online or in print)

The following information may be published by the University: name, mailing address, telephone number and email address – unless a USI Directory Restriction Request form is filed with the Registrar's Office during the first three weeks of each fall semester.

General requests for student information

When appropriate, the following information also may be made public by the University through printed programs, news releases of awards, etc.: date and place of birth, home address, marital status, majors and minors, degrees, awards received, dates of attendance, most recent educational institution attended, names of parents, participation in officially-recognized activities or sports, weight and height of members of athletic teams, classification and enrollment status. An Information Release Restriction Request form can be submitted 1) to be effective for only the single term specified; or 2) to remain in place until revoked in writing.

The submission of a student's Social Security number is voluntary. The University will not use the number, if supplied, for purposes other than routine record-keeping and institutional statistics, without a student's written permission.

53. DISCIPLINARY INFORMATION DISCLOSURE STATEMENT

University policy permits some departments and organizations will share information with the Dean of Students regarding potential student safety and/or conduct concerns; the Dean of Students may determine that further action or follow-up is warranted. This may include but is not limited to athletic teams, organizations and clubs, fraternities and sororities, academic professional standard committees and academic departments conducting disciplinary background checks for student placement. All related materials will be retained by the Dean of Students and become part of a student's permanent disciplinary record. This information may be reported as part of a disciplinary background check for a minimum of seven years, except in certain cases where the Dean of Students determines that it is appropriate to disclose information beyond the minimum seven years period. For more information, contact the [Dean of Students](#) or call 812-464-1862.

54. EDUCATIONAL DISCIPLINARY BACKGROUND VERIFICATION POLICY

The Dean of Students Office houses official disciplinary records for University of Southern Indiana (USI) students, including Academic Integrity related information. As the Dean of Students is the University administrator charged with disclosing such information, within established student privacy law, all requests for disciplinary background verification should be submitted to the Dean of Students Office. Such requests require a signed release of information consent form from the current/former student. Note that the Dean of Students Office does not verify academic information and its response will be limited to disciplinary background verification.

There are several methods by which Educational Disciplinary Background Verification requests may be submitted to the Dean of Students Office. Requests can be submitted in person, by mail, fax or email and must include a signed release of information consent form and current contact information for the current/former student. The Dean of Students Office may contact the current/former student if additional information is needed or to inform them of the information that was disclosed in response to a request.

The Dean of Students is responsible for record keeping related to disciplinary records. Conduct Hearing Officer(s) will ensure that all sanctions are reported by the date required and will submit aggregate data regarding infractions and sanctions to the Dean of Students for compilation in an annual report. A record of disciplinary procedures and findings will be maintained in the student's disciplinary file in the Dean of Students Office. Conduct files do not become part of the students' transcript but are considered part of the University's educational record for the student.

In cases in which students are found responsible for a policy violation of University policy and receive a sanction of less than suspension or expulsion, records related to the disciplinary hearing will be retained for a minimum period of seven (7) years from the date of the incident complained of. Student disciplinary files may be retained indefinitely at the discretion of the Dean of Students or his/her designee. Release of information may be restricted by the Dean of Students for good cause, upon written petition. Factors considered in review of such petition shall include:

- The nature of the violation and the severity of the harm resulting from the violation;
- The conduct of the student subsequent to the violation.

In cases where students are found responsible for a policy violation and receive a sanction of suspension or expulsion, students' disciplinary files will be considered permanent records. A permanent record indicates that student disciplinary files may be retained and disclosed indefinitely at the discretion of the Dean of Students.

Student organizations are considered to have a continuing relationship with the University of Southern Indiana as long as the organization maintains its official recognition status with USI. Records of behavioral conflicts involving student organizations will also be retained for a minimum of seven (7) years following the date of the incident reported.

For more information or to submit a request, please contact:

University of Southern Indiana
Dean of Students Office
8600 University Blvd.
Evansville, IN 47715
Phone: 812-464-1862

Educational Disciplinary Background Verification Process

1. All in-person investigators must have a signed release of information authorization form, provide the current/former student contact information and provide proper identification and business card or contact information.
2. DOSO will retain a dated copy of the signed release as confirmation of the date the investigator requested the information.
3. All disciplinary information will be reviewed by the Dean of Students, the Assistant Dean of Students or designee and summarized for the investigator, as no original documentation will be given to outside agencies. However, current/former students have the right to request and receive copies of documentation about their disciplinary record.
4. When possible, especially in cases of releasing what may be considered adverse information, the Dean of Students or Designee will attempt to contact the current/former student and identify what information has been reported.
5. Student records housed in the DOSO may be subpoenaed or otherwise obtained by governmental authorities, subject to the law.

55. EMERGENCIES

The quickest and easiest way to obtain help for any type of emergency is to telephone Public Safety at extension 7777 or call from the blue campus emergency telephones located throughout campus. The dispatcher maintains radio contact with Public Safety officers and will contact the Sheriff's Department, Fire Department or ambulance, if needed.

The caller will need to provide his name, the campus location and a description of the nature and severity of the problem to the dispatcher. For detailed information on emergency procedures, refer to the Campus Emergency Procedures contained in the front section of the University phone directory.

56. FACULTY COMMUNICATION RELATED TO PRACTICAL COURSE TRANSITIONS

Faculty members may share student information, academically, clinically and practically, in an attempt to enhance transition from one course to another. Faculty may communicate essential information to the faculty of subsequent courses for the purpose of placing the student in the best situation for success in the clinical/practical area and classroom setting.

57. FACULTY NOTICES

In **extreme** situations where students are unable to contact faculty members, or when students may not feel comfortable disclosing personal information to their faculty members, the Dean of Students Office (DOSO) may send a brief email to faculty members notifying them that the student has contacted the Dean of Students and is being connected to the appropriate on and/or off-campus resources. The email will not provide the specifics of the situation, although the student is free to provide faculty with details. To have an email sent to faculty, students should contact the Dean of Students, in person, in room 1229 of the University Center East building or by phone at 812-464-1862. Students will be required to meet with the Dean of Students or designee; however, in some circumstances when the student is not available, such as because of hospitalization, a Faculty Notice can be requested by telephone or email if the student is unable to come to the office in person. **Extreme situations might include serious illness or hospitalization, or a serious illness or death in the family. Extreme situations do not include brief absences due to colds, flu, ill children or family members, doctor's appointments, travel or other similar situations.**

58. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE OF STUDENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- A. The Office of Student Financial Assistance is committed to supporting the University's right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- B. Students should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- C. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- D. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- F. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- G. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting

another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- H. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

59. FELONY/MISDEMEANOR ADMISSION REVIEW PROCESS AND PROCEDURES

The University of Southern Indiana (USI) is committed to increasing access to higher education and supporting all students in their efforts to succeed. USI is also committed to fostering a safe environment in which all members of the University community can thrive. As a part of the admission process, the University asks a series of questions about applicants' criminal history as it relates to felony and misdemeanor convictions. Having a criminal history is not a bar to admission. There is a process applicants must follow to disclose their criminal history and to undergo review by the Dean of Students and the University CARE Team. The review process includes completing a *Felony/Misdemeanor Report Follow-Up Questionnaire*, available from the [Dean of Students](#), and meeting with University officials before the enrollment process can proceed. Applicants may be deferred or denied admission if their membership in the University community would be inappropriate or they are under conditions of post-release supervision that make enrollment impracticable. Applicants with current and related legal cases that have not been fully adjudicated may have their admission decision deferred until the conclusion of these legal proceedings.

Being convicted of a felony or being a registered sex offender is not an absolute bar to admission. However, being a registered sex offender does prohibit a student from living in University provided housing. It also is University policy that individuals with past drug-related convictions will not be permitted to live in University-owned property like, but not limited to residence halls and student apartments.

Individuals previously admitted to the University who wish to re-enroll must disclose to the Dean of Students all felony and misdemeanor convictions that occurred since his/her last term of enrollment. Current students with new felony or violent misdemeanor convictions must report each conviction to the Dean of Students during the semester in which the conviction occurs.

Failure to disclose required information at the time of application, re-enrollment or conviction may result in invalidation of application, suspension or expulsion from the University.

