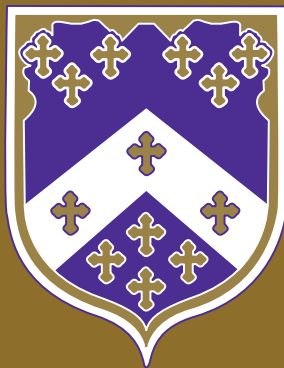


HARLAXTON COLLEGE



STUDENT HANDBOOK 2007-2008



UNIVERSITY
OF
EVANSVILLE

Civic Mission... Sacred Trust



Dear Harlaxtonian,

Welcome to Harlaxton College!

This can be the experience of a lifetime for you, truly life-changing, as many students have told us. We want the Harlaxton Experience to be the very best for you, personally, in your life's journey and growth.

The special thing about Harlaxton is that all of us are learning, all the time, and in many different ways. In fact, our theme this year is "Learning: All Together."

Our manor is our best teacher. The courses, the travels, the experiences of living and eating together, sponsored activities, and contacts with local host families are also great teachers.

Because all of us live in the same house, because we are a small community, because all of us take the same core course and read the same set of books, because all of us are expatriates in a "new" old world, because faculty and students interact closely all the time (not just in class sessions), the opportunities for intensified learning are truly amazing.

We learn not just in the classroom, but virtually all the time, as we work, talk, play, dine, read, think, and write together, all under the benevolent aegis of this beautiful, historic, stately home. We learn from each other; we learn from where we are; we learn from our studies; we learn from our travels; we learn from living in another country.

It is heady stuff, and we embrace it with right good zest – together. Wait for the magic to happen, then make it happen...for you!

Respectfully,

A handwritten signature in dark ink, appearing to read "Gordon Kingsley". The signature is fluid and cursive, written over the printed name.

Gordon Kingsley
Principal

Congratulations on your decision to study abroad and invest in your future with the Harlaxton Experience.

This handbook is designed to assist you with your preparations, make you aware of useful information on facilities and services, and inform you of the rules governing behaviour at Harlaxton College. The information on the following pages is important. Please familiarize yourself with its contents and be sure this travels with you to campus. Harlaxton College is a close community, and you will quickly find the faculty and staff helpful and supportive. Please be sure to take full advantage of this unique learning opportunity. Have an enjoyable and memorable experience.

Harlaxton College home page:

web.harlaxton.ac.uk

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The Harlaxton College Student Handbook is provided to students as a reference guide and is subject to update and change without notice.

The University of Evansville operates under a nondiscriminatory policy with regard to race, color, creed or religion, national origin, gender, sexual orientation, age, or disability.



Your New Home

PREPARATION FOR HARLAXTON COLLEGE

Documents and Important Papers

Your Passport

You cannot get on the airplane, enter Britain, or go through immigration and customs without your passport. Passport applications are available at most U.S. post offices, some travel agencies, and the University of Evansville Office of Study Abroad. They will give you all the information you will need. Follow all the procedures carefully. Before you get on the airplane, be sure that your parents or some significant other has your passport number. Students who are not from the United States or an EEC country usually will need to obtain a visa for studying in Britain. In order to receive the visa, apply to the nearest British consulate with the Harlaxton College acceptance letter or a letter of intent as well as proof of financial support.

Letter of Intent

This letter is issued by the University of Evansville and will be sent to you a few weeks before you leave. If you do not have one within 10 days of your departure, call the Harlaxton coordinator at 812-488-1040. You must have this letter to clear customs. The letter simply states that you intend to study while you are in Britain. You should also carry a recent bank statement showing enough funds to pay for your semester in Britain.

International Student ID

Being an international student does have its advantages. One of them is getting reduced admission cost to museums, art galleries, and many theatres. You have to prove you are a student. An international student identification card is the way to do it. You can get an international ID from the University of Evansville's Office of Study Abroad, Haynie Travel in Evansville, the Nottingham University Student Union, and most American universities.

Driver's License

A United States driver's license is honored for up to one year in Britain. Be sure your license does not expire while you are in Britain. Experience suggests it is often difficult for drivers under 25 years of age to rent (hire) a car.

Valuables

Take extremely expensive items such as cameras, watches, or tape recorders made in a foreign country (e.g., Nikon, Seiko, Panasonic) to the nearest customs office and obtain a form signed by a U.S. customs agent stating that you have these items in your possession. Registration will prevent these items from being taxed upon your return to the United States. You may also be able to register these items at the airport before you leave.

Medical Issues

Medical Insurance

The college requires you to be covered by private U.S. insurance. If your current policy does not cover you worldwide, we require that you purchase travel insurance which includes hospitalization coverage. You must complete a basic health form that is placed on file with the local general practitioner. To reiterate, you must have American health insurance to attend Harlaxton College, and it cannot be purchased once you are in Britain. You will be expected to pay for prescriptions and any medical expenses not covered by your insurance. You should familiarize yourself with your medical insurance benefits, restrictions, and procedures.

If you are covered by your parents' policy, you must show proof. You will be asked to complete information including the name of the company and policy number.

Medical Clearance

The medical form is part of your application package and must be completed by your physician or health care provider. It is a must, even if you are completely healthy. If you take medication, be sure to bring an adequate supply with you. British prescription drugs are often distributed under different names or are made slightly differently. Do not take chances. **You are responsible for notifying us of any pre-existing condition.**

Anti-Allergy Treatment

The British rarely give shots for allergies. Medical doctors in Britain consider all anti-allergy injections to be potentially dangerous; it is therefore the medical profession's policy not to treat allergies in this way. Allergies are treated by avoiding the cause as much as possible and then with medication to relieve symptoms.

At Harlaxton College, the local doctors will not give injections, nor will the college nurse. If you have allergy problems and you are not happy with this explanation, you should see the nurse, who will make a doctor's appointment for advice and counseling. Many students before you survived a semester at Harlaxton without major problems, and one returned home at the end of the semester having found that she no longer needed any injections.

If, however, in spite of all the advice about the dangers to yourself, you are determined to continue with allergy injections while at Harlaxton and you are able to self-administer these injections, you must absolve the University of Evansville and Harlaxton College from all consequences of your actions. It is against college rules to give yourself or anyone else an injection without the college nurse's prior knowledge and, in the case of anti-allergy injections, without signing the declaration in the back of the book.

Packing

You are allowed two suitcases and one carry-on. Some airlines weigh your cases, others check their dimensions, and some do both. You will need to check this either with your travel agent or the airline. Some students mail boxes ahead to the college, which can be slower but less expensive than bringing extra airline baggage. Extra airline baggage is phenomenally expensive. If you ship by surface, allow at least eight weeks for delivery. Note: Surface mail cannot be insured. Be forewarned that occasionally baggage is detained in British customs in London, and students have had to pay a tax to retrieve their belongings.

Bring warm clothing. The infamous British damp makes mild temperatures seem cold. The British keep their homes cooler than you may be accustomed to, and the manor can be cold. The following is a list of suggested items to pack.

- Women: Jeans, khakis, and corduroy pants
Three nice dresses or skirts (one basic black dress for evenings out)
Two nice pants outfits
Bathrobe, flannel nightgown, and warm slippers
- Men: One or more good pairs of trousers
Jeans, khakis, and corduroy trousers
Sports jacket and tie
- Everyone: Sweaters and heavy jacket
Sweater to wear in manor
Woolen knee socks
Thermal underwear, tops and bottoms
One or two pairs of very comfortable shoes
Hats, gloves, and scarves
Warm winter coat and raincoat
Sweats (two or three pairs), tennis shoes, and bathing suit
Hiking boots (should be very comfortable to walk long distances and keep your feet dry)

- Extras: **Bath towel and washcloth (or you can buy these in Britain)**
Folding umbrella (Get the impression it is going to rain?)
Battery-powered alarm clock (We do not provide wake-up calls.)
Backpack, optional but useful
Walkman/Discman and your favorite music
A camera! (But you knew this one.)

Contact lens solution is available in Britain, but may be more expensive. If you have soft lenses, bring a full supply of your prescribed solution, and if you use an electrical device for cleaning them be sure that it can be used in Britain (240 volts, 50 cycles supply). The AOSep brand system is unavailable in Britain. Take supplies with you. Better yet – try disposable contacts and bring a semester's supply with you.

Do not bring: **Sheets, blankets, and pillows; they are supplied by the college**
Electrical appliances, unless you also bring a converter
and adapter kit

Finances

Currency

The denomination of the British currency is pounds and pence, with 100 pence equalling one pound. The coins are named for their value. There are one and two pound coins as well as 50, 20, 10, 5, 2, and 1 pence coins. Pound notes are issued in 5, 10, 20, etc. increments. To obtain British currency, you must buy it at a bank or bureau de change. The rate of exchange is set by international market forces and is published in major newspapers. Rates are also displayed in bank windows. Both a buying and a selling rate are posted. You want the buying rate to determine how much your money is worth in pounds. The best exchange rates are in the banks. You may also use an ATM.

As of January 1, 2007, the following countries have adopted the Euro as their official currency: Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Slovenia, and Spain. The following countries in the EU (European Union) **do not** use the Euro as their official currency: Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Sweden, and Britain. Euros can be purchased from local banks and travel agencies. Current exchange rates are posted in places where you can exchange pounds or dollars for Euros.

Bringing Money

Automatic Teller Machines (Cash Point Machines)

Almost all banks in Britain (Lloyd's and National Westminster) and Europe are connected to the Cirrus and Plus networks. You may withdraw money directly from your home bank account, but you need to check with your local bank to determine the transaction costs. Travelers occasionally have difficulty withdrawing from U.S. savings accounts or withdrawing money due to PINs that do not work abroad. Discuss this with your home bank. Consider carrying extra cards.

Traveler's Checks

Harlaxton College offers students the facility to exchange traveler's checks of any denomination for sterling currency. Please note, foreign currency (cash) including dollars, notes, coins, etc., cannot be exchanged.

Traveler's checks should be taken to the Harlaxton College business manager's assistant and signed in that individual's presence. The checks will be exchanged using the exchange rate of the day minus a two percent commission charge. This rate will be displayed daily, as soon as it is received from the local bank, on the notice board outside the assistant to the business manager's office.

There is no charge for cashing sterling traveler's checks.

Personal Checks

You can cash personal checks at a British bank only if you have an account with them. Foreign currency checks (checks in dollars) will take three weeks to clear, and sterling checks will take three days to clear. However, the Harlaxton Business Office will exchange U.S. personal checks using an inflated rate to cover commission charges and varying exchange rates. Hand your check to the business manager's assistant and endorse it in that individual's presence. After bank transactions, any cash differences will be refunded to the student. A note will be placed in your mailbox, and the outstanding money can be collected from the business office. No U.S. checks may be cashed within 30 days of your departure. Cashier checks will clear immediately. Do not bring much cash.

Sterling Personal Check

Hand your check to the business manager's assistant, and endorse it in that individual's presence. You will then be given the equivalent sterling cash.

Sterling personal checks will not be accepted in the final four days of the semester unless it is a cashier's check.

Student Loans

In special circumstances, students may be granted a temporary short-term loan. You must complete, in full, a loan form, available from the business office.

The loan must be authorized by either the principal or the business manager. A three-pound service charge will be levied for this service. If the loan is not repaid by the due date, interest will be charged at one percent over the bank interest rate per month.

Transcripts will be withheld until the loan is repaid.

Student Debts

Students must pay all debts or charges by the appropriate deadline. Failure to do so will result in an interest charge at one percent over the bank interest rate per month.

Transcripts will be withheld until all outstanding debts have been paid.

Credit Cards: You can get a cash advance on your Visa (at Barclay's Bank) or MasterCard (at NatWest or Lloyds) with no service charge other than finance charges if you fail to pay your bill each month. Credit cards are accepted in most stores and at BritRail stations. They are practical for use in emergency situations as well.

Credit Card Facilities: Visa and MasterCard facilities are available at Harlaxton College. They can be used for purchases in the General Store of more than five pounds, the Book Store, and for payment of additional course fees, trips, charges, and accommodation in the Harlaxton Business Office.

Banking

An obvious advantage to depositing your money in a current (checking) or deposit (savings) account is security. Most banks will issue a cashpoint card that works in 24-hour machines. Checks will be accepted only by businesses with an accompanying check guarantee card.

If you find yourself running low on money by mid semester, a secure and quick way to get additional funding is to have someone in the United States go to his or her bank and tell the transfer department that money is to be sent to you at the appropriate bank's address in Grantham. Some banks will allow you to receive transferred money without having an account, but you should check this out before the process gets started. The bank that receives the transfer will notify you at the college when the money is ready for collection, usually within a few days of action initiated in the United States.

An alternative secure method is to have your money transferred to the Harlaxton College bank account. Please make inquiries to the Harlaxton Business Office in Britain. The easiest is with a Visa or MasterCard (assuming you have not spent your limit). Simply go to the appropriate bank, make a cash withdrawal, and notify your parents to replace the funds. Access is the same as MasterCard in Europe.

You can also have money sent through your local bank to the American Express Office in London or Nottingham. If the order is placed by noon in the United States, it will be ready the next morning in London. The address for the London office is American Express Office, 6 Haymarket, Piccadilly, London. The address for the Nottingham office is 2 Victoria Street, Nottingham, NG1 2EX.

The Student Affairs Safe

You may store traveler's checks and other valuables in a safe located in the Student Affairs Office. You may make deposits and withdrawals during regular office hours.

How Much?

The amount of money needed will vary from individual to individual based on a number of variables. Common variables that affect budgets include frequency of travel, travel destinations, quality of accommodation during travel, weekly entertainment (food, pub visits, etc.), and souvenirs. Additionally, a changing rate

of exchange influenced by international markets can increase or decrease the buying power of the U.S. dollar abroad. Each individual should be aware of the current rate of exchange while making financial preparations. Previous students have found it helpful to have a set budget for the semester before departure.

To give you an idea of what weekly expenses, other than travel, might await you at Harlaxton, we have compiled the following list. Please note: this is a basic list that indicates a minimum weekly spending in British pounds sterling, and should serve as a guide only.

