

# STUDENT POLICIES

## Family Educational Rights and Privacy Act

### Notice of student rights

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

1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.* Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.* Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.*

### Directory Information

The following information may be made available to the public unless a student restricts its release by written notice. An Information Release Restriction Request form is available in the Office of the Registrar. Release restrictions are effective for one semester. Restriction notices must be filed each semester.

A. The following information may be published by the University: name, local address, telephone number, and University e-mail address, unless a release restriction is on file with the Office of the Registrar prior to the end of the second week of each fall semester.

B. When appropriate, the following information also may be made public by the University through printed programs, news releases of awards, etc.: date and place of birth, home address, marital status, majors and minors, degrees, awards received, dates of attendance, most recent educational institution attended, names of parents, participation in officially recognized activities or sports, weight and height of members of athletic teams, classification, enrollment status.

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

## **General Behavior of Students**

Students are expected to be familiar with the University's policies and procedures. The University is committed to establishing whatever policies are necessary to carry out its educational mission and processes. The University reserves the right to take disciplinary action with any student who violates the regulations of the University or the public laws. Procedures establishing due process disciplinary action have been established and are in effect. These procedures are outlined in the University of Southern Indiana Student Rights and Responsibilities published in this bulletin.

## **Falsification of Records**

Falsification of records and/or misrepresentation of facts on University forms and documents application forms, data sheets, ID cards, fee receipts – may result in disciplinary action and/or cancellation of registration.

## **Plagiarism**

Plagiarism is literary burglary. At its worst it involves an outright intent to deceive, to pass off another's work as a student's own. When someone borrows another writer's words, ideas, or sequence of ideas, the borrower must acknowledge the borrowing, with an attribution and in-text citation. The only exceptions are information in the public domain (ex. Columbus discovered America in 1492. Oranges grow on trees.) and opinions within anyone's range (ex. Hamlet is a great play). Failure to acknowledge another writer's work is plagiarism, and plagiarism is a crime. Some examples of plagiarism are: repeating another's work word for word; putting another's idea in someone's own words and claiming this information as original ideas by failing to identify the source in an in-text citation; or borrowing other facts, statistics, or illustrative material without giving such credit. Even the products of electronic and photographic media and art works must be credited.

The University considers plagiarism a form of academic dishonesty, and proof of plagiarism may subject a student or student organization to disciplinary action as outlined in the University of Southern Indiana Student Rights and Responsibilities.

## **Policy on Alcoholic Beverages and Illegal Drugs**

The University of Southern Indiana prohibits the illegal manufacture, possession, use, and/or distribution of drugs and alcohol by students, employees, and visitors on University-owned or leased property or as a part of any university "activity" as that term is defined by the University.

The University expects the cooperation and commitment of all students and employees in maintaining an environment free of illicit drugs and illegal use of alcohol. Students and other campus constituents are deemed to be adults responsible for their own behavior and are expected to obey the law and University rules regarding drugs and alcohol.

If campus policy is violated by a student, the events will be reviewed by the Office of the Dean of Students. The severity of a violation, the degree and circumstance of a student's involvement, and the student's conduct record and academic progress will be evaluated. Infractions will result in University sanctions such as suspension and/or expulsion from the University, suspension from housing, conduct probation, conduct warning, community service, and/or referral to a prescribed counseling program. Records of drug and alcohol violations are maintained for three years following the academic year of violation.

Campus policy on drug and alcohol abuse is monitored by the Substance Abuse Advisory Committee comprised of administrators, faculty, staff, and students who recommend policy changes as needed.

## **Explosives, Weapons, and Fireworks**

The President of the United States in October of 1970 signed into law a crime control bill which makes campus bombings a federal crime. The law allows "the full force of the FBI" to move in to investigate bombing attacks instead of waiting for a request from University authorities. The law also makes it a federal offense to transmit false bomb threats and restricts the sale and possession of explosives. Possession, use, or sale of explosives, fireworks, and firearms (or other lethal weapons) by a student on any University property is prohibited. A student who violates regulations regarding explosives, weapons, and fireworks is subject to disciplinary action by the University. This action may be taken in addition to any civil action.

