

Rose-Hulman Institute of Technology Student Handbook

Questions? Contact the Office of Student Affairs, and we will answer your question or send you to the appropriate resource.

Statement of non-discrimination

It is the policy of Rose-Hulman Institute of Technology to admit students based on their academic ability. Rose-Hulman Institute of Technology does not discriminate based on race, religion, sex, pregnancy, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The Higher Learning Commission

Rose-Hulman is accredited by the [Higher Learning Commission](#), Chicago, IL 60602-2504, 312-263-0456.

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Student Services

Student Affairs

Rose-Hulman dedicates itself to the total growth and development of each individual student. The Office of Student Affairs coordinates most of the non-academic aspects of Rose-Hulman student life. The Vice President for Student Affairs and Dean of Students has a highly dedicated, energetic and professional Student Affairs staff.

Many of the areas of responsibility in Student Affairs are administered through the central office located on the lower level of the Hulman Union Building. The Vice President for Student Affairs, the Associate Vice President and Dean of Student Affairs, the Associate Director of Residence Life, the Assistant Director of Residence Life, the Director of Disability Services, and the secretary have offices in the Office of Student Affairs in the Hulman Union.

The Student Affairs Office offers personal and academic counseling services, information concerning housing on and off campus, and general information on all aspects of student life. The Office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

The Associate Director of Residence Life and the Assistant Director of Residence Life maintain permanent residence on campus. Three graduate assistants reside on campus in each of the following halls: Apartments West, Deming, & Percopo.

Counseling

The RHIT Student Counseling Center is located on the upper level of the Hulman Union Building next to the Student Activities Office. The Student Counseling Center has been established to ensure that every student has the opportunity to benefit from academic and social life at Rose-Hulman. This is achieved by assisting students in the development of self-awareness and life skills necessary to overcome personal obstacles. The Student Counseling Center strives to be supportive and informed about the concerns of all students at Rose-Hulman, including international students, racial and ethnic minority students, students of all sexual orientations and gender identities, and students with disabilities.

The RHIT Student Counseling Center is staffed by the Director of Counseling Services, two Licensed Mental Health Counseling Associates, doctoral students from the Department of Psychology, and students pursuing a Master of Science degree in the Clinical Mental Health Counseling program at Indiana State University. Doctoral students have a master's degree related to psychology and are currently pursuing a psychology doctorate in clinical psychology. Supervision is provided to Student Counseling Center staff by licensed psychologists endorsed as a Health Services Provider in Psychology.

Counselors at the Student Counseling Center utilize goal-oriented counseling methods to assist students. The objective of the Student Counseling Center is to allow the student the opportunity to talk to a counselor about any concerns they are facing, explore related thoughts and feelings, identify personal strengths, and master new life skills they can use to optimize their academic experience at Rose-Hulman. Some students may meet only once or twice, others for a longer period of time. All sessions are

confidential and at no cost to the student. If it becomes evident in working with a student that further assessment or more in-depth counseling/medical assistance is needed, the Student Counseling Center staff can assist the student by referring them to the appropriate professional.

Group workshops offered by the Student Counseling Center focus on topics such as adjustment to college life, stress-management, and social/interpersonal skills. Additional group experiences can be developed and offered depending on the needs of students.

The Union and Student Activities Office

The Student Activities/Hulman Union Office, HMU 242 is located on the upper level of the Hulman Union Building. It houses the Director of Student Services, the Assistant Dean for Student Services, and the secretary. Student Union rooms may be scheduled with the staff members in this office. This office also oversees the scheduling and use of the White Chapel on Rose-Hulman's campus.

The Union/Student Activities office coordinates and promotes a wide variety of co-curricular events on and off-campus for students' education and enjoyment. In addition, the Union and Student Activities Office supports the 90-plus Rose-Hulman student organizations, works with Greek life, tracks community service completed by the Rose-Hulman community annually, and organizes the New Student Orientation program.

Health Services

The Institute maintains a medical office on campus, for the healthcare of the students. Services are available to all registered students. For complete office hours please visit the "[Health Services Website](#)".