<i>No Frills Needs</i>	<i>Weekly (in pounds)</i>
Laundry	2
Toilet articles, cosmetics	2.50
Postage, stationery, postcards	4
Entertainment, off-campus visits, pub visits, snacks	25
Books, paper, supplies	3
Telephone	Approx. 5p per minute

Special Activities

Certain activities are provided at an additional cost to those who choose to participate. These events are organized by the College or student government and provide unique opportunities at a good value. Examples include: professional football/soccer match, wine tasting, bowling, theatre trips, etc. These are payable throughout the semester, immediately preceding the event.

Note: Some courses being taught by visiting American faculty will involve field trips and extra costs – approximately £15 - 20 in some cases. You may travel to museums, factories, etc. These costs usually are payable throughout the semester, immediately preceding the event.

Late Fees

A charge of £25 will be added to fees not paid on the day of registration. After one week, an interest charge calculated at a rate of 1.75 per month will be added to any outstanding fee amount until the fees are paid. After one month, the matter will be reviewed by the college. In most circumstances, the student will be discharged from the college and a pro rata fee account will be charged. The student will not be considered at any later date for readmission to Harlaxton or admission to the University of Evansville.



Steps to Garden off Front Circle

THE ART OF TRAVEL

These travel tips are included for your reading pleasure. We hope that this information is useful to rookies as well as to more experienced travelers.

Document Precautions

By now you have your passport and your airline ticket. Just in case the unmentionable happens (you lose one or both), make a photocopy of the first five pages of your passport and a copy of your flight ticket. Keep these copies in your luggage, or if you are really forgetful, give them to someone else to hold for you.

Packing Hints

Pack your toothbrush, toothpaste, glasses, and contact lens case. Put creams and lotions into small plastic containers to reduce weight and breakage. Many travelers like to carry wet tissues, such as Wet Ones.

Airplane Travel

Avoid carbonated drinks. Pressurized cabins activate the intestinal gasses which distend the stomach anyway. Additional bubbles make things worse. Drink plenty of fluid – pressurization also causes dehydration. Avoid alcohol, which also dehydrates.

Wear loose fitting clothes and comfortable shoes. To prevent swollen ankles and feet, remove shoes, rotate feet clockwise and counterclockwise frequently. Clench and release your toes. If there is enough room, extend your knees by straightening your legs to the front. If you get a backache, try elongating the spine by pushing the back of the waist into the seat and then straightening it. Support the small of the back with a cushion. For neck and shoulder tension, stretch the back of the neck by tucking the chin in and lowering the head, then gently take the head back as far as it will go to loosen muscles in the front. Massage neck and shoulder muscles.

Jet Lag

To lessen the effects of jet lag, avoid alcohol and overeating; both stimulate the metabolism and make it harder for the body to adjust to new time zones. To ease the stress, try to sleep on the airplane. The quickest way to adapt to a new time zone is to fall in with the time of your destination immediately. You no doubt will have to drag yourself through a couple of days at first, but the best strategy to combat jet lag effectively is to throw yourself into where you are and what you are doing.



Piccadilly Circus

ARRIVAL IN BRITAIN

Immigration

After leaving the airplane, the first thing you will do is pass through immigration. Have your passport, letter of intent, bank statement, and landing card (which you will receive on the plane) close at hand. You must produce these documents for the immigration official. You will be asked various questions, such as the length of time you intend to stay in the country, what subjects you will be studying, and where you will be staying. Please take all airport and customs procedures seriously.

Luggage

Following immigration, you will need to pick up your luggage. There are television screens past the immigration area and all around the luggage pick-up area. Look for your airline and flight number. The location of your luggage will be at the same line. You will recognize the 300 other passengers who shared your flight. You will all find the luggage pick-up area at precisely the same time.

Lost Luggage

Luggage does get lost, and it is inconvenient, but this is what to do if it happens to you: ask for help from any airport official at the luggage pick-up area. Fill out a lost luggage claim, giving the college's address and telephone number. When your luggage is found, it will be sent by train and delivered to you at the manor. You may be tempted to wait around for your lost luggage. Do not; it is almost always a waste of time. Look on the bright side; if they lose your luggage, customs will be a breeze!

Customs

You have a choice of two channels, red or green. Take the green if you have nothing to declare or no more than the duty free allowance of perfume, tobacco, or liquor. You may be asked to produce a customs registration form (for items such as a Seiko watch or an Olympus camera). You may be asked to open your luggage. **Do not** joke about drugs, weapons, bombs, etc. Customs officials will arrest anybody who makes such a comment.

Airport Coaches

Upon clearing customs, take your luggage and go through arrivals. As you walk through, look for a person holding a Harlaxton College sign. This person will direct you to the coach. If you do not see the college sign, go to the information booth in the terminal and have the Harlaxton College representative paged. He or she will find you. When everyone has arrived and is on the coach, you will be heading for Harlaxton. Settle back for a three-hour journey. The cost for this service is part of your bill. **Coach service is available on specified arrival date and times only.**

Independent Arrivals

Heathrow: If you are traveling on your own or do not want to ride the coach to Harlaxton, you may take a train to Grantham. Opinions differ as to whether you should take the Underground at this point. The Underground is cheap (about £4) and takes about an hour. There are also a lot of steps, so this system could be difficult if you are burdened with heavy luggage. Plan B would be to hire a taxi to take you to King's Cross Station. This is going to cost up to £75, but if you are traveling with friends you can split the fare. Plan C is to use the airbus located outside the arrivals hall. The airbus is approximately £7 and can take around an hour and a half, but there is no need to haul your luggage far. Those of you determined to go on the Underground should follow the signs at the airport and take the Piccadilly Line to King's Cross.

Gatwick: Take the "Thameslink" to King's Cross Thames Link station in London. From there you need to walk to King's Cross Station, which is out the station and down the road to the left.

King's Cross to Grantham: Once you arrive at King's Cross Station, buy a single (one way) ticket to Grantham. Check the timetable for departure times and platform numbers. Trains usually leave every hour during the week and on Saturdays. Sunday trains are less frequent, particularly after 6:00 p.m. A ticket will cost about £25. Remember, now would be a good time to buy a young person's rail pass and begin saving one-third on all your train tickets. After you arrive at Grantham station, call for a taxi to take you to the manor. This will cost about four to five pounds (seven to eight pounds on Sundays).

THE MANOR

Harlaxton Manor, built in 1837, could be described as the personal fantasy of Gregory Gregory come to life. Gregory devoted all of his energies and most of his life to designing, building, and furnishing his manor. The exuberant merging of Gothic, Baroque and Jacobethan styles combine to create a dramatic and unforgettable impact. More than £200,000 were spent during the 20 years of construction.

Located near the tiny village of Harlaxton, the manor is only three miles from the town of Grantham. Grantham, with a population of nearly 30,000, is the former home of Lady Margaret Thatcher and Sir Isaac Newton. By fast train, you will be able to reach London in one hour and eight minutes. Nottingham, of Robin Hood fame, is only 24 miles away. It is noted for its history, university, and excellent shopping.

The State Rooms

The Morning Room

Located on the first floor near the Conference Room, this room is normally used as a classroom and has been redecorated with elegant furnishings.

The Drawing Room

You will find the Drawing Room just outside the Great Hall near the Front Office. It has been refurbished recently with blue silk wallpaper, gilding, and ornate paint work. This room is used as a classroom. It is also available for student conferences. Committee chairs may reserve the room through the librarian.

The Gold Room

The decor and furnishings of this room are more elaborate and fragile than those of any other room. The French Rococo style features a beautifully preserved ceiling painting. This room is used for a classroom and formal receptions and banquets.

The Conservatory

Lifted from a shambles in 1980, this beautifully restored Victorian greenhouse makes a spectacular addition to the southeast side of the manor. We use it for dinners and receptions. You may use it for creative inspiration when writing term papers or studying.

The Cedar Staircase

Often referred to as the hidden wonder of the manor, there is no indication of its three floors from the outside of the building. The conjoined atlantes were based, approximately, on those nymphaea which decorated the fountains in the garden of the Palazzo Borghese in Rome. The staircase is completely and ornately built with cedar. Above the staircase lies the heavens with cherubs and Father Time holding the floor plan of Harlaxton, the Gregory coat of arms and emblem, and a cameo of Gregory himself.

The Long Gallery

Traditionally, large family portraits were hung here, receptions gathered, and grand balls went on until the wee hours of the morning. This room is now employed for the British studies lectures, formal events, and the final examination testing room.

The Ante Room

Its elaborate eighteenth century French design has been complemented with a newly completed color scheme on the stucco ceiling and gilded molding on the French doors. This room, located between the State Dining Room and the Long Gallery at the foot of the Cedar Staircase, may be used with the principal's permission for private study or student meetings.

The State Dining Room

Recently converted into a classroom, this room features an enormous marble fireplace, an ornate stucco ceiling, and a spectacular view of the front drive. Looking closely at the ceiling you will see Tudor Rose designs and regal crowns. Though once used by Gregory as a dining room on special occasions, the food served now is strictly for thought.

The Building and Its Grounds

The area immediately surrounding the manor, the Carriage House, the playing fields, the walled garden and 50 acres of woodland which extend on either side of the manor are the property of the college. The college does not own the lake or the farmland on either side of the front drive.

The Main Library

The Main Library, open 24 hours a day, occupies a large area including a gallery in the north wing of the manor adjacent to office and storage space, a computer room, faculty offices, and the faculty secretary's office to ensure maximum integration of academics and academic support services.

The Main Library has a stock of some 20,000 volumes together with a small periodicals collection and has more than 40 study spaces, both individual carrels and open-access tables. In-house facilities include photocopying services and dedicated CD-ROM workstations with printers. Audio-visual provision includes classroom equipment together with collections of videocassettes and recorded music. A separate slide library contains more than 9,500 slides with light box and working areas. A range of national and daily newspapers is offered in the Schroeder Lounge.

Users are encouraged to join the local public library through which they can access all the resources of the county and regional library services. In addition, we have reading privileges at the Universities of Nottingham and Leicester, and the college organizes two or three free-of-charge visits to the Nottingham University Library each semester, supervised by our library staff and accompanied by faculty members. The college has direct membership of the British Library to service interlibrary loan requests and arranges access to other collections when appropriate.

THE COLLEGE

Administrative Offices

President of the University of Evansville is the chief executive officer for the University.

Vice president of fiscal affairs and administration of the University of Evansville is the chief financial officer for the University.

Vice president for academic affairs of the University of Evansville is the chief academic officer for the University.

Principal of Harlaxton College is the chief academic and administrative officer at Harlaxton and the liaison for Harlaxton College with the local community. The principal is responsible for academic and student affairs programs at Harlaxton and also serves as a faculty advisor. The principal reports to the vice president for academic affairs.

Business manager is chief financial officer at Harlaxton College and reports to the principal. He is responsible for all financial operations, transport, maintenance, housekeeping, catering, and special programs. All fee payments and negotiations must be handled by the business manager.

College secretary is responsible for registration and drop/add courses. The secretary also handles student records and grades.

Assistant to the business manager deals with the students' financial needs and concerns.

Library staff are responsible for the library and supervise academic support services, including the computer room and classroom allocations.

House and events manager oversees the house team and organizes all external events which take place in the manor, such as wedding receptions, house tours, and banquets.

Student Affairs

Dean of students is the administrative head of student affairs at Harlaxton. The dean lives on the premises and is available in emergencies. The dean coordinates all matters relating to housing and residential living and is responsible for all judicial procedures.

Assistant dean of students acts in the dean's absence and assists in the coordination of student affairs programming on campus. The assistant dean also lives on the premises and is available on an emergency basis.

College Departments

House team. The housekeepers and house porters are responsible for the general upkeep of the college. They are involved in all aspects of cleaning and set-up for the college. The linen exchange operation is also handled by the house team.

Maintenance. This department controls all aspects of building operation including central heating, water supply, repairs, and emergency maintenance. Any maintenance requests should be reported on the fix-it list located opposite the main reception.

Catering. The catering department operates the student refectory and caters all special programs or functions elsewhere in the manor.

Transport. This staff coordinates all minibus and coach transportation and nursing trips.

Security. The night and weekend security team is responsible for patrolling the college buildings and grounds. They work closely with student affairs and are available to help in an emergency. They are also authorized to enforce college rules.

ACADEMICS

Academic Advisors

These are the individuals who assist you, help you make class schedules, plan course work, and meet graduation requirements. You will be assigned an academic advisor with whom you can meet before beginning classes. Be aware, however, that the responsibility for your college career lies with you. Advisors listen, interpret, suggest, encourage, and collaborate; feel free to approach your assigned advisor at any time with academic concerns or issues.

Academic Field Trips

Field trips, on-site experiences, and non-classroom educational opportunities are especially important to Harlaxton's educational mission. They constitute a significant part of the unique Harlaxton semester. These experiences are a formal part of each course and must be understood as such. Field trips will be held on Fridays unless special circumstances dictate an alternative day and time. The dates of the trips will be noted in the British studies class syllabi distributed to each student. It should be noted that these educational field trips are separate and distinct from the regular weekend cultural and entertainment field trips provided by the college, although the two may be coordinated at the discretion of the instructor. The cost for these required trips is part of the fees, payable before departure.

Art history, Shakespeare, geography, communication, education, and business courses often have additional fees for transportation (approximately £10 to £25 each).

Attendance Policy

The primary purpose of Harlaxton College is, of course, education. For that reason, the student should understand the importance of classroom attendance and classroom participation. Attendance in class is mandatory and only verifiable medical reasons or personal situations excused by the principal, dean, or college nurse are acceptable reasons for absence from class. The policy is as follows:

- Classes which meet one day per week allow one unexcused absence.
- Classes which meet two days per week allow two unexcused absences.
- Classes which meet three days per week allow three unexcused absences.
- Students should not assume that they do not have classes on Fridays. There will be mandatory field trips and makeup classes on many Fridays.

Additional unexcused absences will result in a grade penalty, namely the lowering

of the student's final grade by one letter for each absence in excess of the permitted quota. A visit to the nurse does not mean that you have been found sufficiently ill to have missed class. The principal, dean of students, and nurse have the right to deny your absence as excused.

These requirements represent Harlaxton policy and are to be considered as minimal. Any instructor may require stricter attendance policies as he or she chooses.

Drop/Add

After registration and up to the end of the first week in the semester you may drop or add a course (as long as you do not drop below 12 Harlaxton-based semester hours) by completing a drop/add slip, which is obtained from the office of the college secretary. Have it signed by your academic advisor and the lecturer of the course. Return the completed slip to the front office, and the course will be dropped or added from or to your records.