The Felony/Misdemeanor Review Process may not result in a final determination of an applicant's acceptance into a particular degree-granting program of the University. For example, some academic programs (like, but not limited to, certain health care programs) may have academic requirements that an applicant may not be eligible to meet based on their legal history. Direct any related questions to the department chair of the specific academic program or major of your interest.

A copy of the decision and final notification concerning action on the application of criminal conviction is sent to the appropriate University offices like, but not limited to, Admission, Graduate Studies, Registrar, Housing and Residence Life, Public Safety and/or the Counseling Center.

Questions and concerns regarding this policy should be directed to the [Dean of Students](#). You also may contact the office by calling 812-464-1862.

Felony/Misdemeanor Review Process

- A. Upon disclosing a past misdemeanor or felony conviction on the University's admission application, housing contract or any other University document, the applicant or student will be referred to the Dean of Students and sent the *Felony/Misdemeanor Report Follow-Up Questionnaire* to be completed.
- B. Once the completed *Questionnaire* is received by the Dean of Students, the University will gather background information and a meeting will be scheduled with the applicant, the Dean of Students or designee and other members of the University CARE Team to discuss the applicant or student's background and current situation.
- C. All information gathered will then be shared with the University CARE Team (or a subset of members of the CARE Team) and a recommendation will be made regarding admission to the University.
- D. The Dean of Students will make the final decision concerning the applicant [or student's] eligibility to continue with the enrollment process and any restrictions that may be imposed as conditions required for the [applicant or student] to attend the University.
- E. Restrictions that may be imposed depend on the criminal history and strategies needed to support a successful university experience and may include, but are not limited to:
 - 1. Going directly to the Office of Public Safety and signing in with the dispatcher upon every arrival and departure from campus.
 - 2. Not being eligible to live or visit campus housing or be on University housing property. Your presence there will be considered trespassing and you may result in arrest.
 - 3. Ineligibility to participate in extracurricular activities. Violation of this restriction will be considered trespassing and may result in arrest.
 - 4. Every semester, the Dean of Students must approve the specific periods of time a student convicted of a crime will be permitted to be on campus and the student must contact the Dean of Students Office to set up a meeting as soon as they enroll in classes for the next semester so that your access schedule can be approved.
 - 5. They must meet periodically and/or as needed with the Dean of Students or designee, Public Safety or other members of the CARE Team as appropriate.
 - 6. They must obtain permission from the Dean of Students before joining any student organization.
 - 7. They must keep the Dean of Students apprised of any academic field experiences and/or internships they are involved in prior to their involvement.
 - 8. They may not enter the University of Southern Indiana's Children's Learning Center. Their presence there may result in their arrest for trespassing.

9. Other restrictions as deemed appropriate by the University.

60. FINANCIAL AID PENALTIES REPORTING POLICY

The University of Southern Indiana (USI) is required to notify each student of the potential penalties associated with drug-related offenses under section 484(r) of the Higher Education Opportunity Act. Thus, a student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving any federal grant, loan or work assistance shall not be eligible to receive any federal grant, loan, or work assistance for a specific period of time. The Dean of Students Office will inform the Office of Student Financial Assistance of any student who meets this criteria when/if it becomes aware. For more information, visit www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf or call the Federal Student Aid Information Center at 1-800-433-3243.

61. FREEDOM OF EXPRESSION POLICY

Statement on Freedom of Expression

The University of Southern Indiana considers freedom of inquiry and discussion essential to a student's educational development. Through open discussion of ideas and exchange of opinions, one can become informed and can test and give expression to values as they relate to issues concerning oneself and society.

The ideas of different members of the University community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression that violates the law, constitutes a false and defamatory communication against a specific individual, constitutes a genuine threat of unlawful harassment, unjustifiably invades substantial privacy or confidentiality interests or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University's commitment to a completely free and open discussion of ideas.

In a word, the University's fundamental commitment is to the principle that debate and deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University's educational mission.

As a corollary to the University's commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. Although members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation but also to protect that freedom when others attempt to restrict it.

Much of this statement was originally drafted and adopted by the University of Chicago.

Free Speech, Peaceful Dissent, Protests and Demonstrations Rights and Responsibilities

In accordance with the University of Southern Indiana's obligation to promote the free expression of all views, the campus is open to any speaker who registered student organizations, administrators, staff or faculty members have invited and for whom official arrangements to speak have been made with the University.

The right of free speech at the University also includes the right to acts of peaceful dissent, protests in a peaceable assembly and orderly demonstrations. These are permitted on the USI campus. However, the University may regulate the time, place and manner in order to prevent unreasonable interference or disruption of the University's educational, research, outreach and business functions, normal or scheduled uses of University property by the campus community, as well as protecting public health, safety and welfare.

All individuals and groups planning to engage in speech and expressive activities of the sort described in the previous paragraph should register in advance with the Dean of Students Office to allow the University the opportunity to provide space that accommodates the reasonable needs of both the University community and those engaged in acts of speech or protest.

The following locations on the USI campus are available for speech and expressive activities by members of the public, members of the USI community and guests:

- the lawn area south of Rice Library
- the lawn area between the Physical Activities Center (PAC) and Recreation, Fitness and Wellness Center (RFWC)
- the lawn to the north of the Wright Administration building

In addition, the following general conditions of use apply to all areas of the University campus:

- Activities may not be conducted in a manner that violates any federal, state or local law.
- Activities may not be conducted in a manner or at a time or place that is either incompatible with or unreasonably interferes with the educational, research, service or other legitimate functions of the University.
- Activities may not be conducted in a manner that violates the rules, regulations, or policies of the University of Southern Indiana including *Student Rights and Responsibilities: A Code of Student Behavior* (Appendix C, Sections C 10 and 11).
- Activities may not be conducted in a manner that violates applicable fire or safety regulations.
- Activities may not disrupt academic activity, block egress (i.e. block safe access to exits and entrances, hallways, sidewalks, streets etc.) or pose a threat to the personal safety of community members.

Violations of these policies may result in appropriate disciplinary action and/or arrest, in accordance with applicable law and University policies and procedures.

The University of Southern Indiana, as a public institution, does not endorse or take any position on or action against a speaker or group of speakers based on the content of the message.

62. FUNDING OPTIONS FOR STUDENTS AND ORGANIZATIONS

Equity and Inclusion Fund

The Equity and Inclusion Fund provides grants (up to \$5000) to develop and present programs, projects or activities that promote the value of equity and inclusion on campus. Student organizations and students working with a faculty or staff member on a program are eligible and encouraged to apply. For funding consideration, a proposal must be submitted [online](#). Preferred timeline for submission is four weeks before event.

Endeavor! Awards for Research and Creativity

The purpose of the Endeavor! Awards is to support the creative and research efforts of undergraduate students. All USI students from all majors are welcome.

Student Collaboration Award

An award to help defray the costs associated with doing research or doing a creative project: lab work, equipment, materials and travel to research sites. Students may apply for up to \$2,500 through proposals they write with help from faculty mentors. Each student listed in the proposal must complete a separate Student Collaboration Award proposal with a separate budget. The two deadlines are **in October and February**, **Only electronic submissions will be accepted**.

Student Presentation Award

The student presentation award is a travel award to help defray costs of presenting a project at an off-campus professional meeting. The deadline is anytime but at least **30 days before the presentation if possible**. Each student presenting must complete a separate Endeavor! presentation proposal with its own budget. Students applying for Endeavor! presentation awards for team competitions may request funding for the first and second presenters of the research or creative project only.

Symposium Undergraduate Research and Creative Works

A conference held in late April or early May for the display of student research and creative projects. Any undergraduate or graduate may apply. Students from universities other than USI may submit abstracts to the Symposium for consideration. For more information and applications, visit www.usi.edu/endeavor.

Provost Programming Grant

The Provost has available funds which can be applied for by registered student organizations and Student Affairs departments. These programming grants are not permanent organizational funding. The purpose of the grant program is to provide the opportunity for registered student organizations and Student Affairs departments to present quality programming for the USI community. All submissions should be turned in prior to the program taking place. They are requests and not all are funded. Grant applications are available at www.usi.edu/studentaffairs/provost-grants.