Students may visit the Health Services Office free of charge. A medical form packet, sent to all new students, requests a thorough medical history and physical examination, required immunizations record, and TB Skin Test. These records are kept on file in the Health Services Office and must be completed prior to matriculation.

Many medications are furnished free of charge. Limited lab tests are available. Specialty drugs and X-ray examinations are not available on campus.

Policy for Medical Records

1. All students must have medical records and immunization records on file in the Health Services Office prior to matriculation.
2. All students must show proof of TB Skin Test or Chest X-ray for tuberculosis prior to matriculation.
3. All students who have not completed the above will be unable to register for classes the following quarter.

Financial Aid

There are many sources of financial assistance available to Rose-Hulman students, including scholarships, grants, loans, and work-study. A Rose-Hulman student may apply for aid prior to the beginning of any quarter. Most assistance, however, is assigned for an academic year. All financial aid

granted by Rose-Hulman is coordinated by the Office of Financial Aid, which is located in Hadley Hall. For work-study/work-opportunity positions, please see the Financial Aid website or visit the Financial Aid office.

If a student wishes to be considered for aid other than academic scholarships, a Free Application for Federal Student Aid (FAFSA) must accompany the request for aid. This form should be submitted to the federal processing center at least thirty days prior to the deadline for financial aid applications. This form, the FAFSA, is the only form that needs to be filed to be considered for all federal and state aid programs. Indiana residents' FAFSA must be sent to the federal processor before March 10 to be considered for Indiana Higher Education, Freedom of Choice Grant and 21st Century Scholarship.

All financial aid applications and FAFSAs are available in the Office of Financial Aid.

Student Financial Services

Student Financial Services is located in the Business Office in the A-Section of Moench Hall and is available to serve students in the areas of Organization Deposits and Billing. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Insurance Services

The Office of Insurance and Risk Management provides domestic and international students health insurance coverage, as well as insurance coverage while participating in school sponsored sports programs. Your first billing statement from the Student Financial Services Office will include a charge for fall quarter student health insurance. Each subsequent quarterly billing statement will include a similar charge unless you waive this coverage. If you have other health insurance and do not want this coverage, you must complete an electronic student insurance waiver by the applicable deadline. The electronic waiver is available online within Banner Web and located under the Student and Financial Aid menu. This waiver applies to the entire school year. International students cannot waive this coverage. Contact Susan Butts (812-877-8457 or via e-mail susan.e.butts@rose-hulman.edu) or [visit the insurance web page](#) if you have any questions.

Student Employment

The Office of Human Resources, located in Moench Hall, Room A-113 provides student payroll services for all students. If you hold a job at Rose-Hulman you will submit all hours worked electronically via the Banner Web. You will be paid an hourly wage whether you have been awarded federal work-study, Rose-Hulman work opportunity or paid through regular student wages. You will need to complete payroll paperwork prior to your first day of employment and return to Human Resources. Contact Brenda Jacks (812-877-8153 or e-mail jacks@rose-hulman.edu) if you have any questions related to your student employment.

International Student Services

The Director of International Student Services and Special Programs is located in the Student Affairs Office in Hulman Union. This office provides information and counseling to international students on

immigration and visa issues and other areas of concern. No appointment is necessary. The Director of International Student Services acts as an advocate for international students and welcomes the opportunity to work with everyone who chooses to study at Rose-Hulman.

Rose-Hulman is very proud of our international students, whose presence provides opportunities for US-based students to broaden their perspectives through exposure to different cultures. The number of international students on our campus varies each year, currently averaging 80 students from about 20 different countries.

The goal of ISA (International Student Association) is not only to gather the international students together, to know more about each other and different cultures, but also to invite US-based students to share the US culture as well. We hope to experience diversity by getting to know each other through campus involvement as well as social activities.

Through interaction with people different from ourselves, not only do we learn about different ways of life, but we also learn about ourselves and grow through understanding differences. We believe that engineers and scientists of the future will need 'cross-cultural' skills, that is, skills that will enable them to work and live productively in a variety of settings very different from the ones in which they feel most comfortable.