Withdrawal from a Course

Should you decide to withdraw from a course, first discuss it with your academic advisor. A single W on your transcript does not look too bad, but more than one may cause damage to your academic credibility. Here is the procedure: From the end of the first week until the end of the seventh week, you may withdraw from a course by completing a withdrawal slip obtained from the college secretary. It must be signed by the lecturer of the course and by your academic advisor and returned to the front office. A W will be placed on your transcript. Except for emergency or health reasons, withdrawing after the seventh week results in an F grade.

Withdrawal from the College

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

After the official "last day to withdraw" published in each semester's class schedule, approval for withdrawal from Harlaxton College without grade penalty will be given only for one of three reasons: medical or psychological problems, or full-time employment conflicts. A letter or documentation, such as from a doctor, psychologist, or employer, verifying the situation is required.

The University of Evansville institutional policy for the refund of tuition, room and board, and fees (except for the nonrefundable transport fee) will be determined as follows:

Harlaxton classes begin on Monday of each semester.

Students who withdraw on or before the first day of class
(Monday): 100% refund

Students who withdraw during the first week of class
(Tuesday through Monday): 80% refund

Students who withdraw within second week of class
(next Tuesday through Monday): 60% refund

Students who withdraw within the third week of class
(next Tuesday through Monday): 40% refund

Students who withdraw within the fourth week of class
(next Tuesday through Monday): 20% refund

After four weeks, there are no refunds for tuition, room and board, or fees.

The University of Evansville retains a \$100 administrative fee when calculating refunds for all students.

Incompletes

After the beginning of the eighth week, any student withdrawing from a course will receive an F grade unless permission is given by the principal to take an incomplete. Complete a form in the office of the college secretary and have it signed by the lecturer concerned. Take the completed form to the principal. An incomplete must be made up within one academic semester or it will be permanently noted on your transcript as an F.

Pass/Fail Option

A student of junior or senior standing may take one course per semester pass/fail outside of the student's major except for ID H282/382 which may not be taken pass/fail. Non-UE students should consult with their home campuses regarding this policy.

Independent Study

You must arrange this before the beginning of the semester. Submit detailed proposals for an independent course on the appropriate form (available from the University of Evansville registrar) to the University of Evansville Harlaxton office for consideration. Approval must come from the advisor, vice president for academic affairs, Harlaxton principal, and independent study faculty member. If they deem that a proposal falls within the faculty member's area of academic

competence, that necessary library and other resources exist and that the student has satisfied the academic prerequisites, the independent study is granted for up to three credit hours. You must meet with this faculty member periodically to discuss your progress. On or before the last day for dropping and adding courses, you must submit an original paper to the principal's assistant. This paper describes in detail your goals and objectives for accomplishing your independent study.

Grades

The University of Evansville does not mail a grade report to students at the end of the semester. UE students may access their grades on the University's online student information Web site. Students from other universities should consult with their home campus to learn how grades will be reported. All Harlaxton course work will be recorded on an official University of Evansville transcript that will be sent automatically to the student's home university if the student is from one of the official Harlaxton partner schools or is a guest student. As of the fall of 2007, the list of official Harlaxton partner institutions includes: Baker University, Catawba College, Eastern Illinois University, Hannibal-LaGrange College, Kentucky Wesleyan College, Lenoir-Rhyne College, Marian College (Indiana), Marian College (Wisconsin), Missouri Baptist University, Texas Woman's University, University of Southern Indiana, University of Wisconsin Eau Claire, Western Kentucky University, and William Jewell College.

Transcript Request Forms

In the future, if you should need an official transcript of your Harlaxton course work for a recipient other than your home institution, you may file a written request with the Office of the Registrar, University of Evansville, 1800 Lincoln Avenue, Evansville, Indiana 47722.

Honor Code

All Harlaxton College students are required to sign the University of Evansville Honor Code.

Library

The library, open 24 hours a day, occupies a large area in the north wing of the manor and offers over 40 study spaces, supplemented during evenings and weekends by adjacent seminar rooms particularly suited for group study. Our collections include books, videos, slides, and CDs, and the workstations in the library are available for access to the Internet and for the delivery of journal articles from a variety of online databases. The staff will be pleased to help you make full use of the Harlaxton collections and will assist with interlibrary loans and access to other libraries.

Textbooks

Textbooks are on sale at the beginning of each semester. Payment may be made in cash (sterling), by sterling traveler's checks, or by credit card. Because of the changing nature of the Harlaxton curriculum, it is possible to buy back only a limited number of titles.

Classrooms

- Open all hours for study.
- NO PICNICS are allowed in classrooms.

Computer Facilities

Harlaxton College has excellent information technology resources and has upgraded all computer lab facilities and installed a campus-wide wireless network.

Computer Labs

There are three computer suites available with 24-hour access to the Internet, e-mail, and word processing facilities. Two of the labs are in the manor house and one in the carriage house. In addition, there are two computers located outside the Student Affairs Office (primarily for travel planning).

Our computer labs are equipped with high-spec PCs with DVD/CD burners, multimedia card readers, and USB 2 and firewire connections. (Blank CDs can be purchased from the receptionist)

Our computers are installed with Windows XP, Office 2003, Internet Explorer 7, and Firefox 2, as well as various other utility software.

Combined printer, copier, and scanner units for printing are accessible via wired and wireless computers.

Wireless Network

You are welcome to bring your laptop to Harlaxton. You should check with the information technology department if you wish to access the network or transfer files. Wireless access for laptop users is available campus-wide. Anyone with a laptop must contact the information technology technician after arrival before attempting to connect to the network. For additional information, please contact the information technology department.

Harlaxton has a fully compatible Wi-Fi network; thus almost any Wi-Fi certified wireless network card or wireless laptop will work on the network. The wireless network supports 802.11g (backwards compatible with 802.11b) and can support 802.11a although this is presently disabled.

We have designed our wireless network to provide full campus-wide wireless network access. Therefore, you can access the wireless network within any residential, social, or academic space within the manor and carriage house. In addition,

many external areas adjacent to the manor and carriage house (including the conservatory) have good coverage.

Those interested in using our wireless network should visit web.harlaxton.ac.uk/resources/computing/CampusWirelessAccess.cfm in order to help prepare laptops for Harlaxton use prior to departure.

FACILITIES AND SERVICES

Health Care

The college nurse is “in-house” Monday through Thursday 8:00 a.m. - 12:30 p.m. and Friday 8:00 a.m. - 12:30 p.m. (class days only) if needed. She will see sick students and refer them to a doctor when necessary. The college physician visits campus Tuesday mornings as needed. Students taken ill or injured when the nurse is not available should get word to the student affairs or security staff. The following staff members have had some first aid training and may be able to assist: security, the college nurse, the student affairs staff, the nursing tutor, and some of the nursing students when we have them at Harlaxton. There are first aid boxes in the security office, in the kitchen, the sports hall, the health center, the dean’s flat, and in college vehicles.

The nurse or student affairs staff can arrange meal trays for those who are ill in bed. The nurse is the only person who can write a sick note. Students who require special diets must make arrangements through the college nurse.

Counseling

Counseling services are available in the manor throughout the semester and are free of charge for short-term needs. Students with a need for long-term counseling services should make arrangements through the dean of students or directly through the college counselor. The counselor works independently with students; all matters are held in strict confidence. Students may wish to discuss matters of personal concern such as homesickness, relationship issues, family crisis, and other issues.

Housekeeping

- Sheets are available Monday only, 8:15 a.m. to 3:30 p.m. (one pillow case, two sheets) alternating between the carriage house and the manor.
- Trash is collected from corridors daily as required.
- Please contact a member of the housekeeping staff should you have a particularly difficult cleaning problem in your room. They have access to specialized cleaning equipment.

General Store

Store hours vary from semester to semester. Purchases may be made through either cash (pounds sterling) or credit card (Visa and MasterCard). The general store offers Harlaxton souvenirs (clothing, pictures, gifts, postcards, etc.).

Fax

Fax facilities are available in the college secretary's office throughout the business day (9:00 a.m. - 5:00 p.m., Monday - Friday). The cost is 50 pence per page.

Food

Direct your compliments, complaints, and requests to the Food Committee (see committees). Better still, join the committee!

Dining Hall

Hours

Breakfast	7:30 to 8:30 a.m.
Lunch	11:30 a.m. to 1:00 p.m.
Dinner	5:30 to 7:00 p.m.
Sunday Breakfast	8:00 to 9:00 a.m.
Sunday Lunch	11:00 a.m. to 1:00 p.m.

- The dining hall closes a half hour after the end of session.
- Packed lunches may be ordered 24 hours in advance and are restricted to one missed meal only (i.e., you cannot order six for the weekend).
- Food, crockery, and cutlery must not be taken out of the dining hall. You are requested to clear your place after your meal.
- Guests must purchase meal tickets prior to taking the meal from the dining hall. Guest meals will not be served without valid meal tickets.
- The Bistro and General Store also sell food. Please channel requests and comments to the Food Committee.

Bistro

The bar is open Monday through Thursday from 8:30 p.m. to 11:00 p.m., except for long weekends. Beer, wine, soft drinks and snacks are served.

Bistro hours are determined by the Student Affairs Office. Darts are available. If you have ideas for events in the Bistro or ways in which this facility might be improved, please join the Bistro Committee.

Please see Bistro policies and guidelines when you arrive at Harlaxton.

Maintenance

To request assistance for a maintenance problem, fill out the fix-it list in the reception area or contact your resident assistant (RA) or the SAO. Emergency maintenance should be reported to security or the SAO.

Appliances

NO HEATING OR COOKING APPLIANCES ARE ALLOWED IN ROOMS. Hair dryers, curling irons, radios, etc., are allowed.

Lift

- Close both doors so as not to immobilize the lift for other users.
- Never use the lift when responding to a fire alarm.

Laundry

- Facilities are in the manor and carriage house and are open all hours.
- Washers, 50 pence; carriage house dryers, 20 pence; manor dryers, 20 pence. Develop the habit of collecting change.
- Irons and ironing boards are available in the laundry rooms.
- Detergent is available in the General Store.

Pianos

There are two pianos available for you to use. One is located in the Long Gallery, the other is located in the Ridgway Great Hall. The Bosendorfer piano, located in the Ridgway Great Hall, is an exquisite instrument and is kept locked; however, a key may be obtained from the reception desk for access. The state room pianos are available to anyone but should be used carefully.

Schroeder Lounge

Located on the ground floor across from the refectory, this lounge is for your reading and relaxing enjoyment. Major newspapers and magazines are kept here and are not to be removed. There is a policy of no eating or drinking in the lounge.

Television Lounge

There is a television lounge in the manor that provides the only digital cable access on campus. Additionally, there is a television lounge in the Carriage House that provides local television channels and video access.

Videos

There are more than 500 movies available for student use in the manor. There are also TV/VCR combo units, available through the Student Affairs Office, that students may rent for £1 per night during the week and £2 for the weekend.

Moral and Spiritual Matters

The SAO has a list of churches and pastors in the locality.

If you feel you require counseling on a problem or worry, please seek help through the SAO. All referrals are treated in the strictest confidence.

Meet-a-Family

The Meet-a-Family program provides a unique opportunity for you to immerse yourself in British culture. It pairs students with local families interested in a cultural exchange. Interaction takes place during meals in the family's home, meals out, or other activities. This program has proven to be a highlight for many students during their time at Harlaxton. Participation in the program is a serious commitment of your time. Every courtesy should be extended to the families, as they freely give their time and hospitality. It is a good idea to bring a small present for your new family and to extend your appreciation throughout the experience.

A Meet-a-Family application is accessible via the Web site. Just follow the icons to enter your details. Additional information is provided during student orientation over the first weekend, with final applications received after arrival. If you have any queries or worries please contact the dean of students. **Please note: the number of students admitted to the Meet-a-Family program may be limited by the number of available families. In these cases, a lottery system will be used to allocate spaces.**

Money Matters

- SAO has a safe in which you are invited to deposit cash, traveler's checks, and airline tickets.
- Please take care of your valuables and belongings here in the manor and the carriage house. Be extra vigilant when traveling.
- Try to remember to collect change for use in vending machines and laundry.
- Change machines are available in the manor and the carriage house.
- Credit card facilities: Credit and debit cards may be used to withdraw cash from the business office. The maximum amount of money you can draw in a single day is £100. There will be a 2 percent administrative charge for this service.

Visa and MasterCard facilities are available at Harlaxton College. They can be used for purchases in the general store, the book store and for payment of additional course fees, trips, charges, and accommodations in the finance office.

Telephones

There are eight call boxes for outgoing and incoming calls. There are four in the student kiosks situated on the ground floor of the manor house, three in the carriage house and one by the Sherwin Room. All of the call boxes take coins and will allow calls to be made to Freephone International Operators, such as AT&T, at no charge. Please be aware that most prepaid calling cards require an international number to dial out of the country when overseas. Often each country has a different code so be sure to check with your prepaid card provider prior to departure for the appropriate access numbers for the UK and other countries. These often may be gathered on the Internet or by telephone before leaving the U.S.

Incoming calls need to be arranged in advance between the caller and recipient. The arrangements should include the time the call is to be made and the location where the recipient will be waiting. We are unable to search for recipients of impromptu calls. Emergency calls should be directed to the main reception number (011 44 1476 403000).

The Reception/Security Office will place telephone messages in your mailbox and post notices about messages.

Many students choose to purchase mobile (cell) telephones upon arrival in England. These may be used for incoming calls from the United States, cheap local calls, or emergencies. Many telephone companies offer cheap deals on new telephones, but beware of any long-term expensive contract agreement. Calling mobile telephones in Britain from the United States may be expensive.

Mail

- One delivery and two collections daily.
- Two students per mailbox.
- **Box number must be included on all mail once you have arrived.**
- Parcels will be indicated by a note in your box.
- Postage stamps are available for purchase from the Reception/Security Office.

Luggage Storage

Luggage may be stored at the college between semesters and during the summer. Luggage left unclaimed after one year will be disposed of and any proceeds given to student funds. Please note: The college is not responsible for sending your luggage back to the United States. **You are responsible for retrieving any luggage left at Harlaxton College.**

Sports

Facilities available include badminton, volleyball, basketball, weight training and fitness room, table tennis, indoor soccer, tennis, soccer, snooker, and darts. Bicycles are available through the Reception/Security Office or the Student Affairs Office.

