

***Residence Hall Handbook***  
**Department of Housing and Residential Life**  
**2022-2023**

**Welcome to Residential Life**

Vincennes University regards residential life as an integral part of your total educational experience. Living in a residence hall is an experience that presents the opportunity to develop social skills, self-discipline, and a sense of responsibility.

Educational and social programs complement academic programs to help you learn to live and work with others. Each residence hall is a small community where you will become acquainted with students who are equally interested in succeeding and developing social responsibility. You are to conduct yourself according to the University Student Code of Conduct and the laws of the city, state, and federal governments.

Your success as a student and growth as a person depends upon your willingness to recognize and accept these challenges and responsibilities. With this acceptance, you will find life in the residence halls to be an enjoyable and valuable experience. This handbook provides guidelines for developing and maintaining community standards.

**Contact Information**

**Location:** Clark Hall (Entry Level)  
**Phone:** 812-888-4225  
**Email:** Housing@vinu.edu

**Housing and Residential Life Staff:**

Bradley Wolfe, Director of Housing and Residential Life	812-888-4225
Carleen Turner, Secretary of Housing and Residential Life	812-888-4225
Bernetta Morris, Desk Clerk	812-888-4225
Forrest Fairchild, Residence Hall Coordinator <i>(Clark, Ebner, &amp; French Quarter Apartments)</i>	812-888-4385
Nick Bauer, Residence Hall Coordinator <i>(Vigo, Godare, Vanderburgh, &amp; Third Street Apartments)</i>	812-888-4282

## Table of Contents

<b>Housing Contract Information</b> .....	4
<b>Housing Deposit/Prepayment</b> .....	4
<b>Costs</b> .....	4
<b>Contract Release</b> .....	4
<b>Housing Contract Release Committee</b> .....	4
<b>Individual, Group, and Anonymous Damages</b> .....	4
<b>Student Creed</b> .....	5
VU Residential Life Community Standards.....	6
<b>Residence Hall Staff</b> .....	6
Residence Hall Do's and Don'ts.....	7
Acceptable Items.....	8
Prohibited Items (Includes but is not limited to).....	8
Residence Life Basics.....	9
Room Assignments.....	9
Room Facility.....	9
Before Arriving.....	9
Mail Service.....	9
Check-In.....	9
Lofting Beds.....	10
Refrigerators.....	10
Laundry Facilities.....	10
Public Areas.....	10
Kitchenettes.....	10
Room/Hall Changes.....	10
Bicycles, Skateboards, Rollerblades, and Scooters.....	11
Room Consolidation.....	11
Vacation Closing.....	11
Check-Out.....	11
How to avoid additional charges:.....	12
Resident Responsibilities.....	12
Academic.....	12
Financial.....	12
Personal.....	12
Keys.....	12
Sanitation.....	13
<b>Health and Safety Checks</b> .....	13
Fire Prevention.....	13

Equipment Maintenance, Repair, and Replacement .....	13
Registration of Personal Property .....	14
Roommate Conflict Resolution .....	14
Emergency Information .....	14
Medical Emergency .....	14
Shelter in Place .....	14
Fire Emergency .....	15
Tornado Watch/Tornado Warning .....	15
Service and Assistant/Emotional Support Animals (ESA) .....	16
Safety and Security .....	16
Emergency Blue Lights .....	17
Night Security .....	17
Food Services .....	17
Hours of Operation .....	17
Residential Dining Services .....	17
Dining Options .....	18
Special Needs .....	18
Sick Trays .....	18
Dining Center Rules and Code of Conduct .....	18
Contact Us .....	19
University Primary Care Center .....	19
Policies/Guidelines .....	20
Tobacco Policy .....	21
Alcohol Policy .....	22
Drug Policy .....	22
Weapon Policy .....	22
Office of Civil Rights – Campus Sexual Violence Elimination Act (Campus SaVE Act) Summary .....	22
Sexual Misconduct Policy .....	24
Racial, Ethnic, and Religious Harassment Policy .....	24
Students Right to Know and Other Federal Compliance Information .....	25
Internet Guidelines/Rules .....	25
Disciplinary/Judicial Process for Residential Life .....	27
Important Numbers .....	29
Academic Calendars .....	30

## **Housing Contract Information**

The University requires all students who do not live with parents or a legal guardian to live in University housing when accommodations are available, unless they are 21 years of age or over, military veterans, married, or have a dependent.

Please read the entire Housing Contract and the Terms and Conditions of Residency. Upon receipt by the Housing and Residential Life Office, the signed/electronically signed document becomes legally binding and enforceable.

The Housing Contract is for the entire or remaining part of the academic school year. By signing/electronically signing and submitting the Housing Contract, the student agrees to accept/abide by the Terms and Conditions of Residency, and all policies, procedures, and regulations established by the University.

University residence halls and University owned off-campus properties are reserved for the exclusive use of enrolled or enrollment eligible students at Vincennes University.

The residential life student agrees to conduct themselves in a way that does not interfere with the use and enjoyment of the premises by others.

### **Housing Deposit/Prepayment**

All residents pay a \$150 deposit when the Housing Contract is filed. The whole or any portion of the deposit may be forfeited for damages to the residence hall resulting from lack of care or any assessed additional charges. Any charges will be placed on the student account. The deposit may also satisfy the cancellation fee, if necessary. Each student pays a prorated charge for anonymous damages to the residence hall. **The University is not obligated to refund the deposit if at the time of termination, the student is in debt to the University.**

A prepayment is also required for anyone requesting a single room. This prepayment must be paid in full before a single room is potentially assigned. The prepayment will be credited to the student's account. In the event the student is not granted a private room, this prepayment remains on the account and will be used for room and board costs or other charges to the account.

### **Costs**

Refer to the "Schedule of Fees" section of the Vincennes University catalog current room and board rates. Specific rate and payment information for the upcoming school year are available to all students upon Board of Trustee approval. No refunds will be given the last two weeks of each semester.

### **Contract Release**

The Housing and Residential Life Office will not terminate the residential and financial conditions of the Housing Contract for the student to change their place of residency to a private home, other housing, or to commute during the period stipulated by the Housing Contract. If there is a drastic change in circumstances beyond their control, a student may apply to the Housing Contract Release Committee for release from the terms of the contract.

In all instances, a **cancellation fee of \$750** (August 15-March 15) **or \$500** (after March 15<sup>th</sup>) is assessed according to the Terms and Conditions of the Housing Contract, excluding midyear graduation.

### **Housing Contract Release Committee**

The Committee's responsibility is to review the student's application for release from the Housing Contract and decide if changes in the student's situation warrant a release. Please contact the Housing and Residential Life Office for details and to obtain the form for completion and consideration.

### **Individual, Group, and Anonymous Damages**

Repair or replacement costs will determine damage charges. Replaced items are still the property of the University and must remain on University property.

**Individual:** Residents will be individually charged for damages they cause. The student who causes the damage to their room is the one who pays for them – not those who maintain their room properly.

**Group:** Damages occurring in the public or semi-public areas of the halls are charged to the individuals or groups responsible when/if this responsibility is established.

**Anonymous:** Any vandalism of unknown responsibility may be charged to all residents in the residence hall.

## **Student Creed**

Vincennes University is a community dedicated to personal, academic excellence and growth. Choosing to join this committee obligates each member to a standard of ethical behavior as stated in the Student Creed.

As a Vincennes University student, I commit to a code of civilized behavior. I will practice personal academic integrity; I will respect the dignity of all persons, including myself; I will respect the rights of others; I will not condone bigotry; I will strive for the openness to learn from differences in people, ideas and opinions; I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development. Allegiance to these ideals requires me to refrain from behavior that threatens the freedom and respect every individual deserves.

## **Get Involved**

Getting involved is an important part of your college experience! The residence hall community is the forum for many activities, recreational programs, and programs of an educational nature.

### **How to get involved:**

- Residence Hall Association (RHA)
  - o Do you live in a residence hall and want input on programming and residence hall life? Join RHA! This organization plans social, recreational, and educational programs within the residence halls. See your Residence Hall Coordinator (RHC), Assistant Residence Hall Coordinator (ARHC), or Resident Assistant (RA) for more information!
- Wing/Floor/Hall Events
  - o Watch for posters, emails, and social media posts about events happening in your hall!
- Campus Wide Events
  - o Have a team at the annual Tube Race or any intramural event with your hall/floor/wing.
  - o Attend Parent/Family/Alumni Weekend, a sporting event, or annual homecoming celebrations (Blazerfest).
- Clubs and Organizations
  - o Join the Student Activities department at the annual Club and Org Fair at the beginning of each semester.
- Be an RA!
  - o You can apply to be an RA starting your 2<sup>nd</sup> semester. Find an RHC or ARHC for more information.
- Work study and part-time work on campus
  - o Attend the part-time job fair at the beginning of each semester to find out more!
  - o Sign up for Blazer Career Link to find all job postings.

## VU Residential Life Community Standards

I understand that trust must be earned, but I realize it is my responsibility to respect all students, residence hall staff, University faculty and staff, campus police, and community members.