Provost Travel Grant

The Provost has available funds which can be applied for by members of currently registered student organizations and students in an active role at an academic or student development conference, meeting, or competition (making a presentation, committee member, volunteer role, etc.). The purpose of the Provost Travel Grant is to support students with their academic and co-curricular endeavors. The Provost will make final allocation decisions.

Available funds include up to \$250 per student for an out-of-state conference and up to \$150 per student at an in-state conference. Funds are only available for students who are actively engaged in a contributing role, not to students who only attend conferences or other events.

All submissions should be turned in prior to traveling. They are requests and not all are funded. Grant applications are available at www.usi.edu/studentaffairs/provost-grants.

Student Government Association (SGA) Funding

- **Travel Grants** are awarded to students and organizations that are traveling to conferences and competitions that better the student and bring back useful information for the University. The maximum award per student, per year is \$800.
- **Student Organization Support (SOS) Grants** are awarded to organizations that want to hold an event.
- **Start-Up Grants** are grants for new organizations that have been approved to organize by the Student Involvement Office.

Deadlines

The updated SGA Grant Applications will be posted on the SGA website prior to the beginning of each school year. The first page of the application lists all the submission deadlines for the academic year. Applications should be submitted prior to each deadline to the Dean of Students Office. The SGA Grant Committee generally meets at 6 p.m. in the conference room of the SGA office within a week from each application deadline. Applicants will be contacted by the SGA Chief Financial Officer with the exact date and time for the meeting and may be requested to attend the committee meeting to discuss their request. Starting with the fall of 2014 semester, all SGA Grant applications will only be available online at www.usi.edu/sga/documents.

63. GENERAL BEHAVIOR OF STUDENTS

The University of Southern Indiana is charged by the State of Indiana with the responsibility for the development and administration of institutional policies and rules governing the role of students and their behavior. The document Student Rights and Responsibilities: A Code of Student Behavior contains statements of those University regulations and policies relevant to the academic and co-curricular experience.

The University community is not a sanctuary from the law, and all students of the University are subject to federal, state and local law. Student Rights and Responsibilities: A Code of Student Behavior, published in this bulletin, forms the basis for student behavioral expectations in the USI community and the greater community at large. The standards of conduct apply to students while on University-owned or -controlled property, when attending University-sponsored events off campus, or when such conduct involves the security or integrity of the University community.

In addition, the University is a forum for the free expression of ideas. The development and enforcement of these standards of behavior is designed to foster students' personal, social, and ethical development. These standards serve to promote the protection of the rights, responsibilities and health and safety of the USI community, so that its members may pursue educational goals. See www.usid.edu/deanofstudents/code.

GRIEVANCE AND COMPLAINT PROCEDURES

Academic Affairs Student Grievance Procedures

It is the goal of the Student Academic Grievance Policy and Procedure to provide a simple and expeditious process, allowing both informal and formal resolution of conflicts. Resolutions may include student reinstatement or other corrective action for the benefit of the student but may not award monetary compensation or take disciplinary action against any employee of the University.

Departmental or school procedures, where they exist, must be followed before the University grievance procedure can be initiated; where such procedures exist, the informal procedures as outlined below may be precluded.

A. General Conditions

1. Violation of Policy

This policy addresses academic grievances only. Academic grievances are complaints brought by students regarding the University's provision of education and academic services affecting their role as students. Academic grievances must be based on a claimed violation of a University rule, policy, or established practice. This policy does not limit the University's right to change the rules, policies, or practices.

2. Not Applicable

This policy does not apply to conflicts connected with student employment or actions taken under the Board of Trustees policy on student conduct. Complaints concerning judgments of academic performance are not grievances under this policy. Any complaint alleging discrimination in the University/student relationship, including sexual harassment, may be filed with the Office of Affirmative Action.

3. Qualified Students

Student must have been enrolled at the time of the alleged incident or action that resulted in the grievance in order to file an academic grievance under this policy. Grievances must be filed in a timely manner, as outlined in Section E.

B. Informal Resolution

1. The First Step

The first step of any resolution should be at the lowest unit level between the student and the faculty member involved or the appropriate administrator. If no informal resolution results at this level, informal resolution may be sought at the departmental level. If the issue cannot be resolved informally, then the complaint may move to the formal level.

2. Judgments on Academic Performance

Grievances involving an instructor's judgment in assigning a grade based on academic performance must be resolved through the informal resolution procedure.

C. Formal Resolution

1. Student Academic Grievance Committee

The student Academic Grievance Committee, a composite pool of ten members (five faculty and five students), will be elected in the spring to two-year terms, with graduate faculty and all undergraduate faculty and student members being elected for staggered terms and graduate students elected to one-year terms. The five faculty members will include at least two members of the graduate faculty and three members of the undergraduate faculty. The student members will include three undergraduate students and two graduate students.

a. Committee Selections

The Student Government Association will elect two undergraduate student members and one undergraduate faculty member. The Faculty Senate will elect one undergraduate student and two undergraduate faculty members. The Graduate Council will elect two graduate faculty members. The Graduate Student Advisory Committee will select two graduate students.

Members of the undergraduate faculty and undergraduate students will be elected in odd- numbered years to two-year terms; members of the graduate faculty will be elected in even- numbered years to two-year terms; graduate student members will be selected for one-year terms.

In the event of a resignation, the replacement will be selected by the same representative body as the person resigning.

b. Length of Term

Terms will be for two years, beginning in the fall and ending at the conclusion of the summer III term following the second year of service. Graduate student terms will begin in the fall and end at the conclusion of the summer III term.

c. Eligibility to Serve in the Composite Pool

Faculty must be tenured to be eligible to serve. Undergraduate student members shall have earned at least 45 semester hours at the University, have a cumulative GPA of 2.0 and be in good standing.

Graduate students must be admitted to a graduate program, be enrolled in graduate program classes during the spring term of the pool selection, have earned at least six graduate hours, have a cumulative 3.0 GPA at the graduate level, and be in good standing.

Faculty members must have been at the University full time for at least three years.

d. Meeting Time

The pool shall be convened at the beginning of each fall semester by the provost and vice president for Academic Affairs or his designated representative. At that meeting, members of the pool shall choose the chair and vice-chair and participate in orientation and training.

Only faculty members are eligible to serve as chair and vice-chair. Once chosen, the chair serves in that position for twelve months. The chair serves in a non-voting position, except in case of a tie, with full discussion rights. For each grievance, the chair has the responsibility for selecting hearing panel members and administering the work of the hearing panel.

2. Filing a Complaint

A complaint must be submitted in writing to the dean of the college in which the alleged incident occurred. The complaint should identify the student grievant; the respondent faculty member or administrator; any other person involved; the incident, the rule, policy or established practice claimed to have been violated, and a brief statement of the remedy sought.

3. Preliminary Resolution Procedure

The dean of the college in which the alleged incident occurred will meet with the student and the faculty or administrator involved to determine whether satisfactory resolution can be reached. If this cannot be achieved, the dean shall obtain a written answer from the responding faculty member or administrator and refer the matter to a hearing before a panel of the Student Academic Grievance Committee.

4. Hearing Panel

Hearing panels will be chaired by a faculty member and will be composed as follows: three faculty members (one of whom is the chair) and two student members. If the grievance concerns an undergraduate student, the hearing panel will include at least one undergraduate student. The faculty will include at least two undergraduate faculty.

If the grievance concerns a graduate student, the hearing panel will include at least one graduate student and two graduate faculty.

If the chair of the grievance committee is unable to select a hearing panel member from members of the pool, an alternate member will be appointed to serve on that hearing panel by the chair of the appropriate selection body (Faculty Senate, Graduate Student Advisory Committee or the Student Government Association.)

5. Hearing Panel Responsibilities

The hearing panel will review the evidence and hold hearings as necessary. The hearing will be an informal non-adversarial, fact-finding meeting concerning the allegations. Both the student and the faculty or administrator may be present throughout the fact-finding meeting and may present any relevant evidence. The meeting will not be open to the public.

Deference shall be given to the determination of the lower body; the hearing panel will base its recommendation solely on whether a rule, policy, or established practice was violated. The panel will prepare a written report recommending a resolution to the matter and will send the report to the parties and to the provost and vice president for Academic Affairs for review and action. If the provost and vice president for Academic Affairs does not accept the recommendation, the provost and vice president for Academic Affairs will provide a written explanation of any non-concurrence to the parties involved.