Intramurals: Intramural competitions are decided upon by you, together with the Sports Committee and the Student Affairs Office. In the past, these have included table tennis, darts, snooker, volleyball, indoor soccer, and basketball.

Extramurals: Harlaxton fields teams in men's and women's basketball, soccer, and volleyball.

If you are interested in swimming, golf, squash, or any other sport, just ask where you can find these facilities in the Student Affairs Office. The nearest swimming pool is about three miles away in the Grantham Leisure Center.

If you are interested in keeping or getting fit, jog along the mile-long drive, try your hand at a new sport, or work out a fitness program in the weight room.

If students show enough interest, the college will arrange various sporting outings such as horseback riding, wind surfing, bowling, or visiting a top class soccer or rugby game. Look for notices or get a group together and ask for help arranging your outing in the Student Affairs Office. If notice is given far enough in advance, the college is able to provide transportation for a small fee.

Games

A small selection of board games (chess, Trivial Pursuit, etc.) is available. Games are located in the Bistro area.

Transportation

BritRail: Otherwise known as a rail pass. This gives you unlimited rail travel within Britain, but you will want to use the next option because it is cheaper.

Young Person's Railcard: This card can be purchased at the train station. The card entitles you, during off-peak hours, to one-third off most fares within Britain for one year.

Eurail: This pass allows unlimited first class travel on national railroads on the continent and discounts on ferries.

To Grantham:

Taxi Service

There are many taxi services to and from Grantham. Through experience, students and faculty have found these to be the most reliable and inexpensive:

Street Cars

Discount Taxi

Can Cabs

Telephone: 590008

Telephone: 591059

Telephone: 575557

The usual costs are about six pounds to or from town. Currently Street Cars will provide set fares for students (with Harlaxton ID) to and from Grantham. The maximum number of people per taxi is usually four. If you arrive at the train station and take the first available taxi, fares are often higher. To save a few pounds, call the taxi company when you arrive.

Both Discount Taxi and Can Cabs offer 24 hour service, answering their telephone at all hours.

Unlike in the United States, it is always a good idea to have your taxi booked in advance if you are catching a train. Taxis are fairly busy in the morning, especially if the weather is bad.

Shuttle

Harlaxton College offers shuttle service to and from Grantham throughout the day, Monday through Saturday. Shuttles begin running at about 8:00 a.m. and stop running about 5:30 p.m. Sunday morning, the shuttle service is to and from area churches on a set schedule if there are sufficient people signed up on the previous Friday. Those wishing to attend an Anglican service might also walk to Harlaxton Church. The shuttle service is somewhat reduced on weekends when students are away on trips.

Travel

Harlaxton College recognizes that travel is an important component of the study abroad experience and is supportive of its role in both personal and academic growth.

College-Sponsored Travel

- Detailed information on college-sponsored travel is available on the college Web site: web.harlaxton.ac.uk. Information includes travel calendars, trip descriptions, trip fees, booking deadlines, travel guidelines, trip booking links, and travel links to other Web resources.
- College-sponsored travel must be booked and paid for via the online system. Please see the Harlaxton Web site for the appropriate link. After arrival and under special circumstances, students may book college-sponsored trips through the Student Affairs Office.
- Many trips require a deposit, which will be refundable **only** if you cancel prior to arrival at Harlaxton. If you decide to cancel after you arrive at Harlaxton, the deposit will **not** be refunded. There are **no refunds** after the trip deadline, except when a trip is cancelled. Please see the Travel Guidelines section on the Harlaxton Web site for further information.
- Each trip will include a detailed handout and a pre-trip briefing with the itinerary, maps, attractions, and general information on the trip destination.

General and Independent Travel

- An independent travel seminar is provided during the first week of classes to inform students of safe travel practices, potential pitfalls, and matters of general safety and security. We strongly recommend that all attend this session.
- Photocopy your passport. For travel in Britain, you probably will not need it (except to cash checks), but do take along some sort of identification. When travelling outside Britain, you must have your passport with you. Make sure to keep your passport safe at all times. Take advantage of any safes or secure storage that may be offered at your hotel or hostel.
- In the front of the Student Affairs Office is the Suzy Lantz Travel Library. Complete with maps, guidebooks, atlases, brochures, and a file with previous student recommendations, this area contains a number of printed resources as well as computers for making travel bookings. The library also has a number of guidebooks to various European destinations. These printed materials are for reference only and may be copied but are **not** to be taken away.
- In addition to the materials located on campus, students should utilize, both before leaving the U.S. and after arriving at Harlaxton, the collection of travel related links located on the Harlaxton Web site: web.harlaxton.ac.uk/travel.
- Information on local attractions is located outside the main reception area. Maps, brochures, and transport information are available so that you may explore the local sites as well as those further abroad.

Accommodation

Youth Hostels

Hostels can be quite fun if you do not mind sleeping in bunk beds, sharing a room, and doing without a few frills. Most hostels cost between £10 and £15. You may take your own food. Most hostels allow you to use their cooking facilities. You will need to clean up after yourself. You do have to follow a few rules, and some people find this restrictive. Get a Youth Hostel Handbook, and read about them.

Bed and Breakfasts

Private home owners open up a few spare bedrooms and cook you breakfast for around £20 to £30. Prices vary with location and lunch. Bed and breakfasts usually fill up quickly in tourist areas, so arrive early or book in advance. Many bed and breakfasts have coin-operated meters which control heat. Take a supply of coins if you want to stay warm in the winter.

Travel Tip: Some bed and breakfast owners let you share a room cheaply if you supply your own sleeping bag.

Hotels

British hotels are rated by a star system. A one or two star hotel will be similar to a bed and breakfast, while a four star will cost considerably more.

RESIDENCE LIFE

Resident Assistants

The resident assistant (RA) lives in an area with 20 to 30 students. The RA is usually the first person sought out when a student wishes to express a concern. The RA helps facilitate communication between the students and administration.

Resident assistants are chosen at the beginning of each semester. RAs receive a stipend of approximately \$500 and a private room when available. If you are interested in being a resident assistant while you are a student at Harlaxton, be ready to give up some free time and one or two weekends. It is a rewarding job, but your duties are similar to those of RAs in American colleges and universities. The dean will give you the details at the student affairs orientation session held during the first week. Previous housing experience helps but is not necessary. **You will need to bring one to three letters of recommendation with you**, or you can ask your references to e-mail their recommendations directly to the dean of students before you arrive.

Room Assignments

The dean of students is responsible for all housing matters, including room assignments. Roommates will be assigned based on information received on your online housing form. There is a good chance that you will be rooming with at least one student from a different college or university. You will be housed in either the manor or the Carriage House. Both facilities have a television lounge, a computer lab, snack machines, refrigerators, and laundry facilities.

Harlaxton College is a non-smoking facility. No smoking will be permitted in any room.

Room Changes

- No room changes are made during the first two weeks.
- A room change after the two weeks may be possible depending on availability of space.
- Room changes will only occur for a valid reason.
- Please speak to the dean of students with any rooming concerns or issues.
- Room change forms can be obtained from Student Affairs Office (SAO).

Unauthorized room changes will result in disciplinary action.

Personalizing Your Room

If the creative urge hits you and you have the money to spend on posters and pictures, make your room your own. Refrain from securing items to the walls or ceilings. Cork boards and shelves are provided for your personal displays. Do not secure items to finished surfaces (walls, ceilings, or furnishings) as you will be charged for any damage that may occur.

Breakage, Defacing, and Unauthorized Painting

Whether it is in your room or any other room in the manor, we will hold you responsible for any damage to the manor or its furnishings which do not result from reasonable use. Expenses arising from damages will be charged to the person or persons responsible. If you share a room and room damage occurs, the cost will be spread among you and your roommates. Money may be deducted from the general damage deposit to cover restoration of any unaccounted for damage.

Student Government Association Committees

The committees listed exist to organize student activities and generate participation. Sign up for them to help us make your stay enjoyable.

Harlaxton Student Government Association

This group meets approximately four times a month. Activities have included:

- Serving as liaison between students and faculty by nominating one committee member to attend Faculty Council meetings
- Organizing debates
- Organizing student forums to bring opinions and viewpoints to light
- Sponsoring joint discussions with other educational establishments
- Working with the local community and youth groups

Food Committee

This committee meets with the catering manager. Activities of the committee include:

- Organizing special food nights in the dining hall (e.g., Mexican night or Chinese night)
- Surveying student views on the food
- Acting as a two-way channel for compliments, complaints, and requests

Bistro Committee

The Bistro Committee is responsible for all Bistro events and recommendations for Bistro improvements.

Special Events Committee

Members of this committee play a major role in helping the SAO staff organize special events such as discos, variety shows, and other events.

Sports Committee

This committee helps the Student Affairs Office organize a variety of intra- and extramural sporting fixtures.

Yearbook Committee

This committee is responsible for producing the semester yearbook.



Closeup of Medusa in Long Gallery

HARLAXTON POLICIES

Alcohol

Off Campus

The legal drinking age in Britain is 18. While you are here, enjoy visiting British pubs – they are part of the local culture – but remember to exercise responsibility and moderation in your approach towards alcohol consumption. Never drink and drive. Police use breath tests. Students caught drinking and driving will suffer a heavy fine and an automatic ban from driving.

On Campus

Drinking is allowed only in the Bistro except during special events when there is a bar in the state rooms; drinking is confined to the state room used.

With the exception of the above, possession and consumption of alcohol on campus is strictly prohibited. This prohibition extends to student rooms, the grounds, sports hall, playing fields, and all vehicles used by the college for transportation. Students present in a residential facility where alcohol is present are also subject to disciplinary action.

SAO staff, college drivers, RAs, and security staff will confiscate any alcohol brought onto campus. This policy includes empty alcohol containers.

Drugs

The use, possession, or distribution of non-prescription drugs is illegal in Britain and prohibited by Harlaxton College. Your attention is drawn to University regulations concerning drug use:

1. Use, possession, or distribution of narcotics and other dangerous drugs including but not limited to amphetamines, barbiturates, hallucinogenic drugs, marijuana, and lysergic acid diethylamine (LSD) except as any of these may be prescribed by a licensed, practicing physician is a violation of University policy. Paraphernalia commonly related to the use of drugs will be confiscated upon confirmation of drug possession.

Any student found in violation of this policy may be subject to disciplinary action by the British police, and expulsion from the college will be put into immediate effect.

If you have a drug dependency problem, please ask for help. The matter will be treated in the strictest confidence.

Vandalism

Vandalism of any sort (including the misuse of fire equipment) at Harlaxton College is unacceptable and will result in serious disciplinary action against the person(s) responsible. Disciplinary action may include expulsion from the college.

Visitation

You must meet your visitors at the reception desk and register them in the visitors book. This is not an intrusion upon your privacy but a precaution taken with regard to fire or emergency situations. You are expected to be with your visitor(s) at all times during their stay. If these procedures are not followed, a fine will be levied, and your visitor may be asked to leave.

You are free to have guests in your room from 10:00 a.m. to midnight, Sunday through Thursday. On Friday and Saturday visitation hours begin at 10:00 a.m. and last until 2:00 a.m.

This policy pertains to students and to visitors from outside the college. It does not apply to students who are married to each other. Please extend courtesy to your roommate(s) at all times.

Quiet Hours

Hours – 9:00 p.m. to 8:00 a.m. Sunday through Thursday
Midnight to 9:00 a.m. Friday and Saturday

The college encourages respect for others' sleep and study needs and cooperation with RAs for the enforcement of quiet hours. Try to minimize noise in hallways, courtyards, etc.

College-Sponsored Travel

See the Harlaxton College Web site for details on college-sponsored travel. Regulations for college-sponsored travel are specified on the Web site. **Students who are not on a college-sponsored trip will be charged and fined if they room with students who are on the trip; disciplinary action will also be taken against the host student(s).**

Smoking

Smoking is not allowed anywhere inside Harlaxton buildings, including your bedroom. There is one designated smoking area on campus. This area is between the carriage house and the manor, located on a gravel path towards the sports hall. There is a picnic table with an ashtray provided for your convenience. Due to national law beginning in July 2007, there will be very strict smoking regulations in place throughout the country.

Fire and Fire Drills

- Familiarize yourself with the fire instructions in your room.
- Leave the building; gather by the front circle gate and queue by your color board.
- Never delay to collect your belongings.
- Never return to the building until given the all clear.
- DO NOT USE THE LIFT.
- Playing with fire extinguishers is a serious offense. It places your life and others' lives in danger. Disciplinary action will result from misuse of fire fighting or fire alarm equipment.
- SMOKING IS PROHIBITED INSIDE ALL HARLAXTON COLLEGE BUILDINGS.
- Cooking food in student rooms is prohibited.
- Candles and incense in student rooms are prohibited.
- Unauthorized fires of any sort are prohibited on the grounds of the college.

Fire Assembly Points

The assembly point for all staff and students including those in the carriage house and special program guests is the front circle. Once at the assembly point, residents and staff should collect their color code board allocated to the room number and visitors around the function organizer. The aim is to establish as soon as possible whether anyone is missing and likely to be in the building still.

Manor

YELLOW (200s)

Rooms: 201, 203, 205, 207, 209, 211, 212, 213, 214, 216, 218

GREEN (400s)

Rooms: 407, 408, 410, 411, 412, 413, 415, 417, 418, 419, 421

BROWN (500s)

Rooms: 500, 501, 502, 504, 508, 509, 510, 511, 513, 515, 516, 517, 518, 519, 520, 521, 522, 523, 528, 534, 538

Carriage House

BLUE

Rooms: 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 618, 619, 620, 621, 622, Gregory and DeLigne Cottages

ORANGE

Rooms: 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655

Staff and Faculty

WHITE

Rooms: 300, 301, 302, 303, 310, 315, 317, 321, 323, 327, 328

Kitchen

Housekeeping

Garden

Maintenance

Office

Faculty (non-resident)

Visitors (non-resident)

Contractors

Roof

The roof and balconies are out of bounds. They are dangerous. Fines and suspensions for violating these rules will be in order. HARLAXTON COLLEGE ABSOLVES ITSELF FROM LIABILITY IN INSTANCES INVOLVING STUDENTS ON THE ROOF OR BALCONIES.