Office of Global Programs

The Office of Global Programs, located on the second floor of the John T. Myers building, offers assistance in global outreach for students and faculty. This office is the first step in the process to study abroad, find international internships and receive advice on travel as related to academics and work-related opportunities. This office works in conjunction with academic departments, the registrar, and career services to facilitate inbound and outbound students, faculty and staff. The Office of Global Programs serves to make the connections with like-minded universities to create viable exchanges of students and faculty.

Disability Services

Rose-Hulman is committed to working with students who have special needs or disabilities. Such students may be eligible to receive accommodations that provide equal access to learning, the living and learning environment, and college activities. After being admitted to RHIT, students must establish their eligibility for accommodations by notifying the Disability Services Coordinator, who is located in Student Affairs, of the disability and providing sufficient documentation. Students must provide as much documentation as possible about the disability and resulting substantial limitations. Documentation less than three years old by a psychiatrist, psychologist, medical doctor, school counselor, licensed clinical social worker, or other licensed health provider is acceptable.

Office of Public Safety

The Office of Public Safety, located on the east side of campus on U.S. 40 and on the east side of the Circle K Shell Service Center, provides a variety of integrated services to the Rose-Hulman community.

Student escort service, vehicle registration and traffic enforcement are included in the program. Additional duties of the staff consist of maintaining updates on potential development of adverse weather conditions (e.g., tornadoes), the alerting of community members to those situations, energy disruption, fire protection and control, security, and protection of life, property, and Institute assets in general. Vehicle registration is required by all students with vehicles on the campus.

Specific education, experience, and training are required of by the staff to provide a professional response to an emergency.

To report an emergency, dial 812-877-8590.

Rose-Hulman Student Complaint Procedure

Any student wishing to file a formal complaint concerning any aspect of the Institution can do so by submitting the complaint in written form (email is acceptable) to the [Dean of Students](#). The complaint must be signed by the complaining party or parties. The Dean of Students will refer the complaint to the appropriate vice president for consideration and/or action.

Students at Rose-Hulman Institute of Technology have the right to express concerns if they believe they have been treated unfairly, subjected to harassment, or been the victim of discrimination. Students can address these concerns through either an informal or formal process.

In most instances, complaints can be resolved through an informal process beginning with talking with the staff, faculty, or student with whom the issue originated. If discussing the matter with the individual does not resolve the situation, the student can contact the resources listed below to help achieve a solution.

Final Grade Appeals

Consult your academic advisor or [academic department](#) head for guidance.

Appeals of Academic Integrity Sanctions

Consult your advisor or [academic department](#) head for guidance.

Complaints Regarding Discrimination or Harassment

Contact [Kristen Loyd](#) (812-877-8484). Also visit the section in the Student Handbook for [Policies, Rules, and Regulations](#), where you will find a comprehensive list of definitions, policies, and procedures.

Appeals of Misconduct Recommendations and Actions

The procedure for appealing actions or recommendations stemming from academic or non-academic misconduct can be found in the [Student Handbook](#) online.

Grievances Related to Accommodations

Contact [Patty Eaton](#) (812-877-8040) in [Disability Services](#). More information can be found on the [Disability Services](#) website.

Allegations of Misconduct by Other Students

Contact the [Dean of Students](#) in the [Office of Student Affairs](#).

Other Complaints

For complaints that do not fall into the categories above, contact the [Dean of Students](#) in the [Office of Student Affairs](#).

If a solution cannot be achieved informally, or if the student is not satisfied with the solution, a formal complaint may be filed.

Formal Complaints and Grievances

A formal complaint must be submitted in writing/email, signed by the student (electronic signature is acceptable), and submitted to the [Dean of Student](#)'s attention in the Office of Student Affairs. The Dean of Students or designee will investigate the complaint, take appropriate action and respond to the student within 30 days. A record of the student complaint will be placed in the student's file and noted on the Student Complaint Log kept in the Office of Student Affairs. Complaints should be expressed as soon as possible after the event occurs; some procedures at Rose-Hulman have specific deadlines for filing grievances or complaints. In [Indiana](#), the statute of limitations is 2 years, so complaints filed after this time will not be considered.

Suggestions

Here are some tips that may help you in the process of resolving your complaint:

Whoever is investigating your complaint will want to hear all sides of the story before making a recommendation and may ask you to meet with the person against whom your complaint is directed.