D. Deliberation

The hearing panel shall deliberate privately at the close of the fact-finding meeting. If a majority of the panel finds the allegations are supported by "a preponderance of the evidence," the panel shall take any action which it feels would bring about substantial justice. The committee is not authorized to award a letter grade or to reprimand or otherwise take disciplinary action against any faculty member.

The provost and vice president for Academic Affairs shall be responsible for implementing the final decision.

E. Timeliness

All complaints must be filed within 45 class days after the incident being grieved occurred. "Class days" are defined as days when the University is open for classes or examinations. A response to the complaint must be filed within fifteen class days thereafter. These timelines may be adjusted if there are compelling reasons for delay offered by any of the parties. However, the grievance must still be initiated within the stated time frame of 45 class days after the alleged incident in order for the grievance to warrant review.

F. Complaints Filed with ICHE

The Indiana Commission for Higher Education, as the federally designated agency under the State Post-secondary Review Program, records formed complaints registered against institutions. The Commission, for the purposes of this program, only records such complaints when they have been reviewed fully under existing institutional complaint procedures without a satisfactory conclusion. The student should contact:

Indiana Commission for Higher Education
101 West Ohio Street
Suite 550
Indianapolis, Indiana 46204
Tel: (317) 464-4400
FAX: (317) 464-4410

(Excerpted from the University Handbook, Section III, Faculty and Academic Policies, 7/2/06)

a. Administrative Appeals

The purpose of the Administrative Appeals Committee is to determine if there is fault on the part of the University in regard to administrative issues. Administrative issues include, but are not limited to, fee refunds or assessments, calendar deadlines and other relevant student-administrative issues. Appeals must be submitted within one year from the end of the term that is in question. (For example, if a student wished to appeal an issue from spring 2015, the student has until the end of spring 2016 to submit an appeal for review.)

If you are asking for an exception to a policy, the student must write a detailed narrative describing why they feel an exception to a University policy should be made. Explain specifically what they are asking for and why they believe the situation should be considered by the committee. To file an appeal, a student must fill out the Administrative Appeal Request Form; the form should be typed to ensure legibility. All appeals must be signed by the student. Appeals written by anyone other than the student will NOT be accepted.

The committee is comprised of University representatives who sincerely want to consider a properly filed appeal. Appeals should be regarded as a professional communication between the student and the committee.

Second Appeal

If a student chooses to appeal an Administrative Appeal denial, a second appeal must be submitted within 90 days from the day of the denial letter.

Instructions:

1. Refer to the [Administrative Appeal Request Example](#) (PDF) for an illustration of a properly completed form.
2. Use the [Administrative Appeal Request Form](#) (PDF) to prepare your appeal. Open the appeal form or save it to your computer. Type directly onto the form, being sure to fill in all required information. Print the completed form, then sign and date it and attach any supporting documentation.
3. Mail, fax (812-464-1797), scan and email, or hand carry the appeal request to the office of the Vice President for Enrollment Management (Orr Center, room 1038).

Please send any questions regarding the Administrative Appeals process to the [Appeal Committee](#).

b. Disability Grievance Procedures

If you have concerns about any disability related action taken or decision made by a department or faculty member or staff member, you are strongly encouraged to first take your concerns to the faculty or staff member responsible for the decision or action, followed by contact with that individual's supervisors if needed. In most cases, this process will provide the quickest, acceptable resolution to your concerns.

If this informal process is unsuccessful or if you are uncomfortable approaching the faculty or staff person, you may contact the [Disability Resources Manager](#) Room SC2206 at 812-464-1961.

If the problem is still not resolved or if your problem is with Disability Resources, you should contact the USI ADA Coordinator, [Doug Goepfner](#) at 812-465-7101 as soon as possible or you may visit that office in person in room FA172.

c. Non-Academic Student Complaint Procedures

It is the policy of the University of Southern Indiana to comply with all federal and state equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, veteran status, disabled veteran status and other protected classifications.

If you wish to register a non-academic complaint, you should contact the [Dean of Students](#) at 812-464-1862 or visit the office in person in the University Center East, room 1229.

Questions or concerns can also be directed to the [Director of Human Resources](#) and [Title IX Officer](#), at 812-465-7115 or you may visit that office in person in room FA166. See the [Dean of Students](#) website for information regarding the University's [Title IX Response Program](#).

64. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

HIPAA defines how health care providers, staff, trainees and students in clinical training programs can use, disclose, and maintain identifiable patient information, called "Protected Health Information" ("PHI"). PHI includes written, spoken and electronic information and images. PHI is health information or health care payment information that identifies or can be used to identify an individual patient. The Privacy Rule very broadly defines identifiers to include not only patient name, address and Social Security number, but also, for example, fax numbers, email addresses, vehicle identifiers, URLs, photographs and voices or images on tape or electronic media. All University Health Center patients receive a Notice of Privacy Practices, which describes in detail permitted uses and disclosures of PHI and patient rights under the Privacy Rule. For more information, visit the University Health Center in the lower level of the Health Professions Center.

65. HEALTH INSURANCE REQUIREMENTS FOR INTERNATIONAL STUDENTS

All international students (F-1 or J-1 visa holders and J-1 dependents) are required to have adequate health insurance while enrolled at the University of Southern Indiana. The University health insurance program offers comprehensive coverage designed for international students who will be billed for the cost of this program at the beginning of the academic year for coverage from August 15 to August 14.

The USI health insurance coverage may be waived if the student already has adequate health insurance. Students must provide an insurance certificate or other documentation in English, showing that health insurance meets the minimum requirements.

Minimum coverage must provide:

- medical benefits of at least \$50,000 per accident or illness
- repatriation of remains in the amount of \$25,000
- expenses associated with medical evacuation to student's home country in the amount of \$25,000
- a deductible (the amount you pay) not to exceed \$500 per accident or illness
- coverage for August-July (for students beginning in fall) or January-July (for students beginning in spring)
- the insurance policy must be underwritten by an insurance corporation having an A.M. Best rating of A- or above, or the endorsement of the student's government.

Contact the Assistant Provost for International Programs and Services if you have any questions regarding this requirement.

66. HEALTH INSURANCE REQUIREMENT FOR RESIDENTIAL STUDENTS

University Health Center Enrollment – All students living in USI housing are required to subscribe to the University healthcare program. These fees will be added to your University account. Contact the University Health Center at 812-465-1250 with any questions.

67. IDENTIFICATION CARD FOR STUDENTS

A student identification card (called the Eagle Access Card) is provided to each student. Cards can be obtained from the Eagle Access Card Office located in the University Center. A fee of \$10 will be charged a student who makes application to replace an Eagle Access Card.

It is against University regulations for any person to alter in any way the information contained on the Eagle Access Card, or to allow the card to be used by another person (whether a student or not). This card must be carried with the student at all times and must be shown upon request. An Eagle Access Card is required for admission to athletic events, participation in intramurals, admission to the USI Recreation and Fitness Center, and to check out materials from Rice Library.

A student who misuses and/or alters an [Eagle Access Card](#), or who fails to present the card at the request of a University official, is subject to disciplinary action under the University's [Code of Student Behavior](#).

68. IMMUNIZATION POLICY

All students entering the University of Southern Indiana for the first time and/or living in University Housing must meet the immunization requirements of the University and Indiana Code 21-40-5 enacted by the 2007 Indiana General Assembly.

To comply with the requirements, you must provide current documentation of the following immunizations:

- **2 MMR** (Measles, Mumps and Rubella) **vaccines**; First MMR must be given after 1957 and not before first birthday, or a physician's written statement of immunity to measles and mumps due to having had the infection or proof of immunity through titers. Students born before January 1, 1957 are exempt from the MMR requirement.
- **Tetanus/diphtheria** (TD booster/Tdap) **within the past 10 years**, tetanus toxoid alone NOT ACCEPTABLE.
- **Tuberculosis (international students only)** All international students must provide documentation of TB testing in the United States. Send medical documentation, including your student ID number, to the University Health Center (contact information found below).
- **[Meningococcal \(Meningitis\) Risk Acknowledgement form](#)**. All students MUST read and sign this form verifying review of information on risks of meningococcal disease (Meningitis), before returning it. See the University's [Immunization Information Page](#) to review the provided information.