Cars and Taxis

If you hire a car and park it on the campus, it must be registered with the Reception/Security Office. Parking is restricted to the visitors car parks. Parking is not allowed on the carriage house courtyard, the bus park or the Pegasus Courtyard. A fine will be levied against violators. These parking regulations also apply to your visitors.

Use only the taxi for which you called.

Weekend Checkout

All residents must complete the weekend checkout form for each week of the semester. The form will be e-mailed to you every week, and once filled out, it should include a destination and also an emergency contact number (hotel, hostel, cell phone, etc.) if you are travelling. A fine will be levied for failure to comply.

Emergencies during Travel

If, while traveling, you become ill, injured, or detained, call the college and let us know what is happening. If possible, leave details including a contact number so that we may follow up with you. The main reception number is 01476 403000.

Day Visitors and Overnight Guests

Day visitors are welcome to visit you on campus throughout the term. You must meet your visitors on their arrival and will be held responsible for their behaviour while they are on campus. All visitors must first report and register at the Recep-

Students with Children, Pets

Due to limited facilities, Harlaxton is not equipped for students with children in either the manor or the carriage house. No pets are allowed.

Security

The staff are on duty between 5:00 p.m. and 9:00 a.m. each day and throughout the weekend. Please give them your wholehearted cooperation. Always notify them of your guests' and visitors' presence on campus.

Discipline

Discipline is based on University of Evansville's codes and rules. Details can be found in the "Rights and Responsibilities" section at the back of this handbook. Basically, the section addresses incident report, warnings, reprimands, and judicial boards. It also addresses more serious offenses, including assaults against a person, drugs and/or alcohol abuse, vandalism, theft, and tampering with fire alarms and fire fighting equipment.

"Intentional misconduct," or conduct which the student knew or reasonably should have known would result in occurrences prohibited by the University codes, will result in disciplinary action. Disciplinary action taken at Harlaxton will be recorded and may be shared with the dean of students (at the student's home campus) for inclusion in a student's permanent record.

As a small and closely-intertwined living and learning community, behaviours detrimental to the life of learning and the life of this community will not be tolerated. The principal reserves sole discretion in determining who may be a member of that community and who may be separated from it based on the University of Evansville's codes and rules.

Please note: The principal, business manager, dean of students, assistant dean of students, and resident assistants reserve the right to enter rooms if there is strong indication of criminal activity likely to damage either persons or the building or if there is a suspicion that a violation of a college or University policy is occurring.

Harlaxton Help Line

Have a concern? Here is where to go:

Academic Problem

Faculty Advisor
Faculty Council Chair
Principal

Administration

Principal
Business Manager
College Secretary
Assistant to the Business Manager

Alcohol Concerns

Health Center
Student Affairs Office

Athletics	Student Affairs Office
Bills	Assistant to the Business Manager
Books	Library and Book Store
Bulletin	Student Affairs Office
Choosing a Major	Faculty Advisor
Copying	Library
Counseling	Student Affairs Office Counselor College Nurse
Discipline	Dean of Students Principal Judicial Board
Drop/Add Forms	College Secretary
Drug Concern	Health Center Student Affairs Office
Emergency Student Loan	Business Manager
Fire	Fire regulations posted in each room Student Handbook Resident Assistant Student Affairs Office Security
Food	Refectory Bistro General Store Vending Machines Food Committee
Games	Student Affairs Office Bistro Sports Hall
Getting Involved	Student Affairs Office SGA Committees
Grades	College Secretary
Guest Rooms	Reception
Housing	Student Affairs Office
Identification Cards	Student Affairs Office
Illness	Health Center Resident Assistant Student Affairs Office

Intramurals	Student Affairs Office Sports Committee
Keys	Reception/Security Office
Lost and Found	Student Affairs Office Housekeeper's Office Security/Reception Office
Mail	Security/Reception Office
Maintenance	Fix-It List Student Affairs Office
Meet-a-Family	Student Affairs Office
Newspapers	Schroeder Lounge
National/International	
Personal Safety	Security Student Affairs Office
Pregnancy Issues	Health Center Student Affairs Office
Registration	College Secretary
Roommate Concerns	Resident Assistant Student Affairs Office
Sexual Harassment	Student Affairs Office Health Center
Sheets	Housekeeper's Office
Student Rights and Responsibilities	Student Handbook Student Affairs Office
Storage - Luggage	Student Affairs Office
Telephone Numbers	Information posted in telephone kiosks
Town Runs	Transport Office
Transcripts	College Secretary
Travel Information	Student Affairs Office
Withdrawal	Principal
Work Study	Student Affairs Office
Yearbook	Student Affairs Office Yearbook Committee

Students' Rights and Responsibilities

I. Preamble

This statement on rights, freedoms, and responsibilities is an attempt to bring together a consensus of the ideas and suggestions of the students, faculty, and administration of the University.

II. General University Policies

A. Academic Rights and Responsibilities

1. Admission to the University

The University welcomes applicants who wish to take advantage of the learning and living opportunities within the academic community and who find the educational goals of the University personally compatible. Admission of students is based primarily on such factors as high school rank, high school curriculum, high school recommendation, and recognition of the high school by accrediting agencies.

2. In the Classroom

The professor in the classroom and the conference shall encourage free discussion, inquiry, and expression. Student performance shall be evaluated primarily on an academic basis and not on opinions or conduct in matters unrelated to academic standards.

- a. Protection of Freedom of Expression. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course of study for which they are enrolled.
- b. Protection against Improper Academic Evaluation. Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.

It shall be the responsibility of the instructor to maintain reasonable objective criteria and data in grading and evaluation processes.

- c. Grade Appeals. Students who wish to appeal a final course grade should follow the procedure described below.
 - (1) Contact the instructor and attempt to resolve the disagreement.
 - (2) If the problem cannot be resolved in consultation with the instructor, the student should contact the chair of the department, who will mediate between the student and instructor and attempt to resolve the matter. At this point the student should file a written appeal with the department chair and send a copy to the instructor.
 - (3) If the student is not satisfied with the outcome of discussions with the instructor and the chair, the student may appeal directly to the Admissions and Standards Committee.

An appeal may be filed by completing the appeal form which is available from the Center for Academic Advisement (Room 106, Olmsted Administration Hall; telephone, 812-488-2600). The appeal form should be completely filled out and any supporting documentation should be attached to the form. At a minimum, supporting documentation must include a course syllabus and a copy of the appeal letter. These materials should be returned to the Center for Academic Advisement.

The written grade appeal to the Admissions and Standards Committee must be filed within 30 days of the beginning of the following semester, although earlier contact is highly recommended.

A hearing will be conducted by the Admissions and Standards Committee to examine the merits of the appeal and either approve or deny the appeal. Both the instructor and the student will be notified of the time and date of the grade appeal hearing.

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

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

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

d. Appeal for Variation from University Standards

A student who wishes to file a request for exemption from a University requirement, such as being excused from a graduation requirement, class overloads, exceeding transfer hours, substituting a class for a required class, etc., should do the following:

- (1) The student should consult his or her advisor to discuss the variation or exception.
- (2) The student may then obtain an appeal form from the Center for Academic Advisement. The form should be filled out and complete supporting documentation should be attached.
- (3) The student should sign the appeal form and obtain signatures from the advisor and the appropriate department chair. The advisor and chair will note whether or not they support the appeal.
- (4) The form should then be returned to the Center for Academic Advisement.
- (5) The Admissions and Standards Committee will consider the appeal at its next meeting. Committee members will either approve or deny the appeal. On some occasions, the committee may choose to request additional information. The student will be notified of the decision of the committee by mail.
- (6) The decision of the Admissions and Standards Committee is final. Students may appeal a committee decision if they have additional, new information to present in support of their appeal. The process is similar to filing the initial appeal.

B. Freedom of Inquiry and Expression

1. Policy and Procedure on Inviting Guest Speakers

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

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

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

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

2. Policy and Procedure for Use of Campus Facilities

Registration of student sponsored events and activities must be completed in the Center for Student Engagement. The activity registration form allows for the use of University facilities and assures publicity on the all-University calendar. Use of University facilities will be denied if this registration procedure is not followed.

The following is intended to supplement the general rules of good taste and etiquette which govern the action of responsible social events. Students are expected to maintain consideration for both personal and University interests in the planning of all activities. Supplementary guidance may be obtained from the staff in the Offices of Student Life. University of Evansville facilities are available to recognized student groups so that a maximum number of social events and leisure time activities can be planned for all students of this University.

a. Registration of Events. Events that should be listed in the Center for Student Engagement are:

- (1) Any event sponsored by a recognized student organization for which a guest speaker has been invited
- (2) Any event of an unconfined public or traveling nature (parades, rallies, outdoor concerts, etc.)
- (3) Any event or activity involving donations, solicitations and sales of any sort
- (4) Any event open to the campus and/or general public held either on or off campus

b. Responsibility. Individual students are responsible for their conduct at all times. Officers of recognized student organizations are considered responsible for the group's actions and the actions of its members at group-sponsored activities. Faculty advisors are responsible for providing students with information relative to University policies and procedures and should do their best to ensure that such policies and procedures are followed.

There are types of activities and events which increase the security and safety risks of the sponsoring organization (e.g., outdoor meetings and gatherings, dances and concerts, political programs, etc.). Sponsoring organizations planning programs similar to the above should consult with the University director of safety and security and may be required to employ an off-duty law enforcement officer or off-duty University security officer. Such arrangements require a minimum three-week notice. Student-sponsored programs are open only to the University community; i.e., faculty, administration, students, and alumni.

c. Registration Procedures. The following procedures for registering student sponsored events and activities have been devised to assure the sponsoring students adequate facilities and publicity:

- (1) If a guest speaker is to be invited to speak on campus, notice of intent should be listed on the activity registration form.
- (2) For all other events or activities, registration should take place in advance in the Center for Student Engagement. After satisfactory registration, forms and contracts may be signed for the reservation of University facilities.

- d. Student Trips. It is not necessary to register field trips sponsored by academic departments with the Office of the Dean of Students. Control of such trips rests with the departments involved.

When a student trip is connected with an activity of a recognized student organization, the responsibility for the conduct and safety of the students shall lie with the individual students and the recognized student organization. The University shall have no liability to any student or to the student organization sponsoring the trip. The purpose of this provision is to establish the responsibility and liability of a trip with the individual students and with the sponsoring student organization, its officers, and faculty advisor.

Travel waiver forms are available through the Center for Student Engagement. The University strongly recommends that student organizations ask all students involved in traveling to sign a travel waiver.

- e. Student groups and organizations are encouraged to take advantage of the available on-campus facilities.

Space reservations are made with the Office of University Relations. The Center for Student Engagement will assist sponsoring student groups and organizations in locating and scheduling the appropriate campus facilities for their proposed programs. Space will not be reserved without an approved activity registration form for open events and programs.

- f. Student organizations are not permitted to schedule programs or hold mandatory meetings during finals week, reading study day, or finals weekend.

3. Policy and Procedure on Disruption of University Activities

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

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

- a. Any individual or group participating in conduct which in the judgment of the president of the University or his delegate(s) restrains freedom of expression or freedom of others or significantly disrupts a University operation will be ordered to discontinue such activities and to do so within a reasonable time.
- b. If this order is followed, the University reserves the right to review the case and to make appropriate recommendations in line with University policies.
- c. If this order is disregarded, the University will take any or all of the following steps as deemed necessary under the particular circumstances:
 - (1) The case of any University student or the officers of a University organization participating in such conduct will be dealt with through the University disciplinary process.
 - (2) Appropriate legal actions, civil or criminal, including the seeking of a court injunction, will be initiated.
 - (3) The security force of the University or appropriate police authorities will be called in.

Emergency conditions may not permit the orderly procedures outlined above. In such an event, the University will act as necessary under the circumstances to prevent injury to persons, to uphold the law and preserve order, to protect property, to maintain proper discipline on campus, and to prevent a University incident from becoming a community-wide disturbance.

C. Policy and Procedure for Non-academic Student Discipline

An analysis of the discipline system at Harlaxton College must begin with the fact that this institution is primarily an institution of education. All that follows, then, must be understood to fall within the broad scope of that educational purpose.

In the realm of responsible conduct, disciplinary proceedings play a secondary role to example, counseling, guidance, and admonition. Nevertheless, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for those who attend them and through the regulation of the use of institutional facilities.

The University of Evansville is a private university and thus sets its own standards for admission and continuance as a member of the university community. Attendance and employment at the University is optional and voluntary and by such entrance into this academic community, the individual assumes obligations of performance and behaviour reasonably imposed by the institution relevant to its mission, purpose and functions. The purpose of the University of Evansville disciplinary system is to proscribe behaviour unacceptable to the University community and to uphold standards of conduct which that community approves.

The discipline of students is a very real part of the learning process. This system of discipline is not, therefore, exactly equivalent to the civil and criminal judicial process of the American political system. The difference between these two systems has been confirmed by this country's courts of law.

By virtue of the authority vested in him by the charter of the University of Evansville and Board of Trustees, the president of the University has the right of review and disposition of all discipline cases. The Office of the Dean of Students has been delegated authority in all student disciplinary matters by the president of the University. In the absence of the dean of students or her designee, the executive vice president shall act in the capacity of the dean in all matters related to student discipline. At the British campus the principal will act as the representative of the Office of the Dean of Students and has been delegated authority in all student disciplinary matters at the British campus.

The University of Evansville recognizes that the members of its community are a part of our national society; therefore the University expects the members of its community to abide by civil laws on and off campus.

Because of the very nature of the University, its physical and geographical structures, it is necessary to establish codes of behaviour relevant to its special purposes. These codes are generally agreed upon by consensus of the University community and coexist with civil laws. The University will be concerned by procedures taken against its members by civil authorities at the point where such behaviour hinders the educational mission of the University or diminishes its integrity and good reputation. The courts of this nation have decreed that double jeopardy does not result from the dual jurisdiction of college and civil authority.

As a privately chartered institution of higher education, the University of Evansville has certain rights which distinguishes the establishment of a code of conduct for the University student body. This code is determined by the trustees, administration, and faculty in consultation with students.