Your confidentiality will be protected within reason, but officials of the Institute may require access to your educational record in order to help resolve the situation.

You have the right to retain legal counsel if you so choose. If you choose to utilize legal counsel, please understand that communication may need to go through Rose-Hulman's counsel.

Honesty

It is very important for you to be completely honest throughout the process of filing a complaint; knowingly furnishing false information to a committee, hearing board, or any Institute official is a violation of the [Student Code of Ethics](#).

Filing Complaints if Issues Cannot be Resolved Internally

If an issue cannot be resolved internally, you may file a complaint about Rose-Hulman Institute of Technology with your state by referring to the following list of [State Agencies](#) in compliance with U.S. Department of Education regulations. You may also contact our accrediting agencies, North Central Association of Colleges and Schools, Higher Learning Commission (complaints@hlcommission.org) or

the Accreditation Board for Engineering and Technology (comms@abet.org). If you are utilizing military Tuition Assistance, a My Career Advancement Account Scholarship, or a Military Spouse Career Advancement Account Scholarship, you may submit a Department of Defense Postsecondary Education Complaint (<https://afaems.langleys.af.mil/pecs/DoDPECS.aspx>).

These complaint processes are reviewed and updated annually when the Student Handbook is updated.

Academic Services

Academic Facilities

Moench Hall, Olin Hall, Olin Advanced Learning Center and the Mildred and Frederick Crapo Hall are open during the following hours for classes, studying, meetings, etc.:

- Monday through Friday 7:00 a.m. -11:00 p.m.
- Saturday 8:00 a.m. - 11:00 p.m.
- Sunday 9:00 a.m. - 11:00 p.m.

Rooms in these buildings may be reserved for club meetings, etc., by contacting the Registrar's Office and reserving a room for a specific time. Students have 24-hour access to the academic buildings with their student ID.

Learning Center

The Learning Center, located in the lower level of the Logan Library, offers academic assistance in the areas of chemistry, computer science, engineering, math, physics, and writing. English as a Second Language (ESL) tutors also lead conversation groups. Peer tutors - trained students supervised by professional staff and certified by the College Reading and Learning Association - work one-on-one with students. Professors encourage students to participate in study sessions held at the Learning Center or bring in writing assignments before they are submitted.

The Learning Center has something to offer every Rose-Hulman student:

- One-on-one peer tutoring
- Peer editing
- Quiet study areas
- Organized study groups
- Course files
- Study skills improvement
- Workshops/Review sessions
- Student Testing

The Learning Center is open Monday through Friday during the 2nd - 9th hours, Sunday through Thursday from 7:00 p.m. - 10:00 p.m., and is closed Saturday. For additional information call 812-877-8876 or [visit at the website](#).

Percopo Hall and Lakeside Hall, 1st floor, sophomore residences, are a partnership effort of the Learning Center and Office of Student Affairs. Both Percopo and Lakeside Hall, 1st floor, are designed to provide a seamless living and learning environment for sophomores through the use of Sophomore Resident Tutors and a graduate student. The Percopo Hall classroom is staffed by tutors Sunday through Thursday evenings from 8:00 p.m. - 11:00 p.m. Sophomore Resident Tutors are also available during their scheduled in-room office hours in Percopo and the Lakeside Hall.

Homework Hotline

The Rose-Hulman Homework Hotline, established in 1991, provides middle and high school students in Indiana with math and science homework help free of charge. Rose-Hulman students (freshman through seniors) are paid to serve as tutors for the program. The Homework Hotline phones are answered Sunday through Thursday in the evenings between 7:00 p.m. and 10:00 p.m. (EDT). Tutors have access to most state adopted math and science textbooks. Middle and high school students may call toll free 1-877-AskRose to receive math and science homework support, or students can submit homework questions and access reference materials from the [website](#). For additional information about the Homework Hotline or to inquire about employment opportunities, contact 812-877-8319 or Susan Smith Roads in the Learning Center.