I pledge:

- I will respect my floor/wings' need to study by following courtesy and quiet hours.
- I will close and lock my door every time I leave my room.
- I will keep my key and VU ID on me at all times and refrain from allowing others to use them.
- I will report any suspicious behavior I see on campus to residence hall staff and campus police.
- I will respect my room by cleaning up after myself, not damaging University property, respecting my roommate(s) belongings and treating maintenance and custodial staff with respect.
- I will contribute to a positive environment by keeping up with personal hygiene, as well as respecting public areas by keeping my living space clean.
- I will refrain from initiating or responding to conflict via social media.
- I will seek help from residence hall staff if I do not believe I can resolve the conflict.
- I will gain an understanding of people who are different from me.
- I will refrain from using language or actions that may be offensive to others' beliefs and lifestyles.
- I will check my University preferred email daily. My preferred email is the University's primary method of communication. I will update the University if my preferred email changes.
- I will check my mailbox in the residence hall daily to make sure any information or letters sent are read and answered in a timely manner.
- I will take advantage of opportunities to gain independence from home, realizing college is a time to grow and develop.
- I will use critical thinking skills to solve problems, realizing there are appropriate times to turn to staff and my family for help and there are times when I need to solve problems on my own.
- I will address everyone in a respectful and positive way by not using language that is abusive or offensive, as well as, not resorting to physical or verbal violence.
- I will attend class regularly. I will contact professors to gather information on materials missed, assignments due, and class expectations.
- I will be prepared for class each day. I will arrive early to class, bring all required materials, and actively participate in class discussions.
- I will seek out resources such as professor help, tutoring, and/or study groups.
- I will study and prepare for tests and quizzes.

### Residence Hall Staff

Residence Hall Coordinators (RHC), Assistant Residence Hall Coordinators (ARHC) and Resident Assistants (RA) are employees in the residence halls responsible for the total environment of the hall. These staff members can provide valuable assistance in your orientation to college life and group living. The entire residence hall staff is available to help make your residence hall stay a positive and enjoyable experience.

**Residence Hall Coordinators (RHC)** are dedicated professionals who create and maintain a residential community conducive to student learning, development, and retention. The RHCs are responsible for recruitment, selection, training, supervision, and evaluation of residence hall staff; in addition, they coordinate the discipline system while interpreting and enforcing University policies and procedures.

**Assistant Residence Hall Coordinators (ARHC)** are student staff members who work with the RHCs and residence hall staff to create a positive living and learning environment. The ARHCs represent the RHCs as needed in their absence. ARHCs must maintain a high standard of behavior, meet GPA requirements, and pass background checks.

**Resident Assistants (RAs)** are student staff members who work with RHCs and ARHCs to provide guidance to all residents and facilitate regular interaction on the floor and within the hall through activities, events, and regular wing/floor meetings. RAs are on duty evenings and weekends and monitor their respective front desks. RA's rotate responsibility for evening and weekend coverage. RAs must maintain a high standard of behavior, meet GPA requirements, and pass background checks.

When a staff member is engaged in the performance of authorized duties, the following behaviors will result in disciplinary action, removal from the residence halls, or other action:

1. Verbal abuse, harassment, intimidation, and threatening behavior.
2. Physical intimidation or menacing behavior.
3. Display of visual materials that demean or humiliate a staff member.
4. Interference with a staff member while they are performing assigned duties.
5. Failure to comply with the reasonable request of a staff member.
6. Failure to respond to questions/instructions of a staff member performing assigned duties (ex. opening a room door or giving information).
7. Failure to show university or state ID.
8. Failure to acknowledge or comply with a staff's request to enter a resident's room when the staff announces they are acting in the performance of their duties.

## Residence Hall Do's and Don'ts

### Do's

- Use masking tape when hanging items on walls.
  - Tacks, nails, pins, command stripes, staples, screws, duct tape, electrical tape, and other adhesives are not allowed.
  - Ensure when removing masking tape damage is not done to the premises.
- Leave all furniture in their assigned/designated location. Do not move any furniture from the lobby, public area, or student rooms.
- Only occupy your assigned room. Empty rooms cannot be entered or used for private use.
- Talk with the front desk about bunking or unbunking a bed in your room.
- Report all fires, no matter how small, to the RHC, ARHC, or residence hall staff immediately.
- Engage in sports activities outdoors or within the rec center, not within the residence hall.
- Use only artificial trees with lights during holidays.
  - Live trees, greenery, and aluminum trees are not permitted.
- Keep hallways, walkways, and stairways free of items that impede the flow of traffic.
  - Blocking stairways or entrances will result in a \$50 fine.
- Ensure glass fire windows, light bulbs, and light fixtures are kept clear of materials.
- Purchase flame proof materials.
  - Decorations and displays made out of paper, dried vegetation, straw, corrugated cardboard, or light plastics are not flame proof.
  - During Holidays doors may be covered with flame proof material. Use masking tape when attaching decorations and do not cover peepholes or glass inserts in the doors.
- Use UL approved lights only.
  - Take care to see that lights and draperies do not touch.
- Secure scooters and other battery operated devices outside.
- Use headphones when listening to stereos, sound equipment, and other electronic devices.
  - Continual violations regarding loud stereos and sound equipment will result in confiscation of the equipment. Students must take the equipment home with them on their next visit.
- Musical
  - Contact the Secretary of Performing Arts & Communications at (812)888-5110 to schedule the use of practice rooms.
- Question strangers wandering on your floor. Ask to see identification and tell a staff member or contact the front desk personnel immediately.

### Don'ts

- Do not affix or suspend room decorations from the ceiling tiles or light fixtures.
- Do not remove ceiling tiles for any reason.
- Do not rewire, alter, or change any of the electrical facilities in residence hall rooms including telephone jacks, outlets, fixtures, etc.
- Do not paint rooms. Only University personnel can do painting within the rooms. If a resident feels their room needs paint, report it to the front desk of your residence hall.
- Do not rollerblade or skateboard in the residence halls.
- Do not place alarms on student doors.
- Do not overload extension cords or electrical outlets.
- Do not place mattress on the floor or attempt to bunk or unbunk a bed without help from maintenance.
- Do not remove or damage window screens in any way. Removal will result in a \$50 reinstallation charge.
- Do not place opaque material (aluminum foil, black plastic, posters, flags, signs, etc.) in any window. Windows should be kept free of debris to help fire fighters locate the source of a fire or any other rescue efforts.
- Do not display pornographic material outside room doors.
- Do not have alcoholic cans or bottles containing or once containing alcoholic beverages in residence hall rooms. They can attract insects and/or suspicion.
- Do not have a pet in the residence hall rooms except small fish in aquariums (10 gallons or less). Lab specimens are also not allowed in resident rooms. All other animals, reptiles, or birds violating this policy are subject to impoundment.

### Acceptable Items

- Irons (with an automatic shut off feature)
- Hair dryers
- Curling irons (with an automatic shut off feature)
- Hair straighteners (with an automatic shut off feature)
- Coffee pot (with an automatic shut off feature)
- Microwave

### Prohibited Items (Includes but is not limited to)

- Tacks, nails, pins, staples, screws, command strips, and other adhesives used to hang anything on/in the walls, ceilings, floors, doors, window trims, or furnishing of rooms.
- Rope lights of any kind
- Waterbeds
- Deep fryers
- Indoor electric grills
- Electric skillets
- Foreman-type grills
- Gas grills
- Toasters
- Toaster Ovens
- Crockpot
- Wok, Hot Plates
- Candles
- Instapot
- Air Fryer and other steam cooking appliances
- Explosives including but not limited to: fireworks, gasoline, and other combustible items
- Motorcycles and other fuel-driven engines
- Hoverboard, Swagways, and other battery-powered similar devices

\* If you do not see your item listed, please call the Housing and Residential Life Office before purchasing or packing. Housing and Residential Life reserves the right to require students to remove an appliance that does not fall into any of the above categories or that may be a foreseeable danger to the safety and security of the residents.



## Residence Life Basics

### Room Assignments

Returning students are eligible for priority residence hall assignments if all housing requirements are completed by April 1<sup>st</sup>. For the remainder of the spring semester and throughout the summer, returning and new students are assigned by the date of their completed contract and deposit. Housing contracts are considered completed if the damage deposit has been paid. Housing assignments are contingent upon completing full-time course registration.

The University reserves the right to make reassignments and adjustments throughout the academic year as necessary to resolve problems or situations that may adversely affect the academic or general environment of a residential community.

### Room Facility

The University supplies bed, blinds, study desks, closets, chest of drawers, and waste baskets to each room. The University does not store student furniture. All furniture must remain in the student's room during the entire duration of their stay. Room-cleaning services are **not** provided. The University does provide cleaning services for all public areas.

### Before Arriving

Check with your family regarding an insurance policy covering your belongings. If your homeowner policy does not cover your personal property while on campus, additional policies can be purchased through your family's insurance agent. The University assumes no responsibility for clothing, valuables, money, or other personal property lost or damaged during the housing contract period. The University assumes no responsibility for personal injury.