1. Students admitted to the University of Evansville are expected to show the character and maturity of responsible citizens of a university community. The University assumes that correct behaviour will be maintained consistently by its students on or off campus. Disciplinary action can be taken against students by the University for violations of student code regardless of the offense. Generally, the University will act in off-campus violations of the student code only when the welfare of the academic community is of paramount importance. The Office of the Dean of Students will decide when institutional purposes are best served by such disciplinary action. In exceptional cases, the dean of students will consult with the University president regarding their disposition.

Disciplinary action may result from the commission of any of the following offenses or violations and may be brought to the appropriate official's attention by any member of the University community.

- a. Dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the University or other constituted authority.
- b. Forgery, malicious destruction, damage, alteration, or misuse of University documents, records or identification, including library materials.
- c. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.
- d. Physical or psychological abuse or detention of any person on University owned or supervised property, or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of such person. An individual may be immediately suspended for such violation.
- e. Theft of or damage to property of the University or a member of the University community or campus visitors.
- f. Unauthorized use, possession, or duplication of University keys, and any unauthorized entry to or use of University facilities.
- g. Vandalism or stealing of University properties.
- h. Violations of University policies or regulations concerning the registration and/or functioning of student organizations.
- i. Use, possession, or distribution of narcotics and other illegal or dangerous drugs, including, but not limited to, amphetamines, barbiturates, hallucinogenic drugs, marijuana, and lysergic acid diethylamide (LSD) except as any of these may be prescribed by a licensed, practicing physician. Paraphernalia commonly related to the use of drugs may be confiscated.
- j. Unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, ammunition, or other weapons or instruments which could inflict bodily harm is strictly prohibited on University owned or controlled property. The term "other weapons and instruments" includes, but is not limited to, items commonly known as a slingshot, sling, air gun, gas-operated gun, spring gun, bow and arrow, paint pellet gun, metal knuckles, numchucks, dirk, dagger, switchblade knife, any knife having a blade longer than two and one half inches, and a razor with an unguarded blade.

The possession or use of fireworks, explosive devices, or any material which may create a fire hazard is prohibited in University housing, University approved housing or on campus at any time.
- k. Violation of the rules outlined in the Residence Life section of the Student Handbook governing residence in University owned housing.
- l. Loitering, disorderly conduct, breach of the peace, and aiding and abetting or procuring another to breach the peace.
- m. Lewd, indecent, obscene, or otherwise illegal or immoral conduct or expression.
- n. Failure to comply with directions of University officials acting in the performance of their duties.
- o. Violation of University policy regarding the use, possession, or sale of alcoholic beverages.
- p. Tampering with fire safety equipment, sounding false alarms or creating a fire hazard. The Municipal Fire Protection Code is applicable to all members of the University community.
- q. Gambling with any form of legal tender is prohibited on the campus and at all University events.
- r. Violation of any state, federal, or local law or ordinance on or off campus. Students are part of a civil community as well as the academic community and are subject to such civil laws.

- s. Misuse of a student's ID card including, but not limited to, misuse of fitness facilities, sporting events, theatre, music, University sponsored events, or at any dining facility or the failure to comply with the rules governing such areas.
- t. Abusing animals in pranks or otherwise for personal amusement or ceremony in connection with any University function or activity. (For the purposes of this policy, the term "animal" includes any wild or domesticated, warm-blooded or cold-blooded animal, or insect.)
- u. Participation in hazing, encouraging hazing, or failure to report hazing.

Disciplinary procedures applied to persons found guilty may include being removed from University property and suspended or expelled, or being liable to legal prosecution, as may be appropriate for any individual member of the University community or any visitor to the University. Penalties assessed as a result of the violation of these regulations shall be imposed according to due process.

2. Due Process

a. Alleged violators, in accordance with due process, will have the following rights:

- (1) The right to be faced by one's accuser
- (2) The right to have charges against one given in writing 72 hours prior to the hearing, which will be evidenced by the initiating agent statement
- (3) The right to a hearing
- (4) The right to have witnesses speak on one's behalf
- (5) The right to appeal the decision of that hearing to a higher level
- (6) In the case of alleged sexual misconduct, please refer to the University of Evansville Student Handbook for both procedure and due process information

The dean of students sees that the case is processed with correct procedures and with the stated elements of due process. The dean also either serves as advisor to the hearing body or appoints an advisor to do so.

The University of Evansville, as a private institution, is free to devise a disciplinary procedure relevant to its lawful mission.

b. Procedures

- (1) Following an incident, the initiating agent (i.e., a University official, faculty member, area coordinator, resident assistant, or any member of the University community) shall prepare a written report.
- (2) The written report is to be submitted to the dean of students. A copy may also be submitted to the director of safety and security, who may conduct an investigation as needed. The alleged violator will be informed of the charges.
- (3) When a violation is reported to the dean of students, the dean may elect one of the following methods for disposition:
 - (a) No action – note and file
 - (b) Administrative action – counsel, advise, admonish, reprimand, refer, sanction. Administrative action by the dean of students may conclude some cases without further hearing
 - (c) Disciplinary hearing – by the Judicial Board or by administrative hearing
- (4) In the event of an alleged sexual assault, see the Sexual Assault Policy.
- (5) The dean of students or designee may temporarily suspend a student from the University or a residence hall pending disciplinary procedures when the presence of a student on campus would seriously disrupt the University or constitute a danger to the health, safety, or welfare of the University, to property, to others, or to the student. The dean of students will notify the student in writing of his or her temporary suspension. If the student chooses to challenge any such finding of the dean of students or the reliability of the information utilized in making such finding, he or she may do so by appearing before the dean of students, for that purpose only, within five days of such temporary suspension.

- (6) In severe cases where the well-being of the University or members of the University community are threatened or affected, the president of the University, or the dean of students as the delegate of the president, may suspend or expel a student on immediate notice. An order of suspension or expulsion by the dean of students in these matters may be appealed in writing to the president from off campus if the appeal is received within five days of the suspension or expulsion.

Further, in such cases, especially those incidents which involve physical violence, firearms, drugs, and/or violations of city, state, or federal laws, the University reserves the right to contact local authorities for action separate from or in addition to University disciplinary action.

3. Disciplinary Hearing Structure

The University of Evansville's discipline system **does not** include the right to have representation, including but not limited to legal and/or parental representation, at the Judicial Board or administrative hearings.

The accused student may elect to request a disciplinary hearing. The alleged violator will receive at least 72 hours written notice of the hearing.

a. Administrative Hearing

The dean of students will establish an administrative hearing body of no less than three members, one of which may be himself or herself. At the British campus, the dean of students will select the committee. Administrative hearings are most commonly held in the following types of cases or instances.

- (1) Cases involving the welfare of a student which are deemed by the dean of students to be of such a sensitive nature as would not be appropriate for a University Judicial Board hearing
- (2) Cases in which an alleged violator's request for an administrative hearing seem appropriate
- (3) Instances in which school is not in session and the Judicial Board is unavailable
- (4) Cases involving the violation of University regulations by student organizations

In cases where the accused admits the violation or at the request of the accused student, the administrative hearing may consist only of a hearing with the dean of students.

b. University Judicial Board

Fifteen students and 15 faculty members will be appointed to serve on both University Appeals and Judicial Boards. To form this pool of 30 people, five students and five faculty members are appointed by the president, 10 students are appointed by the president of Student Government Association and 10 faculty are appointed by the University Senate.

For Judicial Board hearings, three faculty members and three students will be chosen randomly from the pool by the dean of students to hear charges.

Information on the judicial board system at the Harlaxton campus in Britain is available in the Harlaxton College Handbook.

The hearing authority should make every effort to dispose of all cases before them as quickly as possible, preferably within two weeks of the time charges were brought.

c. Hearing Order

During a Judicial Board or Administrative Hearing the basic order of events is as follows:

- (1) The person initiating the report gives his or her version of the situation
- (2) The hearing authority questions the person initiating the report
- (3) The student(s) whose case is being heard presents his or her account of the situation, justification, and/or explanation
- (4) The hearing authority questions the student(s)

- (5) Further comments by the student(s) and initiating person are considered
- (6) Witnesses are brought in, although the hearing authority can limit the number of persons who may appear

The dean of students will notify the alleged violator of the disposition of the case following the hearing. In cases of sexual assault or crimes of violence against a person, both the accuser and the accused shall be informed of the outcomes of disciplinary proceedings, including sanctions imposed, if any.

d. Hearing Results and Sanctions

After hearing all evidence in each case, the hearing authority may recommend dismissing the charges, or it may recommend one or more of the following sanctions:

- (1) Warning. The violator is warned that his or her behaviour is unacceptable in the University community. The student may also be warned that further violations will result in more severe disciplinary action.
- (2) Restitution. The violator may be assessed charges for any damages or losses which may have resulted from the violation.
- (3) Fines. The violator may be assessed fines as appropriate in addition to charges for restitution.
- (4) Disciplinary Probation. This action is taken to show that the student's actions are quite serious and that any future violation of University policies may result in suspension or expulsion from the University community. Disciplinary probation may be accompanied by additional sanctions or by special conditions including counseling.
- (5) Suspension. Suspending a student is appropriate when he or she requires a period of adjustment away from the community.
- (6) Expulsion. Permanent separation of the student from the University community is appropriate when his or her continued presence threatens harm to members of the community or to property.

The recommendation(s) of the hearing body is forwarded to the dean of students for approval and implementation. The hearing authority may inform the individual of its decision verbally. Official notice in writing will be sent by the dean of students following the hearing.

4. University Appeals Structure

Following the hearing, the alleged violator has the right to appeal the decision to a higher level. The desire to appeal must be submitted in writing to the dean of students within one week of the date of the notice of the decision. The right of appeal is afforded to both the individual charged and the enforcing agent. The process of notice of appeal applies to both parties.

a. University Appeals Board

A five-member board will be selected to hear appeals of disciplinary action taken by the Judicial Board. For Appeals Board hearings, two faculty members, and two students not involved in the initial hearing will be selected randomly from the Judicial Board pool by the dean of students. One full-time administrator not involved in the incident will be appointed to the Appeals Board by the dean of students.

Information on the appeals process at the Harlaxton College campus in Britain is included in the Harlaxton College Student Handbook.

The Appeals Board should make every effort to dispose of all cases before them as quickly as possible, preferably within two weeks of the time charges were brought. The decision of a Judicial Board may be appealed by either party (the student or the initiating/complaining party) through the University Appeals Board.

b. Hearing Order

During an appeal being heard by an Appeals Board, the basic order of events is as follows:

- (1) The appeal is read
- (2) A tape or recording, or part thereof, of the original hearing shall be played if requested by either the violator, the original initiating agent or the Appeals Board
- (3) The person appealing the case gives an explanation for the appeal and then is questioned by the Appeals Board
- (4) The person(s) involved in the original case who is either an alleged violator or an initiating agent who has not requested the appeal reacts to the appeal and is then questioned by the Appeals Board
- (5) Summary statement(s) is(are) given

c. Hearing Results

After considering all available evidence and arguments, the Appeals Board may:

- (1) Affirm the finding and the administrative action or the disciplinary penalty
- (2) Affirm the finding but adjust the sanction to a higher or lower level of penalty or recommend administrative action by the dean of students in lieu of a disciplinary penalty
- (3) Reverse the finding and acquit the student
- (4) Reverse the finding and order a new hearing

The Appeals Board will inform the individual of its decision verbally. Written notification of its action will follow.

d. Final Appeal or Appeal of an Administrative Committee Decision

The dean of students will serve as the original appeal officer in cases heard by an administrative committee. The president will be the second and final appeal for both administrative and Judicial Board hearings. The final appeal to the president must be submitted in writing to the Office of the Dean of Students within one week of the date of notification of the action on the first appeal. Recordings of the Judicial Board or Administrative Committee hearings may be reviewed by the president or dean of students after the appeals conference.

In the case of an appeal being heard by the president, the president may or may not meet with the student at his discretion. The decision on the appeal may be made based on hearing records and the student's written appeal.

D. Honor Code: University of Evansville Academic Honor System

Academic Honor Code

In its mission, the University clearly states the intention to be value-oriented in all endeavors. The Academic Honor Code was created by the University community, students, and faculty alike, to create an atmosphere conducive to this high ideal and to academic integrity.

The primary purpose of the Academic Honor Code is to enable students and faculty to conduct their academic duties in an atmosphere of freedom – an ideal which requires the commitment of both students and faculty. Student commitment to this ideal of honor is first affirmed when the student signs and returns the Pledge of Honor. **All students attending Harlaxton College must sign and return the Pledge of Honor statement at their home campus before being accepted to come and study.** Members of the faculty affirm a commitment to the Academic Honor Code by clearly defining what is or is not unauthorized aid. No student may matriculate at the University of Evansville **or enroll at Harlaxton College** without subscribing to the Academic Honor Code. The code, which follows, is appropriate for all academic work which is to be submitted for credit.

I understand that any work which I submit for course credit will imply that I have adhered to this Academic Honor Code: I will neither give nor receive unauthorized aid, nor will I tolerate an environment which condones the use of unauthorized aid.

The Honor System

Commitment to the University of Evansville Honor Code is a condition of matriculation at the University **and acceptance to Harlaxton College**. All first-time students must sign a statement, the Pledge of Honor, indicating that they understand the Academic Honor Code and know that all their academic work will be done in accordance with the Academic Honor Code. A reaffirmation pledge is signed at the time of registration by each student for each semester.

Under the honor system, faculty often utilize honor-based testing devices, such as the take-home exam and examinations without a proctor. Each instructor is obligated to clearly define unauthorized aid as it relates to assignments within his or her specific course(s). Instructors should discuss the importance of academic integrity, review related items in the syllabus, and clarify the definitions of cheating and plagiarism. When in doubt, the student is obligated to obtain an understanding of the instructor's use of the term. Ignorance is not accepted as a valid excuse for a violation of the Academic Honor Code.

The non-toleration clause ("nor will I tolerate an environment which condones the use of unauthorized aid") is integral to the Academic Honor Code as the honor system relies on the active participation of all students. Each student, therefore, is responsible for his or her own personal honor and the academic integrity of the University community. The academic honor system functions only when students value their personal honor and that of the community enough to guard it. This is not to say that students must constantly watch for violations. However, it is the student's responsibility to uphold the integrity of the Academic Honor Code. Any observations or knowledge of misconduct should be reported immediately.