Acceptable documentation consists of one or more of the following:

- Copy of your immunization records from high school or another postsecondary institution
- Physicians' statement showing the month, day and year during which the vaccinations were administered or infection was experienced.
- Completion of the USI Student Immunization form with doctor's signature
- Personal record maintained by you or your family showing the month, day and year during which the vaccinations were administered.

Exemptions from Immunization may be made for meeting state requirements under certain conditions, such as health circumstances which contraindicate immunization, pregnancy, suspected pregnancy, religious objections or participation in a current sequence of immunizations. A written statement from a physician is necessary in all health circumstances. Further information may be obtained by contacting the University Health Center at 812-465-1250 or in Room 0091 in the Health Professions Center.

[Immunization Exemption Form](#)

The documentation must be mailed, delivered or faxed to the University Health Center prior to the start of your first semester at USI.

- Fax 812-465-7170;
- Email to immunizations@usi.edu
- Brought to the University Health Center on the lower level of the Health Professions Center; or mailed to University of Southern Indiana, Immunizations HP0091, 8600 University Blvd, Evansville, IN 47712.

69. MISSING PERSONS POLICY

Reports of missing students should be made to the Office of Public Safety at ext. 7777 (from any campus telephone) or 812-492-7777. The term "missing student" is defined as any University of Southern Indiana student residing in an on-campus student housing facility who is reported missing from their residence for more than 24 hours. All students residing in on-campus student housing facilities have the option as provided by the Office of Housing and Residence Life to identify an individual that the University may contact in the event they become missing for more than 24 hours. The contact information shall be considered as confidential, accessible to only authorized personnel and it may not be disclosed, except to law enforcement personnel in furtherance to a missing person investigation.

The USI Office of Public Safety should be notified immediately when a student who resides in an on-campus student housing facility is determined to have been missing. When a student is reported missing, the Office of Public Safety will make initial inquiries to locate the student.

The Office of Public Safety will:

- Notify the contact person if the student has designated one, within 24 hours
- Notify the student's custodial parent or guardian and/or any other designated
- Contact the person within 24 hours if the student is under 18 years of age and is not emancipated
- Inform the appropriate local law enforcement agencies within 24 hours; and

The 24-hour benchmark may be waived if foul play is suspected and the incident reported to local law-enforcement. The Office of Public Safety will support any missing student investigation by providing appropriate technical support, including photos, campus alerts, schedules and any other information relevant to the search. While students are under no obligation to notify the University if they plan to spend time away from their campus residence they are strongly encouraged to share information with family, friends or housing staff when they do so.

70. PARENTAL NOTIFICATION POLICY (ADOPTED FROM MILLS COLLEGE)

Under federal law and the Family Educational Rights and Privacy Act (FERPA) of 1974, the University of Southern Indiana is subject to a general rule prohibiting disclosure of educational records without a student's permission. This general rule has a number of exemptions responsive to practical, business and legal considerations. The University of Southern Indiana now relies on these exemptions to inform parents/guardians about student problems related to alcohol/drug related violations that are endangering the health of a student or others, exposing a student to disciplinary sanctions or legal liability, or interfering

with a student's ability to pursue an education. In acknowledgement of current practices favoring notice to parents/guardians over privacy rights when a student's health or safety concern is implicated, USI will exercise professional discretion when disclosing information necessary to promote parents/guardians' efforts to help their student.

71. RECORD KEEPING OF DISCIPLINARY FILES

The Dean of Students is responsible for record keeping related to disciplinary records. Conduct Hearing Officer(s) will ensure that all sanctions are reported by the date required and will submit aggregate data regarding infractions and sanctions to the Dean of Students for compilation in an annual report. A record of disciplinary procedures and findings will be maintained in the student's disciplinary file in the Dean of Students Office. Conduct files do not become part of the students' transcript but are considered part of the University's educational record for the student.

In cases in which students are found responsible for a policy violation of University policy and receive a sanction of less than suspension or expulsion, records related to the disciplinary hearing will be retained for a minimum period of seven (7) years from the date of the incident complained of. Student disciplinary files may be retained indefinitely at the discretion of the Dean of Students or his/her designee. Release of information may be restricted by the Dean of Students for good cause, upon written petition. Factors considered in review of such petition shall include:

- The nature of the violation and the severity of the harm resulting from the violation;
- The conduct of the student subsequent to the violation.

In cases where students are found responsible for a policy violation and receive a sanction of suspension or expulsion, students' disciplinary files will be considered permanent records. A permanent record indicates that student disciplinary files may be retained and disclosed indefinitely at the discretion of the Dean of Students.

Student organizations are considered to have a continuing relationship with the University of Southern Indiana as long as the organization maintains its official recognition status with USI. Records of behavioral conflicts involving student organizations will also be retained for a minimum of seven (7) years following the date of the incident reported.

72. RECORDS, ADDRESS AND OTHER PERSONAL DATA CHANGES

The Registrar's Office maintains the permanent student academic record. Students may request a copy of their academic record (transcript) from the Registrar's Office. This office also maintains all student demographic data and keeps names and addresses current. According to the *Policies and Procedures* section of the Student Handbook, all students must report any name or address changes to the Office of the Registrar. Students can update their mailing address(es) as well as telephone numbers, marital status and emergency contacts online via MyUSI.

73. RIGHT-TO-KNOW & ANNUAL SECURITY AND FIRE SAFETY REPORT (CLERY)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, require colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of selected campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.
- The statistics must be gathered from campus police or security, local law enforcement and other University officials designated as "*Campus Security Authorities*", who have "*significant responsibility for student and campus activities.*" To view the report, visit [Public Safety's](#) website.

As required by the Student Right-to-Know and Campus Security Act, the University of Southern Indiana advises its students, staff, faculty and visitors that the Office of Public Safety is responsible for the collection and distribution of all information relating to criminal activity that may occur on property it owns or leases for educational purposes.

USI's Annual Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by USI; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

The [Office of Public Safety](#) is committed to assisting all members of the University in providing for their own safety and security. The [Annual Security and Fire Safety Report](#) is available online. To access copies of the campus safety and crime reports, go to [Public Safety's](#) website. Inquiries and requests for a copy of the Annual Security and Fire Safety Report may be directed to the Office of Public Safety located in the Security Building; phone 812-464-1845.

74. SAFETY AND SECURITY – PERSONAL SAFETY AND PRECAUTIONS

The University of Southern Indiana strives to create and maintain a safe and secure environment on all property owned, leased or managed for official activities. This is achieved in part by providing a 24-hour campus public safety/security force and working closely with the Vanderburgh County Sheriff's Office, Indiana State Police, Perry Township Volunteer Fire Department, and other public safety agencies. In addition to campus protection, Public Safety provides emergency medical response, a campus-wide emergency phone system, security escort service, disabled vehicle assistance, a lost and found, presentation of crime prevention/safety programs, emergency text messaging and after-hour access to offices and/or residences. Public Safety records and annually publishes the

Annual Security and Fire Safety Report which contains statistics on crime and security issues, and provides timely warnings of crimes or incidents that may be considered a threat to the University community.

Public Safety can be telephoned for non-emergency or emergency assistance at 812/464-1845. On-campus emergencies can be reported by dialing **812-492-7777** or campus extension **7777**, or calling **9-911**.

Personal Safety Precautions and Procedures

Public Safety supervisors and staff have received training in Incident Command System (ICS) and responding to incidents on campus. When an emergency incident occurs that causes a potential threat to campus, the first responders to the location are usually Public Safety staff. If determined necessary Evansville Police and/or Sheriff's Office, Fire, or Medical will be called to assist.

General information about emergency procedures and response is published each year in the Annual Security and Fire Safety Report. When the department receives and confirms information that there is a continuing threat, dangerous situation or health hazard on campus grounds, the University's Critical Emergency Response Team will be activated. Emergency communications will be initiated.

The University has various systems in place for communicating information, including RAVE, a mass emergency communication system that can send messages to all USI Community members via: cell phone, text message, work phone, email, voicemail and/or PDA/pages. The **USI RAVE Alert** system will provide emergency and timely warnings—via email, text message, and voice message—about emergencies, severe weather, and other incidents impacting the University community. Everyone with a USI email address is automatically enrolled in the RAVE Alert program. Log on to your MyUSI account to add your cell telephone number or other numbers you would like to receive notifications.