### Mail Service

Within the halls, each residence hall room has a specified mailbox located in the public areas near the front desks. Mail is delivered to each residence hall daily except Sunday. It is sorted and placed into the mailboxes by the residence hall staff. To decrease delay in delivery, please provide your correct mailing address to friends and family. Your mailing address contains your name, room number, hall name, and street address, Vincennes, IN 47591. Example:

Mr. John Doe  
000 Clark Hall  
1101 N. 1<sup>st</sup> Street  
Vincennes, IN 47591

Residence hall street addresses are:  
Godare Hall: 1401 Park Street  
Vigo Hall: 3 East Locust Street  
Clark Hall: 1101 N 1<sup>st</sup> Street  
Ebner Hall: 1300 Chestnut Street

Packages and mail will not be forwarded after the end of semesters or summer sessions. Mail received for students who have vacated the residence halls will be returned to sender. Mail will not be held for students.

### Check-In

You can check in during Welcome Weekend each semester, during the hours of 8am-8pm. Complete a room inventory card, which describes the condition of your room at the time of arrival. It will be filled out, dated, and signed by both the student and resident hall staff member.

The residence halls are open for student occupancy throughout the academic year with the exception of breaks when one assigned hall remains open. Please refer to the Schedule of Occupancy listed in the Residence Hall Handbook.

### Lofting Beds

All University beds can be lofted. Please contact the front desk of your residence hall for instructions and to ask for maintenance assistant. Student will be responsible for damage to bed frames, bed ends, or other University equipment used to loft beds.

Students interested in building their own lofts must contact the Housing and Residential Life Office for Loft Guidelines.

### Refrigerators

- The capacity of the refrigerator may not exceed 4.4 cubic feet.
- One refrigerator per room is allowed.
- Refrigerators are to be kept clean and defrosted regularly to prevent sanitation and health hazards. The owner is required to remove any refrigerator from the premises if it is a health hazard or for repairs.
- When the residence halls are closed for a week or longer, refrigerators are to be emptied and unplugged in case of power outage. The University is not responsible for refrigerator damages or content spoilage in electrical power failure or other circumstances. Note – please make sure the refrigerator is defrosted and all water, etc. is cleaned up before leaving for break or at the end of the semester.
- Refrigerators must be removed from the residence hall at the end of the school year or whenever the student vacates the residence hall.
- Use of the refrigerators must follow all University and State of Indiana regulations regarding use and possession of alcoholic beverages. Storing of alcoholic beverages or illegal substances is prohibited.
- The University is not liable for the theft of the refrigerator or its contents.
- The student is responsible for any damage to the building caused by the refrigerator and its use.

### Laundry Facilities

Each residence hall has coin-operated washers and dryers. Residents must provide their own detergents and fabric softeners, etc. It is suggested students bring quarters for the machines.

### Public Areas

The residence halls have lounges and lobbies for use by the residents and their guests. These public areas may contain televisions, game tables, and vending machines. Each hall has designated areas for study.

The lounges and lobbies will close at 12:00 midnight with designated areas that will remain available to residents of the hall for quiet study only. **Please contact the front desk about areas designated for study after lobbies closed.**

The University has equipped the residence halls with a variety of vending machines that dispense soft drinks, candy, and other snack items. The law prohibits tampering or maliciously damaging coin-operated machines. If a machine malfunctions, please report it to the front desk personnel who will assist in refunds.

### Kitchenettes

Kitchenettes are available to all residents in most residence halls. A kitchenette generally contains a sink, a stove, and counters for food preparation. The areas should be cleaned after each use. Students must check out a key for use.

### Room/Hall Changes

Room/hall changes can be considered after the first two weeks of classes. This process originates with your current RHC and follows with the new RHC's approval.

- An administrative charge of \$10 will be charged for each room/hall change.
  - This payment is made at the Housing and Residential Life office once both RHC signatures have been obtained on the form.
- Housing and Residential Life Office Staff gives the final approval for the move. Approval will be obtained once all signatures and fees have been paid.
- All moves must be completed within 48 hours of approval; otherwise, the move is void.
- The receipt for room change should be taken to the front desk of the residence hall along with the room/hall change form.

- If the change relates to roommate incompatibility, all parties involved should contact their RA for advice.

**Under no circumstances should a resident make a room change without following proper procedures. Unauthorized changes will result in a fee.**

#### Bicycles, Skateboards, Rollerblades, and Scooters

Parking racks are near the halls, most classrooms, and office buildings for bicycle storage. Bicycles that have a detachable front wheel can be stored in student rooms under the bed. The wheel must be detached before entering a building and cannot be reattached until the bike is outside of the building. Bicycles may not be locked to anything other than a bike rack. Bicycles are removed after 30 days of abandonment and donated to charity.

#### Room Consolidation

As outlined in the terms and conditions of the housing contract, residents living in an under occupied room are asked to consolidate or pay to maintain the room as a private room. Residents who do not have a roommate or a resident whose roommate leaves must consolidate. The RHC will send a letter to the student outlining their choices.

**Students may elect to:**

1. **Find their own roommate.**
2. **Allow the hall to find them a roommate.**
3. **Pay the additional fee to keep the room private.**

**Students must complete the letter and return to the front desk of their hall by the due date.** Decisions for the relocations are based on the date of receipt of the completed housing contract and damage deposit. Students with the later date will be asked to move to an under occupied room. Residents have three (3) days to complete the move. If the resident does not meet the move deadline, private room charges will be assessed to their account. **Failure to respond to the letter by the due date will result in private room charges being assessed to the student's account.**

#### Vacation Closing

Most halls will be closed during University vacations. Upon closing, residence hall staff will enter rooms to check to make sure windows are closed and locked, lights are turned off, trash has been taken out to the hallway container, and rooms have been locked. Any alcohol, illegal contraband, and other violations found in the open will be confiscated by residence hall staff and a student conduct report will be completed and forwarded to the RHC.

Students will not be allowed to re-enter their residence hall during the break period unless an emergency situation exists. Students must have an ID, the room key, and receive approval from the Housing and Residential Life Office to re-enter.

When the residence halls are closed during any break lasting longer than a week, electronic appliances such as computers, printers, scanners, refrigerators, microwaves, etc. should be unplugged to prevent damage in case of a power outage. Please make sure the refrigerator is defrosted and all water is cleaned up before leaving for break or at the end of the semester.

#### Check-Out

- Residents must vacate rooms by noon on the day following their last final examination or by the date and time the residence halls are scheduled to close.
- Complete a check out approval form.
  - Form is located in the Housing and Residential Life Office.
- The residence hall staff will conduct room inspections after residents have officially checked out of the room to detect any damages not previously noted on the room inventory card.
- Any possessions left in a room after the resident(s) have checked out, or failed to complete the checkout process, will be discarded.
  - This includes students who have fallen to zero hours and have failed to complete the checkout process.
  - The Housing and Residential Life Office assumes **no responsibility** for any item(s) left behind.

- Student items will not be released to anyone other than the individual without a signed letter from the student authorizing the release.
  - The letter must include: student's name, hall address, authorization to remove items, and the name and birthdate of the individual who will be removing items from the room.
  - Person removing items will have to provide proof of identify and sign in/out card indicating they have removed items and to document the condition of the room.

How to avoid additional charges:

- Check in and out of your room following the correct procedure.
  - If you have questions regarding check out, contact your RHC, ARHC, or RA.
- Clean your room when you leave.
- Remove all personal belongings and trash when you leave.
- Avoid damages to the wall, floor, doors, restrooms, furniture, etc. in your room and residence hall community.
  - The resident(s) of the room will be accountable for any damage, individually or jointly.
- All furniture must be in resident's room and the room setup as it was at check-in.
  - All furniture must remain in resident's rooms, do not place furniture in the hallway.

## **Resident Responsibilities**

Academic

Residents falling below the full-time student status (12 credit hours) must meet with their RHC to discuss their academic progress and plans for improvement. Residents who fall below hours because of non-attendance, have a history of non-attendance, and/or residence hall infractions could face removal from the residence halls. The RHC can require the student to provide evidence of classroom attendance and performance to remain in the residence halls/University owned off-campus apartments.

Students who fall to zero hours must vacate the residence halls immediately.

Financial

Failure to satisfy the financial obligations as listed in the Housing Contract in accordance with the University Room and Board Rates and Payment Schedule may result, at the sole option of the University, in the denial of further meals. There is no credit given for services (ex. meals) withheld due to late or non-payment of fees.

Personal

Keys

Each resident is provided with a room key and in some halls a mailbox key and key card. The room key may open the door to the wing in which you reside, your room, and in some halls, your mailbox. The key card, if applicable will gain you entry into your residence hall front doors and in some halls the wing doors. The key(s) and keycard in your possession are very valuable since it allows you access to your home and front door. Keep your key(s) and keycard with you at all times.

Keys may not be loaned or duplicated. Disciplinary action and a fine could result in sharing keys with others.

All rooms have a spare key that is a privilege to residents. If you are locked out of your room, a spare key may be borrowed through the front desk of your hall. In order to sign-out a spare key you must provide your student ID or other picture ID and sign a Key Check-Out Card. The key is signed out for 5 minutes. The spare key may be signed out five times without penalty, per year, however, after the 5<sup>th</sup> time a lock change of \$35 will be charged to the resident. The \$35 lock change may be assessed if the spare key is not returned. A \$15 fee will be charged if a mailbox or key card are lost.