Faculty Responsibilities

The following is offered as a guideline to the faculty's responsibilities in promoting and implementing the Academic Honor Code.

1. Refer to the Academic Honor Code in each class syllabus.
2. Provide a clear, written definition of class expectations in the syllabus, including such items as writing style, citations, plagiarism, etc.
3. Devote some time in the first class meeting to explaining the importance of academic integrity, reviewing related items in the syllabus, and clarifying the definitions of cheating and plagiarism.
4. On examinations, faculty may wish to include the honor code statement and require students to sign their reaffirmation.
5. On class papers and projects, faculty may wish to ask students to include a simple, signed statement reaffirming their adherence to the honor code.
6. For group projects, group papers, or group presentations, clearly define the appropriate level of collaboration, the levels of group and individual work to be submitted, and the criteria for grading. This may be included in the syllabus or in handouts describing the parameters of a group assignment.
7. In the classroom, establish an academic environment that supports academic integrity based on fair evaluations and the assumption that all students enrolled are honest.
8. In all cases of possible dishonesty, the faculty member should confront the individual student. If the student does not believe he or she has violated the honor code, or if the student does not agree with the action proposed by the faculty member, the student has the right to due process by requesting an Honor Council investigation.
9. Where appropriate, the dean of students and the vice president for academic affairs should be informed in writing of the details and disposition of cases of honor code violations that have been resolved informally.
10. When there is an Honor Council hearing, be prepared to present evidence and testify as needed.
11. Be willing to serve in the pool of faculty to be called upon for Honor Council hearings.
12. Participate in educating new faculty (full time and part time) about the honor system.

The honor system and the implementation of its procedures fall under the administrative jurisdiction of the faculty and the president. Records of violations and hearings are kept in the Office of the Principal at Harlaxton. A copy of all violations will be sent to the dean of students at UE for permanent stateside records and any further disciplinary action.

The Pledge of Honor

The Pledge of Honor form must be signed and returned to the University by every new student, both freshmen and transfers. This pledge signifies that each student is familiar with the Academic Honor Code at the University of Evansville and will comply with the terms of the code.

Honor Council

The Honor Council is composed of students and faculty members, both with full voting power. **All faculty teaching at Harlaxton, including the libraries, constitutes a pool for serving on the Honor Council. Four students are appointed by the Harlaxton Student Government Association and three are appointed by the principal of Harlaxton. At least three students must be from visiting universities. For a hearing, a panel of three students and two faculty is selected by the dean of students from the appointment pool to serve as the hearing panel. The hearing panel must contain one non-Evansville student and one British faculty member.**

Due Process

Alleged violators of the Honor Code, in accordance with due process, will have the following rights:

- The right to be faced by one's accuser
- The right to have charges against one given in writing 72 hours prior to the hearing
- The right to a hearing
- The right to have witnesses speak on one's behalf
- The right to appeal the decision of that hearing to a higher level

The chair of the Honor Council sees that the case is processed with correct procedures and with the stated elements of due process.

The University of Evansville's discipline system **does not** include the right to have representation, including but not limited to legal and/or parental representation, at the Honor Council hearing. The University of Evansville, as a private institution, is free to devise a disciplinary procedure relevant to its lawful mission.

Violations of the Honor Code

The honor system is based on the assumption that students are the first to protect the environment of honor. In code violations, the council holds by the principle that students should not receive credit for dishonest work.

- **Initial Action:** Where appropriate, suspected Honor Code violations should be reported to the dean of students, who will keep records of Honor Code violations. The dean of students will determine if this is the student's first offense. Second offenses will automatically be referred to the Honor Council for action.

If a violation of the Academic Honor Code comes to the attention of a student or faculty member, he or she is encouraged to positively influence the student in question to change the current course of action or to self-report the violation.

- **Informal Resolutions:** Many first offenses can be handled between the student and the faculty member once the Office of the Dean of Students has verified that no previous offenses have occurred. This process often works best with cases that are fairly straightforward.

1. The faculty member should confront the student about what appears to be a violation of the Honor Code.
2. The faculty member should emphasize to the student that he or she has the right to have the case investigated through the Honor Council as outlined in the Student Handbook if the student does not believe he or she has committed a violation of the Honor Code.
3. If the student admits to the violation, the faculty member should discuss appropriate sanctions. If both parties concur with the sanctions, the resolution should be documented. Suggested elements to include in the documentation are:

- a) A description of the violation
- b) A description of the sanctions imposed
- c) The following statement: “This letter will be forwarded to the Office of the Dean of Students as part of the documentation process of an Honor Code violation.”
- d) The following statement:
 “By signing this letter, you acknowledge your waiver of an Honor Council investigation and hearing, accept your responsibility in this incident, and accept the sanctions as prescribed.”

Student Signature

Date

4. Provide the student with a signed copy of the letter. The instructor should keep a copy of the letter and all original materials relevant to the case, and should forward the original signed letter to the Office of the Dean of Students. The letter will be kept on file for the remainder of the student’s academic career at the University of Evansville.

If there is no agreement on the violation and/or the sanction, the case will be forwarded to the Honor Council via the Office of the Dean of Students.

In the event that the accused student reports himself/herself, the Dean of Students should be contacted. Subsequently, the Honor Council will evaluate the case.

■ **Reporting and Investigations:** If it is not possible to approach a student suspected of a violation or the student does not self-report to the Honor Council, then the suspicions should be reported to the council. When a violation is reported, the chair of the Honor Council will assign two student Honor Council members to investigate the case. They will interview the accused, the appropriate faculty member(s) and any witnesses. The chair of the Honor Council is responsible for notifying the accused student of Honor Council procedures. If there is not enough evidence, the case will be dismissed. If there is enough evidence, a hearing will be scheduled.

■ **The Hearing:** Honor Council hearing procedures are designed to ensure due process with University policy. At a hearing the Honor Council’s responsibility is to ascertain whether the accused is innocent or guilty of the alleged violation. When a student is found guilty, the council will recommend appropriate penalties. A recording will be made of all Honor Council proceedings.

During an Honor Council hearing, the basic order of events is as follows:

1. The person initiating the report gives his or her version of the situation
2. The hearing panel questions the person initiating the report
3. The student(s) whose case is being heard presents his or her account of the situation, justification, and/or explanation
4. The hearing panel questions the student(s)
5. Further comments by the student(s) and initiating person are considered
6. Witnesses are brought in, although the hearing panel can limit the number of persons who may appear
7. The Honor Council deliberates and renders a decision. The Honor Council chair will notify the alleged violator of the disposition of the case following the hearing

■ **Sanctions:** The penalty for a first violation will be determined on a case by case basis by the Honor Council. The recommendations of the faculty member(s) involved in the case will be given primary consideration. Possible sanctions include: academic penalties, disciplinary action, and special conditions such as counseling. A student found guilty of a second violation will be suspended from the University for a period to be determined by the Honor Council. A student found guilty of a third violation at Harlaxton College will be suspended and sent home due to visa requirements.

Honor Council Appeals

Students found guilty may appeal the decision of the Honor Council. In the event of an appeal, a hearing panel of three students and one faculty member will be selected from the appointment pool from among Honor Council members not involved in the original hearing.

The Appeals Board should make every effort to dispose of all cases before them as quickly as possible, preferably within two weeks of the time charges being brought. The decision of Honor Council may be appealed by either party (the student of the initiating/complaining party) through the Appeals Board.

Appeals Board Hearing Order

- The appeal is read.
- A tape or recording, or part thereof, of the original hearing shall be played if requested by either the violator, the original initiating agent, or the Appeals Board.
- The person appealing the case gives an explanation for the appeal and then is questioned by the Appeals Board.
- The person(s) involved in the original case, who is either an alleged violator or an initiating agent who has not requested the appeal, reacts to the appeal and is then questioned by the Appeals Board.
- Summary statement(s) is(are) given.
- The Appeals Board will deliberate and make a decision.

Possible Appeals Board Decisions

- Affirm the original finding and action taken
- Affirm the finding but adjust the sanction to a higher or lower level of penalty
- Reverse the finding and acquit the student
- Reverse the finding and order a new hearing

The Appeals Board will inform the individual of its decision verbally. Written notification of its action will follow.

Final Appeal

The University president will be the final appeal for Honor Council hearings. The final appeal to the president must be submitted in writing to the Office of the President within one week of the date of notification of the action of the first appeal. Recordings of the Honor Council hearings may be reviewed by the president after the appeals conference.

In the case of an appeal being heard by the president, the president may or may not meet with the student at his discretion. The decision on the appeal may be made based on hearing records and the student's written appeal.

E. Student Publications

1. *Crescent, LinC*

Student publications and the student press can be valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty and administration and formulating student opinion on various issues on the campus and in the world at large.

Currently, the editorial freedom of student editors, managers, and reporters entails responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, the techniques of harassment and innuendo, and the avoidance of bad taste. As safeguards for the editorial freedom of student publications, these provisions are made known:

- a. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.

- b. Editors, managers, and reporters of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Editors, managers, and reporters will be removed only for proper and stated causes and only after a full inquiry has been made of these causes. The Publications Board is responsible for appointing editors and managers of student publications and this board will have the authority to remove such persons from their positions.
 - c. All University published and financed student publications will state explicitly on the editorial page that the opinions expressed there are not necessarily those of the University or the student body.
 - d. The University reserves the right to withdraw from a student publication its free services in cases of continuous or repeated editorial disregard for the University community's standards, beliefs, values, sensibilities, etc.
2. Posters, Handbills, Flyers, Sidewalk Chalking, Web Site Advertising, and Mass E-mail

Bulletin boards and tack strips are placed in the corridors of campus buildings for the convenience of University students and staff. The University desires to provide adequate bulletin board space in convenient locations so that members of the University community will be informed.

Posting Policies

Faculty, staff, and recognized student organizations may post flyers, handbills, and posters in approved locations according to the procedures described below. All postings must be associated with or sponsored by a faculty member, University department or recognized student organization. Solicitation of individual items or community businesses is not permitted in academic buildings.

Groups or individuals wishing to post materials on the campus must receive specific approval of the materials from the Center for Student Engagement. The University, through the dean of students, reserves the right to limit or refuse any material which is considered inappropriate, offensive, inflammatory, or of no interest to the campus community. Approved material is subject to the posting guidelines listed below.

Posting Procedures

- a. The name of the sponsor must be clearly stated on all publicity materials.
- b. Posters are to be placed only on tack strips and bulletin boards. Posting on windows, doors, walls, trees, etc., is not permissible.
- c. Posters may be placed on departmental bulletin boards only with the permission of the individual department.
- d. Scotch tape and/or staples may not be used for posting in any building on walls or bulletin boards.
- e. Posters and flyers must be removed within two days following the event or a fine may be imposed.
- f. Chalking is permitted on sidewalks only. Colored chalk is not permitted. Organizations violating this policy may be sanctioned by the Center for Student Engagement.
- g. Organizations or individuals wishing to post materials in the residence halls must obtain permission from the Office of Residence Life.
- h. Posting or distributing flyers in a dining facility must be approved by the director of the facility.
- i. Posting is not permitted on woodwork, windows, or bulletin board frames.
- j. Municipal, state, or national campaign posters are permitted on the campus only if the name of the sponsoring campus organization is indicated on the poster.
- k. No signs or promotional material may be stretched across the corridors of buildings, between structures, or hung from buildings unless permission is received from the director of the physical plant.

- l. All posters or flyers must bear the name(s) of the sponsoring organization(s) as well as the approval from the Center for Student Engagement.
- m. Courtesy and respect for the freedom of expression of others dictate that posters are not to be marked on, destroyed, or removed. Anyone defacing posters will be subject to University disciplinary action.
- n. Individuals or groups responsible for posting materials should be sure that information is current and remove out-of-date materials.
- o. Copies of approved postings may be designated for display in the student life kiosk. Such postings should be submitted to the Center for Student Engagement.

Distribution Procedures

- a. The University reserves the right to regulate locations on campus where flyers may be distributed. In general, distribution is not permitted (1) inside buildings (except from reserved tables), or (2) outside of buildings where traffic flow may be impeded.
- b. Individuals or groups distributing flyers are responsible for their content.
- c. Handbills are not permitted on campus or allowed to be distributed on vehicles.

Advertising on Web Sites

Student organizations may post activities on their own Web sites with a disclaimer stating that the programs are only offered to members of the University community (UE ID required). All publicity posted online should be acceptable in format and content. Organizations posting activities that have not been properly registered through the Office of Student Affairs will be subject to sanctions.

All-Campus E-mails

Organizations wishing to post all-campus e-mails must submit the message to the Center for Student Engagement for approval before it will be posted by the Office of Technology Services.

Off-Campus Groups

Permission is granted on a limited basis to off-campus individuals or groups publicizing programs of interest to the University community. Copies of the material to be posted must be brought to the Center for Student Engagement for review. Approved copies will be stamped before posting. Any unapproved material found posted will be removed. Posting within the residence halls is under the jurisdiction of the Office of Residence Life. Permission to post any materials must be obtained by the director of residence life. Solicitation is not permitted.

Loudspeakers and Audio-Visual Equipment

- a. The use of audio-visual equipment of the University is determined by the director of the Office of Technology Services.
- b. The use of public address systems and audio-visual equipment in campus buildings is determined by the person in charge of, and responsible for, that building.
- c. The use of loud speakers on campus is very limited because of class and residence hall activities. Permission to use loud speakers for publicity purposes must be obtained from the Center for Student Engagement.

III. Student Organizations

All student organizations are responsible for obtaining a copy of the University Organizations Policies and Procedures handbook, available in the Center for Student Engagement.

A. Chartering Procedures for Student Organizations

The University is firmly committed to the belief that learning takes place in a wide variety of settings and under a variety of circumstances. Learning social skills and learning in the area of interpersonal relationships are of great importance. Many ethical and moral decisions are encountered while participating in a student organization, planning an event, or carrying out plans for activities, and often the decisions made and situations faced foster the skills vital for personal development and self-realization. The knowledge gained in this way is of equal importance to the skills and information gained in the classroom setting.

Recognized student organizations are entitled to: (1) the use of the University of Evansville facilities; (2) the use of bulletin board space; (3) publicity of events and activities on University calendars; and (4) guidance and assistance in planning activities and events through the Center for Student Engagement.