Active Shooter Situation

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Coping with an Active Shooter Situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office [or classroom], stay there and secure the door.
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

How to Respond When an Active Shooter is in Your Area

1. EVACUATE

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call Public Safety at **812-492-7777** or campus extension **7777**, or calling **9-911** when safe to do so

2. HIDE OUT

If evacuation is not possible; find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement.

When hiding you should:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. TAKE ACTION against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible against him/her
- Throw items and improvise weapons
- Yell
- Commit to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually will arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

When officers arrive:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e. bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises

Information to provide law enforcement

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of the shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

EMERGENCY

Dial 812-492-7777 or campus extension 7777, or calling 9-911.

General Evacuation Procedures

- All building evacuations will occur when an alarm sound continuously and/or upon notification by Public Safety.
- Be aware of all the marked exits from your area and building. Know the routes from your work area. Evacuation routes and building plan location can be found on the Risk Management and Safety website.
- In case of an emergency, or if directed to do so by Public Safety, activate the building alarm system. This alarm sounds in the Public Safety dispatch room. Public Safety will immediately call the fire department.
- When the building evacuation alarms are sounded, or when told to leave by Public Safety, walk quickly to the nearest marked exist and ask others to do the same.
- Assist the disabled in exiting the building. Remember that the elevators are reserved for disabled persons. Do not use elevators in case of fire, bomb threat or earthquake. Do not panic. Remain calm.
- Once outside, move to the assigned clear area that is at least 500 feet away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- If requested, assist the Public Safety officer and/or the emergency response team.
- In the event of a declared emergency, a University Command Center will be established; in addition, an on-site command post may be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.

Earthquake

During an earthquake, stay calm and quickly take the following steps:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment. Stay under cover until shaking has stopped, and then be prepared to calmly evacuate the building.
- If outdoors, move quickly away from buildings, power lines, utility poles and other structures. Caution: Always avoid power or utility lines to avoid electrocution. Keep streets and walkways clear for emergency vehicles and personnel.
- If in an automobile, stop in the safest place available, preferably an open area from power lines, utility poles, and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation and if emergency help is necessary, contact Public Safety at 812-492-7777. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to Public Safety at 812-492-7777. Note: Gas leaks and power failure create special hazards. Refer to the section on utility failures.
- Assist the disabled in exiting the building. Do not use elevator in an earthquake.

- If requested, assist the Public Safety officer and/or emergency response team.
- If necessary, an on-site command post will be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.
- Stay calm. All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

Fire

During a fire, stay calm and quickly take the following steps:

- Know the location of fire extinguishers in your area and know how to use them. Training and information are available through the Physical Plant and 812-464-1729
- Even for a minor fire that appears controllable, immediately contact Public Safety at 812/492-7777 or activate the building alarms. Then, promptly direct the contents of the fire extinguisher toward the base of the flame.
- For fires that do not appear controllable, IMMEDIATELY sound the building alarms and evacuate the building. If possible, aid others to safety and close all doors to confine the fire and reduce oxygen. Do Not Lock Doors.
- When the building evacuation alarm is sounded, or when told to leave by Public Safety, walk quickly to the nearest marked exit and alert others to do the same thing.
- Assist the disabled in exiting the building. Do not use elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where air will be more breathable.
- Once outside, move to an assigned clear area away from the affected building(s). Keep the streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- An on-site command post may be set up near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor where the air will be more breathable until help arrives. Shout at regular intervals to alert emergency personnel of your location.

First Aid Instructions

In all cases notify Public Safety at 812-492-7777.

- Mouth-to-Mouth Resuscitation
 - If you have been trained to do rescue breathing and CPR, proceed as trained
 - If you have not been trained, seek someone who is trained.
- Fainting, Unconsciousness, and Shock: All victims of any illness or injury will need to be treated for shock.
 - Have victim lie down
 - If the face is pale, raise the feet (exception-head injury with bleeding)
 - If the face is red, or if the victim is having difficulty breathing, raise the head.
- Burns, Thermal, and Chemical
 - Flood chemical burns with cool water.
 - Cover burns with dry, sterile bandage
 - Keep victim comfortable and quiet
 - Apply cold (ice) compress to thermal burns
- Severe Bleeding and Wounds
 - Use a clean cloth and apply direct pressure over wound.
 - Elevate body part
 - If severe bleeding continues, use pressure over blood vessel (pressure point) nearest wound.
 - Add more cloth if blood soaks through. Do not remove soaked compress
- Choking
 - If the victim cannot talk and is having difficulty breathing, apply the chest/abdominal thrust.
- Fracture and sprains
 - Keep victim still
 - Keep injured area immobile

First aid is only a temporary measure designed to prevent further injury and to sustain life until emergency medical services arrive.

Injury or Illness (Medical Emergencies)

In all cases notify Public Safety at 812-492-7777.

1. If you need help for injury or illness on campus, immediately call Public Safety at 812-492-7777. Give your name; describe the nature and severity of the medical problem, and the campus location of the victim.
2. Note: Public Safety can render first aid and CPR
3. The following steps may be taken to aid the victim until help arrives:
 - Identify yourself to the victim and advise you are there to help.
 - Ask victim, "Are you okay?" and "What is wrong?"
 - Do a head-to-toe exam for injury.
 - Control serious bleeding by direct pressure on the wound.
 - Check breathing and pulse and give CPR if necessary and if you are qualified.
 - Treat for shock, if necessary, and keep victim still/comfortable.
 - DO NOT MOVE VICTIM
 - Continue to assist the victim until help arrives
 - Look for emergency medical I.D., question witnesses and give all information to Public Safety.

Shelter

Choosing to take shelter is necessary in many emergencies.

- Taking appropriate shelter is critical in times of disaster. Sheltering is appropriate when conditions require that you seek protection in your home, place of employment or other location when disaster strikes. Sheltering outside the hazard area could include staying with friends and relatives, seeking commercial lodging or staying in a mass care facility operated by disaster relief groups.
- To effectively shelter, you must first consider the hazard and then choose a place in your home or other building that is safe for that hazard. For example, for a tornado, a room should be selected that is in a basement or an interior room on the lowest level away from corners, windows, doors and outside walls.
- The safest locations to seek shelter vary by hazard. [Be Informed](#) about the sheltering suggestions for each hazard.
- There may be situations, depending on your circumstances and the nature of the disaster, when it's simply best to stay where you are and avoid any uncertainty outside by "sheltering in place."
- The length of time you are required to shelter may be short, such as during a tornado warning, or long, such as during a winter storm or a pandemic. It is important that you stay in shelter until local authorities say it is safe to leave. Additionally, you should take turns listening to radio broadcasts and maintain a 24-hour safety watch.
- During extended periods of sheltering, you will need to manage water and food supplies to ensure you and your family have the required supplies and quantities. Read more about [Managing Water](#) and [Managing Food](#).

Mass Care Shelter

Even though mass care shelters often provide water, food, medicine and basic sanitary facilities, you should plan to take your disaster supplies kit with you so you will have the supplies you require. Mass care sheltering can involve living with many people in a confined space, which can be difficult and unpleasant. To avoid conflicts in the stressful situation, it is important to cooperate with shelter managers and others assisting them. Keep in mind that alcoholic beverages and weapons are forbidden in emergency shelters and smoking is restricted.

Guidelines for Staying Put (Sheltering In Place)

Whether you are at home, work or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside.

There may be circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "sealing the room," is a matter of survival.

Use common sense and available information to assess the situation and determine if there is immediate danger. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.

The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. It is a type of sheltering in place that requires preplanning.

- Bring your family and pets inside.
- Lock doors, close windows, air vents and fireplace dampers.
- Turn off fans, air conditioning and forced air heating systems.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Go into an interior room with few windows, if possible.
- Seal all windows, doors and air vents with 2-4 mil. thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- Cut the plastic sheeting several inches wider than the openings and label each sheet.
- Duct tape plastic at corners first and then tape down all edges.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

Tornado

During a tornado or "tornado alarm," stay calm and quickly take the following steps:

- If indoors, seek shelter in the lowest level of the building. Interior hallways or rooms are preferable. Stay away from windows.
- If outdoors, take cover in the nearest ditch or depression, away from power lines, buildings, and trees. Do not stay in a car or attempt to outrun the tornado.