### Sanitation

Below are the guidelines residents need to follow to help in keeping their common areas and rooms clean.

- Keep all food in sealed containers.
- Wash dishes and utensils promptly after use.
- Keep the trash can clean and do not let trash build up.
- If you have a refrigerator, keep it clean inside and out.
- Clean your room regularly.
- Accumulating aluminum cans or other food containers for recycling purposes is not allowed in the residence hall rooms.

If you have a problem with insects or pests, submit a work order through your front desk. Maintenance will be contacted and will work to resolve the problem.

### Health and Safety Checks

Residence hall staff will conduct monthly health and safety inspections. Health and safety inspections are conducted pursuant to the University's contractual right to prevent rooms from becoming health and/or safety hazards. To protect the health, safety, and welfare of the residents, the University reserves the right to have authorized personnel (including but not limited to residence hall staff) enter student rooms to make necessary inspections for service, maintenance and repair, and/or for emergency purposes. University personnel may also enter a resident's room in the event of illegal activity or when the residents of the room are violating University or residence hall rules and regulations.

If during a health and safety inspection a room is significantly substandard, the residents(s) will be given a reasonable amount of time to correct the situation. The RHC will meet with the residents(s) and discuss this matter outlining the timetable for correcting the situation. If the situation has not been corrected in stipulated time, an outside cleaning company will be contracted to clean the room. The RHC will meet with the residents(s) to determine a date and time at which the resident must be present while the room is cleaned. A charge determined by the cleaning company or University personnel may be assessed to the resident's room and board account.

During announced vacation periods, residence hall staff may inspect residents' room to find any damages or safety concerns. Staff does not open drawers or search through personal belongings. Violations of regulations or statutes go to the RHC. If the staff discover damages, missing furnishings, or irregularities in the room during inspections, both resident(s) are jointly responsible if individual responsibility is not apparent at that time. Both residents are jointly responsible for the state of the room and for any damages caused or allowed.

### Fire Prevention

- Do not use any appliance that may create a fire or safety hazard in the resident rooms.
- Use all electrical cords, do not overload sockets.
  - All electric cords should bear the label "Approved by Underwriters' Laboratories."
- Smoking is not allowed in any Vincennes University building.
  - Designated smoking areas have been established across campus. Smokers must go to these areas if they wish to smoke.
- Turn off equipment in kitchenettes and laundry rooms when you finish using it.
- Fire doors should be kept closed at all times.
  - Fire doors prevent fire, smoke, and fumes from spreading through the building and keep routes clear for safe exit.
- Windows and doors should be kept clear.
- Furniture may not be placed in front of the door or in such a way to obstruct evacuation from the room.

### Equipment Maintenance, Repair, and Replacement

If you have an item in need of repair, you must report it to the front desk personnel. Prompt reporting increases the efficiency of repairs.

### Registration of Personal Property

Personal Property Registration Cards are available at the Housing Office. We strongly encourage all residents to obtain a card in order to document personal property. The residence halls of Vincennes University are not liable for replacing a residents' lost, stolen, or damaged/destroyed personal property. The information provided on the cards can be submitted to Campus Police and the residents' or their parents' insurance providers.

Completed Personal Property Registration Cards are to be turned in to the Housing Office where they will be stored for future reference. Residents are encouraged to keep a copy of the card for their records.

### Roommate Conflict Resolution

Most conflict situations occur between individuals as a result of a misunderstanding or lack of communication. It is important to realize direct communication about an issue of concern can result in a mutually agreed alternative.

If you and your roommate are in conflict, it is important to accept initial responsibility to discuss your concerns and reach an amiable solution. Follow these steps when dealing with conflict:

1. Roommates should discuss their difference with each other and try to reach a compromise.
2. If a compromise or morally acceptable agreement cannot be reached, a roommate should contact the RA. The RA will request individual meetings with all roommates to obtain information regarding the dispute.

The RA may respond in the following manner:

- a. Establish a meeting with the roommates to discuss alternatives and possible expectations that would lead to a resolution.
- b. Refer the issue to the RHC for discussion.

Despite attempts to come to agreed-upon expectations, some roommate conflicts may result in unacceptable outcomes for either roommate. If a roommate conflict, not involving a confirmed violation of Residence Hall policy, is unresolved, the RHC will assume responsibility for completing a room change at their discretion.

## Emergency Information

### Medical Emergency

**If you encounter a medical emergency, please follow these steps:**

1. Call 911 or have someone call for you. If someone else calls, have the person report back to you to verify they have called 911.
2. If it is possible and safe to do so:
  - a. Protect the victim from further injury by removing any persistent threat.
    - i. Do not move the victim unnecessarily.
    - ii. Do not delay in obtaining trained medical assistance.
  - b. Provide first aid until help arrives if you have appropriate training and equipment.
  - c. Send someone outside to escort emergency responders to the appropriate location.

Housing and Residential Life staff do not transport students to the hospital due to liability. For additional information, contact the Vincennes University Police Department at (812) 888-5555.

### Shelter in Place

Students must shelter in place when warned about or during a natural or man-made emergency event.

- Seek shelter in a University building or residence hall.
- Listen to instructions given by University Staff (including RAs and ARHCs) and proceed to the location instructed.
- Do not leave the building unless instructed to do so by a University Official (including RAs and ARHCs) .
- Remain in central hallway or below ground floor and away from windows, mirrors, and unsecured objects.
- Listen for an all clear order which will indicate it is safe to leave.

- Failure to proceed to designated area could result in disciplinary action.

### Fire Emergency

#### Fire Alarms and Drills

- When a fire alarm sounds you should evacuate the building via the nearest exit immediately.
  - Fire drills, false alarms, and genuine fire alarms should all be treated with the upmost caution, always exit the building.
- Do not use the elevators during a fire or a fire drill.
- A small wastebasket fire can quickly fill an area with smoke and/or deadly gases.
  - Smoke is a major cause of death in residence hall fires.
- To retard smoke, be certain to close your room door and windows when you evacuate the building.
  - Always keep hallways and stairwell smoke doors closed.
- Do not re-enter the building until you hear an all clear signal.

#### General Rules for Fire Drills:

- If you see a fire or smoke, pull the nearest alarm then evacuate.
- Wear shoes and a coat.
- Remember others will be using the same exit, so remain calm and orderly.
- Check out with the designated RA or residence hall staff member. If you are in another part of the building at the time of the alarm, use the nearest fire exit. When you are outside the building, report immediately to your fire marshal, so that the residence hall staff is aware that you have left the building.
- Remain at your assigned place outside the building until you are given the signal to return.

#### Important to Note

- False reporting of an emergency is unlawful.
- Interference with and/or non-adherence to emergency evacuation procedures is unlawful.
- Blocking open any fire door, locked door, or passing through any door where security alarms are set is prohibited. Tampering with emergency equipment and/or safety equipment can result in suspension and/or a \$100 fine.
- Unauthorized use of, or tampering with, emergency or safety equipment is prohibited.
- Illegally opening a fire door will result in a \$50 fine.
- Failure to evacuate will result in a \$50 fine.
- Blocking any exit/stairway results in a \$50 fine.

### Tornado Watch/Tornado Warning

March through October is “tornado season” in Indiana. Media and emergency agencies use the following terms regarding tornados:

- Tornado Watch: Weather conditions are right to produce these storms. You should be alert to changing weather conditions; be prepared to seek shelter if a Tornado Watch is announced.
- Tornado Warning: A tornado has been sighted in the area. In the residence halls, you will hear a continuous blast from the Outdoor Warning System located atop several campus buildings.

Upon receiving such notice:

1. Do not open room windows.
2. Grab a pillow, blanket, or coat to protect yourself from flying objects.
3. Vacate your room, close the room door, move to designated hallways, bathrooms, or the first floor of your building.
4. Follow specific instructions posted on bulletin boards and given to you by staff.
5. Listen to a portable radio for weather bulletins.
6. Refrain from using the telephone or entering your room during the danger period.
7. Be as fully dressed as possible and take a flashlight.
8. Do not panic.
9. Staff will notify you when the danger has passed.

## **Service and Assistant/Emotional Support Animals (ESA)**

In compliance with the Americans with Disabilities Act, the Fair Housing Act, HUD and other applicable local, state, and federal laws, Vincennes University generally permits students in University housing to have a Service or Assistance/Emotional Support Animal (ESA) if it is shown to be necessary to afford a student with a documented disability an equal opportunity to use and enjoy University housing. Specific requirements and guidelines concerning service and ESAs on campus can be obtained by contacting the Office of Diverse Abilities and Accommodations at 812-888-4501.

An Agreement for Service/Assistance Animals Residing in University Housing and Residence Halls must be approved by the Office of Diverse Abilities and Accommodations before the animal may enter the residence hall. This agreement will outline conditions the student may have the Service/Emotional Support Animal. Student should be aware of all conditions. These conditions will be enforced.