Students are encouraged to develop organizations and interest groups according to the following procedures.

To apply for status as a recognized student organization, four requirements must be met. The petitioning group must submit:

1. A constitution and statement of purpose
2. A list of members and officers
3. Method of financing the organization, including dues if any
4. The name of the faculty (or administrative) advisor

Religious organizations and activities must first be approved by the University chaplain before submitted to the Center for Student Engagement.

Club sports must meet specific criteria before being approved. Information is available from the director of recreational sports.

Approval or denial of the status of a recognized student organization will be sent in writing to the petitioning group.

B. General Standards for Student Organizations

Specific procedures and policies can be found in the Organization Handbook relative to activities, publicity, fund raising, etc.

1. A current list of officers and the name of the UE advisor must be on file in the Center for Student Engagement.
2. Membership

Members must be admitted and enrolled full-time students at the University of Evansville unless an exception for other individuals has been granted by the director of student engagement. Membership in campus organizations and leadership positions in those organizations must be open to all UE students regardless of race, color, creed or religion, national origin, sexual orientation, age or disability.

3. Hazing

Hazing is defined as any action or situation created intentionally by an individual or group, on or off campus to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excess fatigue, engaging in public stunts, morally degrading or humiliating games, forced consumption of food or beverages or other substances, or any other forced activity which would subject the individual to extreme mental stress or adversely affect the physical or mental health or dignity of the individual, for the purposes of initiation or admission into or affiliation with any organization, formal or informal.

The University of Evansville strictly prohibits hazing in any form by individuals or organizations. Student organizations which participate in hazing may lose privileges or status as a recognized student organization in addition to University disciplinary action.

C. Fund Raising

1. Fund-raising projects by student organizations must be registered through the Center for Student Engagement, using the activities registration form. This registration is designed to prevent conflict with other events, especially other fund-raising events.
2. Fund-raising events on campus require the approval of the director of student engagement. Solicitation or selling door-to-door on the University campus, in academic buildings, residence halls, or the McCurdy Alumni Memorial Union is prohibited.

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

D. Chaperones

The University does not require chaperones for student activities and programs. Sponsoring student groups are encouraged however, to invite faculty members and administrators to attend their activities and programs. (See Policy and Procedure for Use of Campus Facilities.)

- E. All student organizations must be in compliance with Title IX and University policy on non-discrimination.

F. Violations by Organizations

All student organizations and their individual members are subject to University jurisdiction. Organizations are governed by the policies set forth by the Center for Student Engagement regarding the registration of activities, the production of programs, publicity, fund raising, and overall purpose. These policies are outlined in the Organization Handbook. Each organization's constitution must be approved by the Center for Student Engagement.

Organizations in violation of University policy are subject to penalties imposed by the Center for Student Engagement. Individual violators within the organizations are subject to the University Policy and Procedure for Non-academic Student Discipline. Organizations have the right of appeal to the dean of students.

The Interfraternity (IFC) and Panhellenic Councils exercise jurisdiction only over their own established policies. Fraternities and sororities are subject to the regulations of IFC and Panhellenic Council, as well as the regulations and policies established for University-recognized organizations.

IV. Residence Halls Policy

All incoming freshmen recently graduated (during the previous nine months) from high school must reside in University housing their first year except those who reside with their parents, or with immediate relatives or guardians. All students achieving sophomore status (i.e., by completing 29 semester hours or credit) may seek residence of their choosing. Students must be enrolled in order to be eligible to receive space in University housing.

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

GENERAL UNIVERSITY OF EVANSVILLE POLICIES

Student Records: Family Educational Rights and Privacy Act

The University of Evansville intends to comply fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended (Public Law 93-380). This act provides certain rights to students regarding their education records. These rights include the following:

- **Right to Inspect:** Students have the right to review and inspect substantially all of their education records maintained by the University.
- **Right to Prevent Disclosures:** Students have the right to prevent disclosure of education records to third parties with certain limited exceptions. The University intends to limit the disclosure of information contained in education records to: (1) instances when prior written consent has been given for the disclosure; (2) items of directory information for which disclosure has not been refused; and (3) instances under provisions of FERPA which allow disclosure without prior written consent.
- **Right to Request Amendment:** Students have the right to seek to have corrected any parts of an education record which they believe to be inaccurate, misleading, or in violation of their rights. This right includes the right to a hearing to present evidence that the record should be changed in the event the University decides not to alter the education records according to an initial request.
- **Right to Complain to FERPA Office:** Students have the right to file a complaint with the Family Educational Rights and Privacy Act office concerning the University's compliance with FERPA.
- **Right to Obtain Policy:** Students have the right to obtain a copy of the written policy adopted by the University in compliance with FERPA. A copy may be obtained from the Office of the Registrar. Each University office maintaining educational records must implement this policy by appropriate means.

FERPA provides that certain information about the student, designated as directory information, may be released by the University unless the student has informed the University in writing that such information may not be released. The following is considered directory information: name, home address, local address, telephone listings, major field of study, full-time or part-time status, participation in officially recognized activities (in athletics, the weight and height

of members of athletic teams), dates of attendance, degrees earned, awards received, photograph, and most recent previous school attended.

A student who desires that any or all of the above-listed directory information not be released must inform the Office of the Registrar in writing within one week of the beginning of each semester each academic year. Students may rescind their requests in writing at the Office of the Registrar. While the University will honor a student's request to withhold directory information, it cannot assume responsibility to contact the student for subsequent permission to release such information. Regardless of the effect upon the student, the University assumes no liability as a consequence of honoring instructions that directory information be withheld.

Students receive grade reports after the end of each semester. It is the student's responsibility to seek correction for any apparent errors. Failure on the student's part to seek correction within a reasonable period of time indicates that records are accurate as stated.

FERPA permits educational institutions to disclose academic and financial information to the parents of financially dependent children. The University assumes that all students are financially dependent on their parents. Students who are financially independent and choose to have financial and academic information withheld from their parents must certify their independence prior to registration.

Students with Disabilities

It is the policy and practice of the University to comply with the Americans with Disabilities Act of 1990 (ADA) by using all reasonable effort to accommodate students with disabilities. Also, the University provides a variety of services and accommodations to students with learning disabilities. In order to receive these services and/or accommodations, students with learning disabilities are asked to meet with the dean of students and may be asked to provide diagnostic information or documentation of the disability. Such services are provided on an individual basis.

Student Right to Know Act

The University of Evansville complies with the Student Right to Know Act and provides information on persistence rates of students. Eighty percent of full-time, degree-seeking students in the entering class of 1991 returned for the following fall semester. Additional information on persistence rates is available on request from the Office of the Dean of Students.

Sexual Assault

The University of Evansville is committed to the maintenance of an environment free from exploitation and intimidation. The University will not tolerate sexual assault or any form of non-consensual sexual activity, and it strongly encourages any student who is a victim to report sexual assault.

Sexual assault under this policy is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Sexual assault, therefore, includes forcible rape/sodomy, sexual assault with an object, forcible fondling, and statutory rape.

In keeping with this policy, the University maintains a continuing program of educational sessions to acquaint students, especially new students, with sexual assault issues. These sessions, which are open to all members of the University community, are provided by University professional staff, community resources and/or peer educators. When appropriate, individual students or groups may be required to attend such programs.

The University strongly encourages any student who is a victim of sexual assault to immediately report the incident, either for the purpose of disciplinary or legal action or in order to obtain personal assistance. Personal assistance, with the assurance of confidentiality, including counseling, mediation, advocacy, or referral to outside resources, is available by contacting the Office of Counseling and Health Education, the Office of Residence Life or the Office of the Dean of Students. In assisting a victim of sexual assault, the dean of students may request changes in housing or special academic accommodations as needed.

Victims of sexual assault may use either campus disciplinary procedures or local law enforcement authorities to seek action against a perpetrator. Victims who wish to file charges with local authorities may request and receive assistance in this process from either the director of safety and security or the dean of students.

On-campus disciplinary procedures, including Judicial Board, administrative hearing, or administrative action, as described in the Statement of Student Rights and Responsibilities in the Student Handbook, may be used to take action in cases of sexual assault. All sanctions listed in this process may be used when a student is found guilty, including suspension and expulsion.

Harassment Policy

Harassment of any kind is unacceptable at Harlaxton College and is in conflict with the policies and interests of the institution. Moreover, many forms of harassment have been recognized as violations of the American civil rights laws and by British law. All employees, students, and faculty of the college have a responsibility to ensure that the environment in which they work or study is free from harassment.

Harassment is defined as verbal or physical conduct which has the intent or effect of unreasonably interfering with an individual's or group's educational, social, and/or work performance at Harlaxton College or creating an intimidating, hostile, or offensive educational and work environment on or off campus. Harassment on the basis of age, race, colour, gender, religion, national origin, disability, or sexual orientation includes harassment of an individual in terms of a stereotyped group characteristic or because of that person's identification with a particular group.

Any member of the Harlaxton College community, including any employee, student, or faculty member who believes that he or she has been harassed is encouraged to raise the issue, discuss the incident with an appropriate person or lodge a complaint in accordance with the established procedures of Harlaxton College.

The mediation advisor shall serve as a resource with regard to interpretation of sexual harassment guidelines. The mediation advisor will advise and consult with either or both parties to the complaint. The position of mediation advisor will be appointed by the principal.

The defining feature of harassment is that the behaviour or conduct is offensive or intimidating to the recipient, and that the recipient is responding reasonably in finding the conduct or behaviour unacceptable. Harassment creates a hostile or unpleasant environment for work, study, or social life within the college's community.

Harassment is behaviour of an offensive, hostile, or intimidating nature which can be aimed at both women and men. It can be physical, verbal, or nonverbal conduct. Such behaviour is unacceptable if it is unsought, unwanted, unreasonable, and offensive to the recipient.

Harassment may be plainly demonstrated or implied (by tone of voice, etc.). It may take the form of a pattern of behaviour in which individual episodes may appear to be trivial but the cumulative and repeated effect is distressing or intimidating to the recipient. Harassment may take place over a period of time, or, if sufficiently serious, it may consist of a single incident.

Sexual harassment, in particular, is especially serious when it threatens the relationship between student and teacher or the relationship between a supervisor and his or her subordinates. While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between any of the parties in the community. Through grades, wage increases, recommendations for graduate study, scholarships, promotions, etc., a teacher or a supervisor can have a decisive influence on a student's or employee's success and future career at the college and beyond.

Although not sexual harassment by definition, consensual sexual relations between students and any Harlaxton staff member (i.e., faculty, administrator, employee) are inappropriate and may be grounds for dismissal. The respect in which staff members are held by students renders any consensual relations suspicious.

Complaint Process

- I. Informal resolution of the problem is the preferred first step. Informal resolution would include the complainant telling the individual to stop the undesired behaviour, either in writing or in person. Another individual can be in attendance. Documentation should be maintained.

II. If this is unsuccessful or the complainant is uncomfortable with the informal personal approach, the complainant is encouraged to meet with any of the following individuals and report the incident(s).

1. Employee's Supervisor
2. Dean of Students
3. Mediation Advisor

These individuals can provide information and assistance in stopping the unwanted behaviour. Documentation will be maintained.

All incidents, whether resolved by the individual or through the supervisor, dean of students or the mediation advisor will be forwarded to the mediation advisor for confidential record keeping.

Confidentiality is vitally important in these sensitive matters. Efforts will be in effect at all times to restrict access to the investigative or grievance procedures to the complainant, the respondent and those immediate individuals involved in processing the matter. The complainant's and respondent's confidentiality will be maintained at all times throughout the process to the extent possible.

III. A formal investigation can be initiated at the request of the complainant. This process can only operate if the request for such an investigation can be acted upon during the semester in which it is made. In the event of a formal investigation of a complaint, the mediation advisor will conduct and/or ascertain that proper investigation and grievance procedures are followed. The process and procedures for a formal complaint shall be:

1. The process is initiated by a written and signed statement from the complainant to the mediation advisor. This statement should include:
 - a) Name of the alleged harasser (respondent)
 - b) A description of the unwanted behaviour(s)
 - c) Dates or approximate time periods when the unwanted behaviour(s) occurred
 - d) Any attempts at resolution of the problem and the results
2. The mediation advisor shall promptly meet with the complainant to further clarify the situation.
3. The mediation advisor will initiate the investigative process by formally notifying the respondent that a charge has been filed against him or her.
4. The confidentiality of the complainant and the respondent will be maintained at his or her request, to the extent possible in the initial stages of the investigation.
5. The investigation will be conducted as quickly as possible. Results of the investigation will be reported to the principal of the college and to both parties involved.

6. If a complaint is found to be valid, action will be taken through appropriate channels of the college. The actions that can be taken range from a formal warning to dismissal of the offender, with a variety of options in between. Final decision as to action lies with the principal of the college after consultation with the mediation advisor. The formal action to be taken will be provided in writing and in person to the respondent by either the principal and/or the mediation advisor. The complainant will also be notified of the action.
7. College grievance channels for the appeal will be open to either the complainant or the respondent. The college Appeals Board will function as the appropriate appeal body. A written request for an appeal must be filed within 10 days of notification of the decision with the mediation advisor.

The Appeals Board will be randomly selected and will be made up of the following:

- a) Peer of the complainant or the respondent depending on who brings the appeal
- b) One British faculty member
- c) One American faculty member
- d) A department head

The Appeals Board will render its decision within ten days of notification.

Multiple Complaints

If the mediation advisor receives a series of complaints identifying the same complainant or respondent, the mediation advisor will initiate an investigation through the Office of the Principal of the College.

Resolved Complaints

The mediation advisor will comply with governmental reporting guidelines with respect to the results of resolved complaints.

DECLARATION

I, _____, hereby declare that neither I nor anyone on behalf of me or my estate will make any claim or take any action against the University of Evansville, Indiana, or the British campus at Harlaxton College, Grantham, Lincolnshire, England, or any of their servants or employees for death, incapacity, or injury resulting from an injection or from the administration in any way of desensitizing vaccines.

I agree that I have been adequately warned and counseled by a medical practitioner, and I understand the potential risks of the administration of anti-allergy injections.

I will dispose of all syringes or needles in the utensils provided by the college.

Signed _____

In the presence of _____

Date _____



UNIVERSITY
OF
EVANSVILLE

Civic Mission... Sacred Trust

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