- After the tornado has passed, evaluate the situation. If emergency help is necessary, contact Public Safety at 812-492-7777. Be aware at all times of dangerous structural conditions around you.
- Damaged facilities should be reported to Public Safety at 812-492-7777. Note: Gas leaks and power failures create special hazards. Refer to the section on utility failure.
- Assist the disabled in evacuating the building. Remember that elevators are reserved for disabled persons' use only. Do not use elevators in case of fire.
- Once outside, move to an assigned clear area away from the affected building(s). Keep streets and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- If requested, assist the Public Safety officer and/or emergency response team.
- An on-site command post may be established near the emergency site. Keep clear of the on-site command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Public Safety.
- Stay calm. All emergency response efforts will require clear thinking and co-operation from all members of the campus community.

Utility Failure

In the event of a major utility failure or in case of emergency, immediately notify Public Safety at 812-492-7777.

- Assist the disabled in exiting the building
- Once outside, move to a clear area away from the affected building(s). Keep the street and walkways clear for emergency vehicles and personnel. Stay with your group in the assigned area and await further instructions.
- Do not return to an evacuated building unless directed to do so by Public Safety.

Additional Information and Procedures:

- Always observe preceding steps '1' and '2' whenever the following utility emergencies arise:
- Electrical/Light Failure-All buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It is advisable for your department to also have flashlights available.
- Elevator Failure-If you are trapped in an elevator, use the emergency phone in the elevator to notify Public Safety. Turn on the emergency alarm (located on the front panel) which also will signal your need for help.
- Plumbing Failure/Flooding-Cease using all electrical equipment, including the elevator. Notify the physical plant at 812-464-1729. If necessary, vacate the area.
- Gas leak-cessate all operations. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion. Extinguish all flames. Do not use elevator. Notify physical plant at 812-464-1729.
- Steam Line Failure-Immediately notify the Physical Plant at 812-464-1729. If necessary, vacate the area.
- Ventilation Problem-If smoke or odors come from the ventilation system, immediately notify the Physical Plant at 812-464-1729. If necessary, cease all operations and vacate the area.

Violent or Criminal Behavior

The University of Southern Indiana is committed to creating and maintaining a safe, secure environment for all members of the USI community. With this in mind, everyone is expected to assist in making the campus a safe place by:

- If you are a victim or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc.: Do not take any unnecessary chances.
- Notify Public Safety at 812-492-7777 as soon as possible and provide them with the following information:
 - Nature of incident
 - Location of incident
 - Description of person(s) involved
 - Description of property involved
- If you witness violent or criminal behavior on campus, immediately notify Public Safety at 812-492-7777 or call from one of the blue emergency phones located throughout the campus and give them the information outlined in number "2" above.
- Assist Public Safety and/or police when they arrive by providing them with all additional information and ask others to do the same.
- If you witness or become aware of violent or criminal behavior on campus, it is expected that you immediately notify campus Public Safety.

75. SALES AND SOLICITATIONS

No canvassing, peddling, soliciting, distributing or posting of any written or printed material by non-University individuals or organizations is permitted on the grounds or in the buildings or on equipment or networks owned/operated by the University without the written permission of the president. Such solicitations that are prohibited include the use of electronic mail and web page solicitations. Any activity in violation of this policy should be reported to the Dean of Students Office.

Students and employees are not permitted to solicit, canvas or peddle any items, distribute or post any unauthorized material within the buildings or through equipment or networks owned/ operated by the University or on the grounds of the University without the written permission of the president or designate. Such solicitations that are prohibited include the use of electronic mail and Web page solicitations. Any activity that violates this policy should be reported to the President's Office.

Approved solicitations include the annual United Way campaign and various Foundation and University solicitations. Other activities may be approved for projects and/or programs that are of direct interest and value to the University. Students and employees may donate as generously as they wish, as the University does not imply any obligation on the part of the individual to contribute. Contributions to charitable and welfare programs and activities are entirely matters of individual discretion.

Sales, solicitations and distributions are permitted by officially registered campus organizations only if they are for the general benefit of the University and/or the community and have received authorization of the president or a designate. Application for approval for sales and solicitations events (including athletic events and events held in Residence Life areas) may be initiated with the student scheduler. Generally, sales and solicitations are limited to three days in a 30-day period and not more than twice a semester. Authorization to sell on campus does not constitute an endorsement by the University of either the product sold or the service rendered. The University of Southern Indiana and the USI Foundation do not recognize fund-raising efforts using games of chance, such as raffles, door prizes, half-pots, or bingos as methods for raising charitable funds. Neither the University nor the USI Foundation is a qualified organization licensed by the Indiana Department of Revenue, Charity Gaming Division, to conduct such activities. Student groups and University support groups are encouraged to solicit funds in other ways. For information, contact the director of Development.

Sales and soliciting groups or individuals are expected to adhere to the following regulations:

- The use of sound equipment (TV, stereo, amplifiers and public address system) is restricted; permission to use such must be obtained from Scheduling Services.
- Groups must display a printed sign no smaller than 18" x 24" signifying the name of the organization hosting the sale or solicitation.
- For-profit entities must have a retail sales permit available at the scheduled activity. (A currently-enrolled student representing the sponsoring group or organization must be present at all times.)
- Groups or individuals must have written confirmation for the scheduled event available at the scheduled event.

Space in the University Center may be reserved by a registered student organization. The University Center may be used by registered student organizations for conducting campus-wide elections, distributing literature relating to student organizations, recruiting membership for student organizations, and activities, sales and solicitations.

Failure to comply with the above policy will result in referral to the appropriate disciplinary process and could result in the loss of solicitation privileges. (See Section 2.25 of *Student Rights and Responsibilities: A Code of Student Behavior* for more information on student organization policies).

76. SEX CRIMES PREVENTION ACT-SEX OFFENDER REGISTRY

Sex Crimes Prevention Act-Sex Offender Registry

The Campus Sex Crimes Prevention Act of 2000 requires sex offenders, when they register with the designated law enforcement agency, to indicate whether and where they are enrolled, employed, or volunteering on a college campus. The registering agency must share that information with the relevant colleges, and the colleges must tell students, faculty members, administrators, and staff members where information on registered sex offenders can be obtained. The Vanderburgh County Sheriff's Office is the designated law enforcement agency for the University of Southern Indiana.

Indiana Sheriffs' Sex and Violent Offender Registry

Effective January 1, 2003, Zachary's Law requires sheriff departments to jointly establish and maintain the Indiana Sheriffs' Sex and Violent Offender Registry to provide detailed information about individuals who register as sex or violent offenders in Indiana. The registry's purpose is to inform the general public about violent offenders who live, work, or study in Indiana. The Commonwealth of Kentucky and the State of Illinois sex offender websites are included with the National Sex Offender web site due to their close proximity.

Sex Offender Websites

Vanderburgh County Sheriff's Office: www.vanderburghsheriff.com/SexOffender/Sex_offender.htm

State of Indiana: www.icrimewatch.net/indiana.php

Commonwealth of Kentucky: kpsor.state.ky.us/

State of Illinois: www.isp.state.il.us/sor/

National Sex Offender Public Website: www.nsopw.gov/Core/Conditions.aspx

77. SOCIAL MEDIA GUIDELINES

Social media platforms can be powerful tools for communication and interactive dialogue and can be used to establish strong professional and personal networks. However, it is important to recognize that the choices you make when using these tools can have unintended consequences.

As a member of the USI community, you are expected to consider how your behavior over social media can impact the experiences of others and your own. We believe that civility is important and is the result of an intentional choice of all members of the campus community. This is especially important on Facebook, Instagram, Snapchat, Twitter and other apps that allow you to interact with others quickly and easily.

To help you avoid potential issues, we have put together some guidelines to help you share your voice on social media in positive, respectful and healthy ways:

- Be transparent and honest, but do protect your identity! Don't share your personal information, usernames or passwords with anyone.
- If your message would not be acceptable face-to-face or over the phone, it's not acceptable for social media.
- Even if you use the strongest privacy settings, there is no such thing as a truly "private" profile. Treat everything you post as if it can be seen by everybody.