The Owner must provide a letter granting their request for a Service/ Emotional Support Animal from the Office of Diverse Abilities and Accommodations to the Office of Residential Life. Roommates must sign a roommate agreement for the animal to share their space. A sign notifying others of the presence of an animal must be placed on the door to the residence hall room. Residence Hall staff will be made aware of the animals' presence. Information will be limited to information directly related to the service or assistance/ESA animal and will not include information related to the Owner's disability.

The University reserves the right to remove the service or assistance/ESA in accordance with the agreement on file with the Office of Diverse Abilities and Accommodations. If this occurs, the Owner will be asked to remove the service or assistance/ESA from the residence hall within 48 hours. If the service or assistance/ESA bites, scratches, or in any way causes harm to a student, staff member, or guest of the hall, the owner will be required to remove the service or assistance/ESA from the residence hall immediately. Should the ESA be removed from University housing for any reason, the Owner is expected to fulfill his/her housing contract obligation.

*Please note under Indiana Code § 22-9-7-12, which took effect on July 1, 2018, falsely representing the need for an ESA is a Class A infraction.*

## **Safety and Security**

Security in the residence halls requires your cooperation and active participation. Your room key is your basic means of security. To provide continuous security of the residence halls, report stolen/lost keys immediately to receive a new key.

- Keep your room door locked even if you “just step out for a minute.” It helps to deter unwanted intrusion.
  - Unlocked doors enable theft. Be especially careful of textbooks, medications, stereo equipment, televisions, and other electronic items.
  - Engrave your Driver's License number on your valuables. It can help police trace stolen items statewide.
- All residence hall doors are locked at midnight; for your protection.
  - Use your key card/key for entry after front lobbies are closed.
- Do not prop doors open.
- Do not keep large sums of money.
  - Open a local checking account. Be careful not to expose sums of money when paying for purchases or on social media sites.
- Be responsible when using Social Media. If you receive posts that are threatening or do not recognize the sender, do not reply. If posts are threatening or disturbing, please contact University Police immediately.
- Always carry your state and/or school identification.
- Always carry a medical information card of any special medical conditions.
  - Example if you have any allergies or wear contacts.



- Do not allow strangers or casual acquaintances into your room unless there is someone else present.
  - Use the peephole before opening your door.
- When leaving the residence hall, let your roommate or someone know where you are going and when you expect to return.
- Do not overload yourself with books, packages, bags, etc. Leave one hand free. Dress for freedom of movement.
- Avoid walking alone at night. Keep with a group or companion, even for short trips.
- University Police provide free walking escort service 24 hours a day, seven days a week from various locations around campus to students who may feel uncomfortable walking after dark or have other safety concerns. Call 812-888-5555 to request this service.
- When walking at night, avoid dark buildings, doorways, and shrubbery whenever possible. Try to stay in well-lit areas and concentrate on your surroundings. Know who and what is around you always.
- When approaching a group, look at the people in the group. Walk at a steady, confident pace.

### Emergency Blue Lights

Emergency blue lights are placed around campus (see below). Blue lights can be activated by pushing the button and will call campus police immediately.

<b>Corresponding Building</b>	<b>Building Address</b>	<b>Blue Light Location</b>
Dayson Foundation Center/Alumni	1009 N 3 <sup>rd</sup> Street	Parking lot side of the building
Learning Resource Center/Library	130 E College Ave	2 <sup>nd</sup> Street and College Avenue
Shircliff Humanities Center	130 E Harrison Street	1 <sup>st</sup> Street and Harrison Street
Health Occupations Building/Nursing	27 W Harrison Street	Between water tower and building
Beless Gymnasium	116 W Indianapolis Avenue	Along Indianapolis Avenue
Tecumseh Dining Center/TDC	15 E Rosedale Ave	Back of TDC/TDC lot
Vanderburgh Residence Hall	20 W St Clair Street	Corner of Vanderburgh Hall
Construction Technology	324 W Red Skelton Blvd	Red Skelton Blvd and Highland St
Red Skelton Performing Arts Center	20 W Red Skelton Blvd	Red Skelton Blvd and Short St
Phillip Summers Center/Social Sciences	118 E St Clair Street	1 <sup>st</sup> Street and Red Skelton Blvd
Vigo Residence Hall	3 E Locust Street	Corner of Vigo/1 <sup>st</sup> and Rosedale
Jefferson Student Union	1379 N Chestnut Street	Between JSU and Chestnut Street

### Night Security

All halls have night desk clerks stationed at the front desks. They are part of the security protection during the evening and need your cooperation. Outside doors are locked nightly at designated hours.

- You **must** provide photo identification to a night desk clerk or staff member when requested to do so.
- Phone the front desk if you see someone lurking around the entrances.
- A resident must escort a nonresident guest at all times while they are inside the residence halls.
- Access to each hall after 12:00am (midnight) is via the security door using your issued key.

### **Food Services**

<https://vinu.sodexomyway.com>  
812-888-5841

### Hours of Operation

- Hours of operation for all dining locations can be found on the Sodexo website.

### Residential Dining Services

- Meal Plans

- Meal plans for resident students are contracted through the Housing and Residential Life office in Clark Hall.
- Flex Dollars
  - The Flex Dollar program allows all students, faculty, and staff to load their VU ID card with money and use it at various food service locations around campus. For more information, please visit Tecumseh Dining Center or the Housing and Residential Life Office.

### Dining Options

#### *Tecumseh Dining Center (TDC)*

- Sit-down facility with a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants. Opened for breakfast, lunch, and dinner through the week and brunch and dinner on the weekend. Our doors are open to the public, feel free to invite your family and friends to dine with you. Meal rates are posted on our website and at the cashier stand. Accepts cash, credit/debit, and meal plan.

#### *Simply to Go*

- Convenient meal option for students who cannot make it to the TDC during open hours or simply want something quick. The grab-and-go menu consists of sandwiches, salads, desserts, and microwaveable meals.

#### *Jefferson Student Union Café*

- Offers a variety of high-quality burgers, sandwiches, pizzas, and snacks. Accepts cash, credit/debit, and FlexDollars.

#### *WPS Starbucks Café*

- Located in the library, stop by to enjoy a handcrafted beverage, a freshly baked pastry, salad, or sandwich. Accepts cash, credit/debit, and FlexDollars.

### Special Needs

If a resident need a special diet, please contact the dining center directly. They will do their best to accommodate your needs. Please bring as much supporting materials as necessary from your doctor in reference to your dietary needs.

### Sick Trays

If a resident is ill and cannot make it to the dining center, sick tray request cards are available through the front desk of the residence hall. Simply send a friend with your student ID and a sick tray request card signed by your RHC or ARHC. The sick tray will be assembled and delivered to you by your friend.

### Dining Center Rules and Code of Conduct

- Students are required to have their VU Student ID to enter the dining center.
  - Student ID is the only way to access your meal plan.
  - If you lose or misplace your Student ID, you will need to go online to [www.BlazerOneCard.com](http://www.BlazerOneCard.com) or stop by the Student Financial Services Office.
  - The use of your ID by another student is not permitted.
- The University Student Code of Conduct applies to behavior in the dining center.
  - Be courteous to other students.
  - Loud, disruptive behavior or vulgarity is not acceptable behavior.
- Utilizing the dining facility is a privilege that can be revoked due to misconduct.
- Do not remove plastic cups, silverware, or dishes from the dining center. Disposable cups are available.
- Appropriate dress is required; shirts and shoes are a must.
- Service dogs are allowed in the dining center
- Seconds are allowed on food with the exception of special meals. Although seconds are welcome, you will be served only one entrée at a time. If you are still hungry you can return for seconds. We try not to waste food.

- Throwing of food, beverages, paper, etc. is not permitted.
- Do not leave dishes or trays on tables. Please place trays on the dish belt and remove silverware from tray.
- All food and beverages are to be consumed in the dining center. Removing food from the dining center, without authorization, could result in the loss of dining privileges.
- Enter the dining center from the mainly entrance **only**. You may not enter through the exit doors.

#### Contact Us

Sodexo will try to do our best to serve you. If you have any comments or questions, please contact them in person or by phone. We're here to please and are happy to talk to you at any time or you can write us a comment card, leave your comment and phone number, and we will contact you. Also, comments are welcome on our website at: [www.vinudining.com](http://www.vinudining.com)

### **University Primary Care Center** (812-888- 7777)

Vincennes University has a student health office located within the University Primary Care Center (UPCC) to serve the acute and minor health care needs of our students. Our goal is to help students maintain or improve their health, allowing students to reach their highest potential both in and out of the classroom. The student health office is a "by appointment" only clinic available to students residing in the residence halls and University owned apartments. The fee is included in the room and board fee for residence hall students.

The UPCC is located on campus in the Young Building. (The Young Building is located on 4th Street). The hours are Monday through Friday from 8:30 a. m. - 4:00 p.m. during the academic year. \*

The Student Health Office is staffed with nurses and services are administered under the supervision of the University Primary Care Center (UPCC) staff. The University nurses are available for assessment of illnesses and injuries by appointment. They may provide over-the-counter medications, initial care and follow-up care of injuries, and tetanus/diphtheria injections following an injury when indicated. Chronic disease management, diagnostic tests, pre-existing conditions, vaccinations, procedures, and physicals are not covered under this plan. Services needed beyond the scope of the Student Health Office, including but not limited to, prescriptions, x-rays or laboratory fees are the responsibility of the student. Services provided at the Student Health Office do not replace the need for a primary care physician.