## **Policy on Sales and Solicitations**

Sales and solicitations may be made by an officially-registered campus organization and only if they are for the general benefit of the University and/or the community. Permission must be granted by the dean of students. Approved applications for sales and solicitations events must be on file in the Office of Student Life. Application for approval for sales and solicitations events may be initiated with the event coordinator in the Student Life Office. Space in the University Center may be reserved by a registered student organization. The University Center may be used by registered student organizations for conducting campus-wide elections, distributing literature relating to student organizations, recruiting membership for student organizations and activities, sales, and solicitations.

## **Motor Vehicle Policy**

A student who drives a vehicle on campus must have a parking hang tag, to be displayed on the rearview mirror at all times the vehicle is parked on campus or in housing. Cars not displaying a tag will be assessed a \$5 fine.

Each student is issued one parking tag. It is a student's responsibility to transfer the tag among any vehicles driven on campus. Tags are not transferrable to other individuals. Unused tags should be returned to the Eagle Access Card Office (EACO) in the University Center.

If you drive a vehicle on campus you will be assessed a parking fee for each semester according to the number of hours in which you are enrolled: \$15 for eight or more hours; \$10 for four to seven hours; \$5 for one to three hours. This fee will be added to each semester's tuition bill. If you will not have a vehicle on campus, write "No Parking" on the bill and return it to the Cashier's Office. If you need a tag in the future, you may pay the fee at the Cashier's window on the lower level of the Orr Center and pick up the tag at the EACO.

**Commuter students** may park on campus at any time with a blue campus tag or a Golden Tower Apartments tag.

**Housing residents:** ONLY those vehicles displaying a housing hang tag will be allowed to park in designated housing spaces. All vehicles having no tag or a campus tag will be required to park in housing's visitor parking. Unauthorized parking will be ticketed. Students who live on campus and who park a vehicle in housing will be issued a color-coded housing hang tag identifying the area to park. Only those housing residents who live in McDonald East with a street address on University Court or Varsity Drive, Golden Tower Apartments, east side apartments, Newman Hall, and Governor's Hall will be allowed to park on campus between the hours of 7 a.m. and 2 p.m. Monday through Friday.

**Handicapped parking stickers** will continue to be honored in all University parking lots. If you display a disabled parking tab or license plate, also display the University hang tag.

**Lost or stolen parking tags** should be reported immediately to the Office of Safety and Security at 812/464-1845. There is a \$10 replacement fee for a lost tag.

## **Identification Card for Students**

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

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

A student who misuses and/or alters a student ID card, or who fails to present the card at the request of a University official, is subject to disciplinary action.

## NOTICE

All students entering the University for the first time and/or living in University housing must meet the immunization requirements of the University and Public Law 192 enacted by the 1993 Indiana General Assembly.

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

- two measles, one mumps, and one rubella (2 MMR vaccines acceptable; first MMR must be given *after 1967* and *not before first birthday*), or a physician's written statement of immunity to measles and mumps due to having had the infection;
- tetanus/diphtheria (Td booster) within past 10 years; tuberculin skin test (Mantoux only) prior to the start of the first semester at USI, within six months for American citizens and six weeks for international students; must be read within 48-72 hours of administration; need signature of doctor or nurse reading results.

For further information or for questions, contact the Student Wellness Office at 812/464-1807. The documentation must be mailed, delivered, or faxed to the USI Student Wellness Office **prior to the start of your first semester at USI**. The Student Wellness fax number is 812/464-1117.

## International Student Insurance

The University of Southern Indiana requires all international students to have health insurance. Minimum coverage should provide:

1. medical benefits of at least \$50,000 per accident or illness;
2. repatriation of remains in the amount of \$7,500
3. expenses associated with the medical evacuation of student to his or her home country in the amount of \$10,000; and
4. a deductible not to exceed \$500 per accident or illness.

An accompanying spouse or dependent also is required to be covered by insurance in the amounts above.

Any international student or accompanying spouse or dependent who willfully fails to maintain insurance coverage shall be deemed in violation of federal regulations.

If you have comparable insurance coverage, you must complete a waiver card, along with a photocopy of your insurance policy, as well as an English translation of the policy itself, and return all documentation to the International Student Services Office no later than the end of the first week of classes.

The University of Southern Indiana offers a premium-based health insurance program to those students, spouses, and dependents who cannot provide proof of health insurance by the deadline. Failure to submit documentation will result in an automatic charge to student's account for a student-only premium.