- Social media is not the appropriate place to resolve a personal dispute. If you feel angry or upset during a social media interaction, step away and respond later or contact the individual offline.
- Be respectful of others! Don't make or post comments that are unlawful.
- You are liable for what you publish on your social media profiles, including videos and blog content. Do not post messages that are unlawful, like, but not limited to, sexual or other harassment, serious expressions of intent to inflict bodily harm, and defamation. Beyond legal frameworks, do not post content that violates the USI Student Handbook. Remember, whatever you publish has the potential to be seen by the world, so make sure what you post today will not bring negative consequences in the future.
- When posting as an individual, make it clear to the audience that you are not representing the University or organization. For information on how to set up a social media account for your club or student organization, visit the USI website at [USI.edu/social media](http://USI.edu/social_media)

78. STUDENT-ATHLETES DISCIPLINARY POLICIES

As with all students, student athletes are subject to the University of Southern Indiana's Community Standards of behavior in addition to Athletics' standards. In addition, their conduct also is subject to NCAA rules and regulations. Student athletes are expected to know and abide by the University and NCAA standards of behavior. For more information, see the director of Athletics.

79. TOBACCO POLICY

It is the policy of the University of Southern Indiana to promote and maintain a clean and healthy working and learning environment for students, faculty, staff, and visitors. The University expects the cooperation and commitment of all students, faculty, staff, and visitors in maintaining a smoke-free environment and an environment free from smokeless tobacco waste. Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches or other forms of loose-leaf tobacco.

The University of Southern Indiana prohibits smoking or the use of tobacco or tobacco products, including E-cigarettes:

- On University-owned, -operated or -leased property.
- In University-owned, -operated or -leased vehicles.

The use of tobacco or tobacco products in personal vehicles on University-owned, -operated, or -leased property is allowable. This policy extends to all university property and all campus sports facilities.

Smoking or the use of tobacco or tobacco products, including E-cigarettes or any other devices that use a heating element to vaporize a liquid solution that includes nicotine and/or flavored vapor designed to mimic tradition cigarettes or cigars, is prohibited inside all student housing facilities. This includes resident halls, apartments, common areas, balconies, building entries and student rooms. Smoking is permitted in designated outdoor areas in student housing.

The University expects full compliance with the Tobacco-Free USI policy. Repeat violators may be referred to the Dean of Students office or the appropriate administrative area for disciplinary action as outlined in the Student Code of Conduct and Employee Handbook. For more about the policy, in effect as of July 1, 2011, see www.usi.edu/tobaccofree. Violations of this policy will be handled through existing processes already in place for students, faculty, and staff. Student violations will be processed under the Student Code of Conduct.

Effective January 1, 2011, smoking cessation programs will be offered to all employees and students at little or no cost to the participants.

80. TRAVEL POLICY

Domestic travel includes travel within any of the 50 states of the United States, the District of Columbia, U.S. Territories and possessions and Puerto Rico. This policy is applicable to all student travel (i.e., sponsored by student organizations and departmental travel in which students are involved).

All University travel must be approved in advance of the trip and before making any financial commitments. Prior travel approval insures the traveler's supervisor/advisor and/or department head approves of the activity, funds are available for reimbursement of expenses when applicable, travel is allowable with the funding source, and any staff/faculty traveler with benefits is covered under workman's compensation insurance when applicable. In addition, approved actions while on official travel are actions by a University representative/advisor; without approval the same actions could be considered as those by a private individual for which the traveler could be personally liable.

This policy serves as a mechanism to make certain that the safety and interest of students are addressed. It also provides guidance to increase the likelihood that students will be safe. For more information on student travel visit www.usi.edu/studentaffairs/student-travel; the complete Student Domestic Travel Policy is available at www.usi.edu/media/1348105/Student-Travel-Policy.pdf.

81. UNIVERSITY PHONE DIRECTORY PRIVACY POLICY

The directory lists names, addresses and home telephone numbers of all University of Southern Indiana faculty, staff members and students. Persons who desire to have information omitted from the directory should contact the Office of the Vice President for Government and University Relations.

82. WEAPONS/EXPLOSIVES/HAZARDOUS MATERIALS

The President of the United States in October of 1970 signed into law a crime control bill which makes campus bombings a federal crime. The law allows "the full force of the FBI" to move in to investigate bombing attacks instead of waiting for a request from University authorities. The law also makes it a federal offense to transmit false bomb threats and restricts the sale and possession of explosives. The transfer, possession, use of, or sale of weapons, including, but not limited to explosives, fireworks, and firearms (or other lethal weapons) are not allowed on any University -owned or -controlled property. A student who

violates regulations regarding explosives, weapons, and fireworks is subject to disciplinary action by the University. This action may be taken in addition to any civil action. (See Section 2.11 of *Student Rights and Responsibilities: A Code of Student Behavior*)

83. WHISTLEBLOWER POLICY

Disclosure of suspected misconduct is a responsibility of faculty, staff, and students. Retaliation against those who report misconduct is contrary to University policy. If a member of the University (a "whistleblower") makes an allegation of misconduct in good faith, the University shall, to the maximum extent possible, protect the whistleblower from retaliation by the accused or third parties, including but not necessarily limited to the initiation of disciplinary action against persons who engage in such conduct. If a claim is filed externally with an administrative agency or in a court of law against the whistleblower because of the filing of an allegation under this policy, the University shall retain or authorize the retention of legal counsel to provide a defense and indemnify the whistleblower against any judgments resulting from such action, provided that the whistleblower filed such allegation, or provided testimony relating to such an allegation, in good faith and in connection with his/her employment or enrollment at the University. If an allegation made in good faith results in loss of employment by the whistleblower, or so strains working relations that it is impractical for the whistleblower to continue in his/her original position, the University shall make a good faith effort to find substantially equivalent employment elsewhere in the University.

If a whistleblower makes an allegation that he or she knows, or should know, is not true, or if an allegation is fabricated to harm the accused person, or if an allegation is made maliciously or recklessly, the above protections shall not apply and appropriate disciplinary action shall be taken against the whistleblower.

For more information, go to the [Business Affairs](#) website.

Community Standards

As a member of the USI community, students have access to a wealth of resources to support your success. Here you will have many opportunities to learn, to grow, and to get involved in an endless variety of opportunities, intellectually, personally and professionally. As with any community, there are rules that have been developed to ensure a supportive and appropriate environment for learning. While these rules pertain primarily to students, they are consistent with the expectations for all members of the USI community.

USI CREED

As a member of the USI community...

- I will practice personal and academic integrity; I will reject and confront all manifestations of discrimination while striving to learn from differences in people, ideas, and opinions;
- I will demonstrate concern for others, their feelings, their property, and their need for conditions which support their work and development;
- Allegiance to these ideals requires that I refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

The University of Southern Indiana is a diverse community devoted to preparing students to become better students. Each member of the community is obligated to a code of civil behavior. **If you experience or observe actions on campus that are not in accordance with the USI Creed, please contact the Dean of Students Office at 812-464-1862.**

Student Collegiality

Students at the University of Southern Indiana (USI) are expected to conduct themselves in a respectful and professional manner. Personal conduct and communication, either directly or indirectly (social media, etc.) with other students, as well as faculty and staff, should conform to the University's community values and standards. As members of the at-large community, students are encouraged to resolve disagreements through informal, frank and open discussion. Often conflicts can be lessened, if not resolved, by clearing up misperceptions and misunderstandings. Students are strongly encouraged to try to take care of any related concerns in this manner. However, the University also recognizes that occasionally more formal processes are needed. All such activities, whether informal or formal, must be carried out by all participants within a framework of good faith collegiality and general respect for one another. Students are encouraged to contact the Dean of Students Office, Housing and Residence Life or other appropriate department(s), for assistance or guidance in resolving any concerns or conflicts.

Student Rights and Responsibilities: A Code of Student Behavior

Students at the University of Southern Indiana are expected to follow the Code. Please see www.usi.edu/deanofstudents/policies-procedures-and-community-standards/student-handbook/ for the current version.