We recommend that all students have some type of health insurance to cover medical treatment. If you do not have coverage, it is recommended the student purchase health insurance from the company of their choice. Please note that the University does not offer a student group health plan.

\* The University Primary Care Center is closed on weekends and all University holidays. \*

#### **Sharps Container**

Residence hall students who give self-injections **MUST** obtain a sharps container at the front desk of their respective residence hall. The container provides for the proper disposal of needles, etc. Once the container is full, return it to the front desk and request a replacement. If you are not familiar with sharps containers, your RA will be able to inform you of how to use it. It is important to understand failure to dispose of needles properly in a sharps container can pose a risk to our students, residence hall staff, custodians, and maintenance. Students not properly disposing of needles could be asked to vacate the residence halls.

\*\*\*\*\*Vincennes University may withdraw or amend this document in the case of public health guidance (ex. CDC, etc.) or other extenuating circumstances.

## **Policies/Guidelines**

### **Study/Quiet Hours**

The University believes that residents have the right to be able to study or sleep quietly in their residence hall rooms. Therefore, quiet hours are in effect for all residence hall floors from 8:00 p.m. until 8:00 a.m., Sundays through Thursdays and from 12:00 a.m. until 11:00 a.m. on Fridays and Saturdays and during vacation periods.

Quiet hours will be in effect twenty-four (24) hours per day during Midterm and Finals Week each semester.

During study/quiet hours, the following guidelines will be in effect:

1. The noise level resulting from stereos, radios, television, etc. in any area (rooms, rest rooms, lobbies, laundry rooms, etc.) should not be audible a door away from its source.
  - a. No stereo should be audible outside of the residence hall.
  - b. The use of headphones is encouraged when playing a stereo/iPod/iPad/computer/phone/etc.
2. Doors must be completely closed if any type of sound equipment or conversation is occurring in the room, no matter the noise level or volume.
3. There should be only low conversation in the hallways for short periods. This is also true for public areas and courtyards.
4. Floor lounges are for quiet activities (cards, games, eating, etc. and any program approved by the residence hall staff).
5. Public areas are for quiet activities and conversations. The primary responsibility for enforcement of these guidelines shall rest with those individuals who object to the noise. Residence hall staff will intervene in reports of noise violations or when a resident is unable to accomplish a successful intervention.
6. Designated study areas are available in all halls. Please contact the Front Desk of your residence hall for details and locations.

### **Courtesy Hours**

Courtesy hours will be in effect (8:00 a.m. until 8:00 p.m.) during all times not covered by study/quiet hours. This is a period during which residents and guests must act with consideration toward others concerning noise. This does not mean residents can disrupt the environment by “blasting out” others with their stereos, etc. There will be no tolerance for irresponsible behavior concerning noise during study/quiet or courtesy hours.

Enforcement of study/quiet and/or courtesy hours is not solely the responsibility of the residence hall staff. You must exercise restraint and use self-discipline to assure an atmosphere in the residence halls that is conducive to study.

Residents are to be considerate of their neighbors at all time and respond to courteous requests by other residents and staff members regarding noise.

### **Visitation Policy**

The residence halls of Vincennes University offer student room visitation, which gives residents who desire it the privilege of entertaining guests of the opposite sex in their rooms during specified hours.

Members of the opposite sex may visit in the living areas only at the times specified by residence hall guidelines. Guests must be at least eighteen (18) years of age, unless there is relationship verification and then must be accompanied by a parent or guardian.

- All guests must check in at the front desk with their host and present their valid VU ID, picture ID with a birth date, or a driver’s license. Both the guest and their host must present ID. Visitation cards will be issued to all parties. These visitation cards must be returned when host and guest are checked out.
- Two guests may be checked in per host.
- The host is responsible for the conduct of his/her guest(s) at all times in all places. Guests are to observe all regulations of the residence halls in which they are visiting.
- The host must escort the guest at all times.

- It is the responsibility of each resident to report any violation of the visitation policy, particularly the presence of an unescorted guest, to the appropriate person.
- Visitation does not imply cohabitation. The host must be present in the room during visitation.
- All guests must check out through the front desk at the end of their visit.
- Use of shower/bath facilities by guests is prohibited. They must be escorted to either a public rest room or a bathroom designated for their use.
- Appropriate clothing is required. This includes shirt, shorts /pants and shoes.
- To preserve the academic environment of the residence hall, the RHC reserves the right to suspend visitation at any time.

Visitation options:            *Maximum visitation hours*  
    Monday – Thursday: noon – midnight  
    Friday – Sunday: *Continuously* Friday at noon until Sunday at midnight

**\*\*VISITATION HOURS ARE SUBJECT TO CHANGE AS NEEDED\*\***

Overnight Guests **of the same sex are welcome in your room only if they have been registered at the Front Desk. All guests are to register at the front desk so they may be located easily in case of an emergency. Failure of a guest to be registered will result in a \$30/night per person charge. Guests may stay for no more than two (2) consecutive nights and no more than five (5) nights in a 30-day period.**

Parents and Other Relatives **may visit in the private living areas anytime the residence hall is open. Students are responsible for escorting their parents to and from the private living area.**

Hosts and guests who violate the visitation policy subject themselves to disciplinary action up to and including suspension. Expect withdrawal of the visitation privilege in any violation and disciplinary point.

- **First violation:** suspension of visitation for 2 weeks and disciplinary points.
- **Second violation:** suspension of visitation for 3 weeks, disciplinary points, and placement on hall probation.
- **Third violation:** suspension of visitation for 4 weeks, disciplinary points, hall probation, and moved to another residence hall of the RHC's choosing.
- **Fourth violation:** suspension of visitation for the remainder of the contract period with possible expulsion from the residence halls.

The suspension of privileges begins after the resident is notified by the RHC or ARHC. The suspension of visitation applies to all of the residence halls.

If multiple violations occur, the suspension runs consecutively not concurrently.

The suspension of visitation shall not include any periods of class breaks, as these days DO NOT count toward the suspension period.

**Tobacco Policy**

VU is a tobacco-free campus except for designated tobacco use areas. Please help us maintain a healthy environment for our students, employees, and visitors. Smoking of any type, including e-cigarettes, is prohibited in University facilities and is limited to designated areas and private vehicles.

The policy is in place to promote a healthy environment in which to work, study, and live. The enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy but also to encourage others to also comply. Accordingly, tobacco users are expected to voluntarily comply with the policy.

Anyone who observes a possible violation may courteously and without confrontation inform the individual of the

tobacco policy and attempt to offer an information card which outlines the tobacco-free campus policy. Those who suspect another is violating the policy may report it to the appropriate unit for possible disciplinary action. If the person is an employee and that person continues to use tobacco products in a prohibited area, report the incident. On the Vincennes Campus, contact the Office of Human Resources (812-888-5848); if the person is a student, report him or her to the Dean of Students (812-888-4241). If on the VUJC campus, please contact the Office of the Dean at 812-482-3030 or Director of Student Services (812) 482-3030.

### **Alcohol Policy**

Alcohol is prohibited in all Vincennes University residence halls and University property. Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol; or exhibiting disruptive behavior influenced by the use of alcohol. Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to the Vincennes University Housing and Residential Life disciplinary process. The following sanctions may be required based on the violation and/or situation:

- Contact with parent/guardian.
- Referral to Education/Support Programs. This could include but is not limited to Counseling, Drug and Alcohol Referral etc.
- Other educational sanctions.
- Termination of Housing Contract.
- University Disciplinary action.
- Possible arrest or fines according to state alcohol laws.

In addition, no empty alcohol containers may be displayed at any time or in any location. No public notices promoting or advertising alcohol is permitted in student residence hall windows or doors. Policies are subject to University approved changes.

### **Drug Policy**

Vincennes University prohibits the use of drugs and/or controlled substances that are illegal and that may involve psychological or physiological hazards or that may lead to interference with the rights and privileges of others. It is unlawful to use, manufacture, possess or sell illegal drugs and controlled substances in the residence halls or on University premises or as part of any University activity. Students who violate this policy will be subject to the Vincennes University Housing and Residential Life disciplinary process and action by the University Dean of Students Office and/or law enforcement agencies. Contact with parents/guardians, referral to educational/support programs, other educational sanctions, termination of Housing Contract, or possible arrest and/or fines may also be administered to violators. Paraphernalia is not allowed. This includes, but is not limited to, roach clips, bong, pipes, blow tubes, bowls, any type of water pipe, or any object filled with water through which smoke is drawn. Further, use, manufacture, possession, or sale of illegal and/or controlled substances by Vincennes University students not on campus can lead to disciplinary actions under the University Student Code of Conduct. Students who have been prescribed controlled medications must maintain possession of the medication in the original prescription bottle. Policies are subject to University approved changes.

### **Weapon Policy**

It is against University Policy to possess a weapon on University property. If a weapon is found in violation of this policy, it will be treated as a suspendable offense. This policy is included in the Student Code of Conduct. Students may not possess or use firearms or lethal weapons on University property at any time, under any circumstances. The storage of firearms or weapons in an automobile brought to campus is prohibited. Policies are subject to University approved changes.

### **Office of Civil Rights – Campus Sexual Violence Elimination Act (Campus SaVE Act) Summary**

Dear Student:

The Violence Against Women Reauthorization Act (“VAWA”), was signed into law on March 7, 2014, imposes new obligations on colleges and universities under its Campus Sexual Violence Act (“SaVE Act”) provision, Section 304.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

### **New Reporting Requirements**

VAWA's SaVE Act provision imposes new reporting requirements:

The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. The report also includes statements addressing the university's policies, procedures, and programs concerning safety and security. This report along with the Police Crime Statistics can be found at <https://www.vinu.edu/criminal-statistic-reports>. You may also request a paper copy from the University Police Department at (812)888-5555.

VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Parsd for clarity, these offenses are defined:

1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

### **Victims' Rights**

Institutions must afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on or off-campus, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Conduct Proceedings below for additional information);
- Procedures that should be followed in the event of an incident of sexual violence including –
  1. The importance of preserving evidence for proof in criminal proceedings;
  2. To whom the offense should be reported;
  3. Options for reporting to law enforcement including the right to be assisted by campus authorities;
  4. The right to decline to report to law enforcement; and
  5. Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Institutions must make changes to the academic, living, transportation and working situations of any victim if requested and reasonably available whether or not a formal report is made.

### **Conduct Proceedings**

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with their institution. Institutions must adopt and disclose policies that –

- State the standard of evidence (which under current Title IX guidelines is "preponderance of the evidence" or more likely than not);
- Provide a "prompt, fair and impartial investigation and resolution";
- Provide proceedings must be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability;

- Require that both accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice (an institution may not meet this requirement by denying both parties the right to an advisor);
- Require that both the accuser and accused shall be simultaneously informed, in writing, of –
  1. The outcome of any institutional disciplinary proceeding;
  2. The procedures for the accused and the victim to appeal the results of the proceeding;
  3. Any change to the results; and
  4. When such results become final.

### **Your Responsibility as a Vincennes University Student**

If you become aware that a domestic violence, dating violence or stalking has occurred or are told of any of these occurring:

- Believe the person.
- Tell the victim it is not his or her fault.
- Encourage a report (to University police, to the Dean of Students, to Counseling Center etc.) Realize however, there may be reasons that the person does NOT want to report. Respect that decision.
- Please discuss with the person that it is your responsibility as a VU student to report this information. You do understand their concern but you as a student must contact University Police with this information.
- Don't pry or try to get information out of the person. Once you have contacted University Police they will take over the case and contact the individual.
- If you learn of the perpetrator's identity, don't suggest physical or any other form of retaliation.
- Know available resources.
- Be patient.

Student Right-to-Know and Other Federal Compliance Information can be found at <http://www.vinu.edu/student-right-to-know-and-policies>.

### **Sexual Misconduct Policy**

In compliance with Title IX and the regulations promulgated thereunder, the Clery Act and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Vincennes University is committed to maintaining an educational and working environment free from discrimination on the basis of sex or gender, including sexual harassment, misconduct, and violence. The entire policy can be found at: <https://www.vinu.edu/student-right-to-know-and-policies>.

### **Racial, Ethnic, and Religious Harassment Policy**

Vincennes University expects its campus community to respect the rights and dignity of all its members in matters of personnel consideration, admissions, or academic evaluation. Accordingly, the University expressly prohibits racial, ethnic, and religious harassment of its students, employees, and those who seek to join the campus community in any capacity.

Racial, ethnic, and religious harassment shall include, but not be limited to:

1. Physical, psychological, verbal and/or written abuse with regard to race, creed, ethnic origin, or religion. (Examples would include unequal academic expectations, physical harm or threat of such harm, written abuse on papers or records, personal verbal insults, jokes based on a person's race, ethnic origin or religious affiliation.)
2. Any harassing activity (one time or multiple times) which acts to deny an individual the full rights and privileges which are inherent in living, studying, working and visiting on the campuses of Vincennes University. Persons participating in harassing activities as defined may be subject to disciplinary action.

Anyone having a complaint of racial, ethnic or religious harassment should notify the University Director of Human Resources, the Affirmative Action Officer, or the President. The college official will follow the procedures outlined in the Vincennes University Procedures for Resolving Employee Discrimination Complaints.



### **Students Right to Know and Other Federal Compliance Information**

Federally required disclosures are mandated by the Higher Education Act of 1965 as amended 2008 (HEOA), the Family Educational Rights and Privacy Act of 1974 (FERPA), the Clery Act (formerly known as the Student Right-to-Know and Campus Security Act), and the Violence Against Women Act. Under these laws, universities are required to provide information regarding enrollment, financial, retention and graduation rates, student outcomes data, and campus crime statistics to assist all potential and currently enrolled students in making responsible decisions regarding their education. Please visit <https://www.vinu.edu/student-right-to-know-and-policies> for the disclosures.

### **Internet Guidelines/Rules**

#### **Residence Hall Network Connection Contract for Vincennes University**

Vincennes University will provide each residence hall student with an Ethernet Network port, allowing students to connect their own personal computer equipped with an Ethernet Network Interface Card to the University's network with access to the Internet. Users must abide by the following rules to ensure a functional and stable network. Failure to comply will result in the termination of service without prior notice. In addition, any violation may be referred to the appropriate agencies for disciplinary action, where the student is subject to the full range of University and governmental sanctions.

As long as you act responsibly while on the network, you will not have any problems. It is your responsibility to read and understand this contract. In signing your housing contract and using your network connection, you agree to the terms and conditions set forth in this document.

#### **General**

This service entitles the user to a single user, non-server and non-commercial connection only. The connection supplied will be a minimum 100Mb Ethernet connection; however, Vincennes University is not liable for the inability of the user to connect at this speed. With the existence of the incompatibility of systems, we cannot guarantee that all computers can be connected to the network. Actual speeds may vary depending on total network usage. As such, Vincennes University cannot guarantee you uninterrupted service to either the local network or the Internet. Therefore, this type of access is provided "as is" without warranty of any kind. Vincennes University agrees to supply network service to the best of its ability without any guarantees.

Vincennes University may terminate, restrict, or suspend any service to the user if any of the items in this contract are violated. These same results could occur if the user's equipment causes problems on the network, and/or if any use is deemed by the Information Technology (IT) Department to have a negative impact on the operation of service. Additionally, Vincennes University owns, operates, and maintains every aspect of the University network and reserves the right to monitor data from any connection on the network as deemed necessary by IT.

The network is a shared resource. Therefore, negative use of the network, which inhibits or interferes with the use of the network by others, is not permitted. Any unauthorized use of other IP addresses, applications, or services, or the usage of an unusually high portion of the bandwidth for extended periods of time are not permitted. IP addresses will be assigned dynamically as needed. The addresses will be stored for a period of time as needed for tracking purposes to your computer MAC address for troubleshooting purposes.

The person registered to the residence hall room and its connection is responsible for all devices connected to that port. This includes the actions of any other users using that port and for all network traffic to, from, or through it.

Vincennes University reserves the right to change without notice certain aspects of the service, including but not limited to: access to all Internet or Intranet sites, hours of operation, connection speed, allowed ports, services, etc.

#### **Private Computers Connected to the University Network**

A private computer connected to the University Network may not be used to provide network access to individuals who would not have access through official University systems, or as a router or gateway to other networks.

The network itself may not be modified in any way beyond the original intended use, which includes the addition of any hardware or software used to accomplish this. This includes any network wiring modifications, additional

equipment, servers, etc. Examples of non-allowed items include, but are not limited to: routers, hubs, switches, gateways (or computers that emulate these items), any servers including the use of FTP, PROXY's, POP3, SMTP (mail), or any software used for sniffing, scanning, hacking, or ANY other inappropriate and/or illegal uses. Such use can cause a termination of service without recourse.

### **Copyright Violations**

Peer-to-peer (P2P) and other such applications make it easy for users to exchange files with each other over the Internet. While these programs are a good way of sharing information, they are not entirely harmless and can cause problems for your personal system as well as the University network.

It is a violation of federal law and University policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under the provisions of the Digital Millennium Copyright Act (DMCA), as well as personal sanctions specified in University policy.

Industry representatives for the Recording Industry Association of America and the Motion Picture Association of America aggressively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and demand that the offending device be disconnected from the network. To protect the user and the University from further damages under the DMCA or University policy, the University will disable network access for any machine for which the DMCA complaint has been received. This is required to prevent the University from incurring any legal liability due to the student's actions and the University cannot protect you from a copyright complaint.

To restore network service, the user must contact IT and arrange to sign a document stating that the user has deleted any illegal files, disabled the file sharing function of their software, and has agreed to discontinue all illegal file sharing activity. If the user is named in additional complaints, they will be referred to the appropriate University offices for further review and action. This includes terminating the user's access to the University network. Action taken by the University to remedy a violation does not preclude the copyright holder from seeking civil and/or criminal prosecution.

### **Limitations of Liability**

In no event will Vincennes University and its employees, personally or otherwise, be liable for any damages whatsoever (including damages to the user's computer) from the use or non-use of this service.

### **Damages & Penalties**

The subscriber will be assessed a fee based on time and material for the repair of any damage to University facilities with a minimum charge of \$100 per incident.

Failure to comply with any of the items in this contract may result in termination of your service and/or criminal prosecution.

IT reserves the right to terminate any connection without notice should it be determined that network traffic generated from said connections drastically inhibits or interferes with the use of the network by others, or for any reason deemed necessary.

### **Waiver of Liability**

In consideration of the service provided by the University hereunder, I assume all risks of connecting my equipment to the University system, and agree that neither Vincennes University nor any of its employees, officers or agents shall be liable for any claims, demands, actions, or causes of action of any sort whatsoever resulting from personal injury (including death), property damage, or economic loss, including incidental or consequential damages, suffered or incurred to me arising out of my use of the services provided hereunder. I do hereby forever release and discharge Vincennes University, its trustees, officers, employees, agents or servants from all such claims, demands, actions, or causes of action.

### **Additional Items**

Additional policies and information can be found in the Computing Policies section of the Student Code of Conduct in the University Catalog. Please check with IT for updates to these policies.

### **Soliciting**

Door to door solicitation, fund raising, sales, or commercial activity is not permitted within the residence halls. A student may however by expressed invitation invite a distributor, solicitor, fundraiser, or salesperson to the student's room for distribution and sale to that student and the student's invited guests in the privacy of their room. Mass advertising within the hall(s) and campus are not permitted. Students must be reminded products and offerings must not violate the Vincennes University Student Code of Conduct, University, state or federal laws. All solicitors must contact the Student Activities Office and obtain the appropriate paperwork and signatures before any activity may take place. In addition, students must contact the RHC of the hall the activity will be located with information regarding date, time, and place, as well as, present a copy of the signed solicitation forms with all appropriate signatures obtained from the Student Activities office.

## **Disciplinary/Judicial Process for Residential Life**

### **Hall Discipline**

Residents must follow the Residence Life Handbook, the Student Creed, and the Student Code of Conduct. Failure to comply with these policies and guidelines can result in disciplinary action through Housing and Residential Life and/or Dean of Students Office. These actions may include disciplinary points, referral to the Dean of Students, and/or hall and/or room relocation.

Hall discipline falls under the guidance of the RHC of each residence hall. All reports of violations, etc. are made by residence hall staff and/or campus police and turned in to the RHC or Director of Housing and Residential Life who will then meet with the resident to discuss the incident and access points.

### **Judicial Point System**

Vincennes University residence halls fall under the following point system in disciplinary cases. Each resident can accrue no more than 24 total points within an academic year. If a resident reaches or goes over the 24 points, then they will be asked to vacate the residence halls. Points carry from Fall to Spring semester. The resident has the right to appeal the decision to the University Hearing and Appeals Board within 48 hours of receiving notice. The board then meets to hear the appeal and make a decision. The decision is final.

#### **Level I**

Notification of sanction from residence hall staff and/or meeting set to review infraction with RHC or ARHC.

(Three Level I infractions = Level II)

#### **Level II**

Meeting set with RHC to review the infraction. Referral to the Dean of Students Office is at the discretion of the RHC and/or Director of Housing and Residential Life.

#### **Level III**

Written report from the residential hall staff to the RHC. Mandatory referral to the Dean of Students Office.

<b>Level of Offense</b>	<b>Type of Offense</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>
I	Failure to appear	2	4	6
	Inappropriate behavior	2	4	6
	Violation of student room regulations	2	4	6
	Noise	2	4	6
	Trash/general uncleanliness	2	4	6
	Candles/Incense	2	4	6
	Failure to comply	2	4	6

\*After any combination of 3 level 1 violations equal a level 2 violation.

II	Combustible items	8	16	24
	False fire alarm	8	16	24
	Tobacco/e-cig use in nontobacco area	8	16	24
	Vandalism	8	16	24
	Tampering w/ fire protection equipment	8	16	24
	III	Threatening behavior	12	24
Harassment		12	24	
Intimidation		12	24	
Assault		12	24	
Theft		12	24	
Drugs/paraphernalia		12	24	
Alcohol		12	24	
Arson		24		
Bomb Threat		24		
Firearms/weapons		24		

\*All level 3 violations will be referred to the Dean of Student.

Additionally, these infractions will be referred to the Dean of Students:

1. Threats against staff or others.
2. Possession or sale of drugs (any quantity).
3. Repeated suspicion of drug usage or sale.
4. Repeated possession of alcohol.
5. Theft or attempted theft.
6. Fire/bomb threat.
7. Possession of weapons.
8. Repeated disorderly behavior.
9. Violent behavior.
10. Illegal entry.

## Important Numbers

### On Campus Phone Numbers

\*All campus numbers start with 812-888-xxxx

Campus Police	5555
Campus Information	4000
Residence Halls	
o Morris	4387
o Vigo	5500
o Godare	6601
o Vanderburgh	4252
o Clark	4283
o Ebner	4231
Housing Office	4225
Student Health Office	7777
Counseling Center	4374
College Offices	
o Business/Public Service	6965
o Health Sciences/Human Performance	5090
o Humanities	4480/5117
o Science, Engineering, & Math	5131
o Social Science, Performing Arts, & Communication	5127
o Technology	4447
Jefferson Student Union	
o Food Court	4415
o Bowling Lanes	4393
Bookstore	4334
Student Financial Services	
o Bursars Office	4244
o Financial Aid	4361
Food Service	
o Sodexo/TDC Info	5841/5089
Study Skills Lab	4209
Records	4220
Library	4165

### Local Numbers of Interest

Dominoes	812-886-4200
Papa John's	812-895-7272
Pizza Hut	812-885-0500
Bobe's Pizza (6 <sup>th</sup> St)	812-882-2992
Walmart	812-886-0312
Medical Center	812-882-1106
Good Samaritan Hospital	812-882-5220
Vincennes City Police Dept.	812-882-1630
Knox County Sheriff's Dept.	812-882-7660

## Academic Calendars

### Fall Semester 2022 (202310)

First day of Faculty Contracts .....	Monday, August 8
START VU, Late Registration .....	Thursday, August 11
New Student Orientation begins.....	Friday, August 12
Classes begin .....	Monday, August 15
Drop and Add .....	Monday-Friday, August 15-19
Labor Day (No classes – University closed) .....	Monday, September 5
Last day for students to withdraw from first 8-week courses without appropriate college dean's approval.....	Friday, Sept 16
Midterm Examinations.....	Monday-Friday, October 3-7
Midterm Break (No classes).....	Monday, Tuesday, October 10-11
Classes resume .....	Wednesday, October 12
Begin Advising and Registration for Spring .....	Monday, October 17
Last day for students to withdraw without appropriate college dean's approval .....	Friday, October 28
Graduation Application Deadline .....	Friday, October 28
START VU, New Student Registration.....	Saturday, November 12
Last day for students to withdraw from second 8-week courses without appropriate college dean's approval.....	Friday, November 18
Last day for faculty to withdraw students for non-attendance.....	Tuesday, November 22
Thanksgiving Break (No classes) .....	Wednesday-Sunday, November 23-27
Classes resume .....	Monday, November 28
Midyear Commencement (Vincennes Campus).....	Saturday, December 3
Final Examinations.....	Monday-Thursday, December 5-8
Fall Semester ends.....	Friday, December 9

### Spring Semester 2023 (202320)

Full-Time Faculty Report.....	Tuesday, January 3
START VU, New Student Registration.....	Friday, January 6
Late Registration .....	Friday, January 6
Classes begin 8 a.m. ....	Monday, January 9
Drop and Add .....	Monday-Friday, January 9-13
Martin Luther King Day (No classes - University closed) .....	Monday, January 16
Last day for students to withdraw from first 8-week courses without appropriate college dean's approval.....	Friday, February 10
Midterm Examinations .....	Monday-Friday, February 27-March 3
Midterm Break (No classes) .....	Monday-Sunday, March 6-10
Classes resume .....	Monday, March 13
Begin Advising and Registration for Fall and Summer.....	Monday, March 13
Last day for students to withdraw without appropriate college dean's approval.....	Friday, March 24
Graduation Application Deadline .....	Friday, March 24
Good Friday (No classes – University closed) .....	Friday, April 7
Last day for students to withdraw from second 8-week courses without appropriate college dean's approval.....	Friday, April 14
Last day for faculty to withdraw students for non-attendance.....	Friday, April 21
Commencement (Vincennes Campus) .....	Saturday, April 29
Final Examinations.....	Tuesday-Friday, May 2-5
Commencement (American Sign Language – Indianapolis).....	Thursday, May 4
Commencement (Aviation Technology Center – Indianapolis).....	Friday, May 5
Spring Semester ends after last final exam.....	Friday, May 5
Commencement (Jasper Campus) .....	Saturday, May 6
Last day of Faculty Contracts .....	Friday, May 12