Rose-Hulman Ventures

Rose-Hulman Ventures offers internships featuring hands-on projects in collaboration with companies where outcomes are both educational to students and value-added to companies. Located on the South Campus of Rose-Hulman, the program offers high-quality internships where students work on real technical problems defined by client companies with the benefit of flexible scheduling around class schedules. About 300 internships are offered each year to students of most majors and class standings.

Multidisciplinary teams of undergraduates are directed by full-time, Rose-Hulman Ventures project managers. Student interns are paid for their technical expertise while learning new skills, including design, prototyping and testing of new products or services. Interns work up to 10 hours per week during the academic year and 40 hours during the summer months. This unique experience makes students attractive to recruiters and more productive immediately after graduation. To apply for an internship, visit the RHV booth during a Career Fair or [visit the Rose-Hulman Ventures website](#).

Oakley Observatory

The Oakley Observatory, located on the east side of campus, is a teaching and research observatory available for use by Rose-Hulman students, faculty and staff. The observatory houses eight telescopes mounted on computer controlled mounts. The telescopes can be used with CCD cameras for recording detailed astronomical images or with eyepieces for direct visual observing. The Rose-Hulman Astronomical Society uses the observatory for recreational observing, public star parties, and open houses for groups such as scout troops or elementary school classes. The Physics Department offers an area minor in Astronomy, which requires laboratory and research work at the observatory. The Astronomy area minor is available to all Rose students. In addition to the campus observatory, Rose-Hulman owns and operates the Oakley Southern Sky Observatory in Australia. This observatory is also available for use by Rose students via the internet.

Enterprise Information Technology (EIT)

The Office of Enterprise Information Technology, includes Client Computer Services, Software Projects, Service Desk, and Systems Administration. The academic and administrative computing systems are located in EIT.

The Service Desk is the central point-of-contact for customers with computer, network or telecommunications-related questions and problems. The Service Desk may be contacted by calling 812-877-8989, sending an e-mail to servicedesk@rose-hulman.edu, or by visiting the Service Desk office on the lower level of Crapo Hall. Extensive information concerning services, systems, and software documentation is available from the [EIT web pages](#).

EIT is dependent on student employees to successfully support the Rose-Hulman community. Students are hired as staff assistants, laptop assistants, and clerks. In addition, the Service Desk will announce its intention to hire student workers via an e-mail to students.

The Service Desk offers two conference telephones to campus users for 24-hour checkout. Stop by the Service Desk to reserve or checkout one of these conference telephones.

Policy for Responsible Computer Use

All Rose-Hulman computing resources and facilities (computers and file servers, internet access, internal network access, printing services, public lab computers, etc.) are shared among all faculty, staff and students. Individual users are expected to ensure that their activity does not preempt or hinder another user's activity. Furthermore, all use must be responsible (ethical and legal), based on criteria outlined in "Policy for Responsible Use of Rose-Hulman Computing Facilities" that can be accessed on the EIT [website](#).

Intellectual Property Policy

The primary mission of Rose-Hulman Institute of Technology (RHIT) is to provide our students with the world's best undergraduate science, engineering, and mathematics education in an environment of individual attention and support. In support of this mission, RHIT encourages free and open discussion among faculty and students and requires the continued intellectual development of its faculty. Faculty are encouraged to publish books and learned articles, produce academic materials, and develop inventions and processes. Many of these materials and inventions will be the result of collaboration between several individuals and RHIT. A policy is necessary to define the ownership of this intellectual property. In defining ownership, this policy strives to provide an atmosphere in which individual incentive to produce innovative and valuable intellectual property is maximized. At the same time, the legitimate rights of all parties, including RHIT, are protected.

Definitions

The material set forth in the Intellectual Property Policy covers the ownership, distribution, and commercial development of technology developed by RHIT faculty, staff, and students and others participating in RHIT programs. The term "technology" as used in the document is broadly defined to include technical innovations, improvements, inventions, and discoveries, as well as writings and other information in various forms, including computer software.

The complete Intellectual Property Policy can be found at: <http://www.rose-hulman.edu/HR/Policies/RHIT%20Intellectual%20Property.pdf>

John A. Logan Library

The Logan Library provides quality resources, spacious study space, excellent service, convenient hours, and friendly, helpful staff to support Rose-Hulman's curriculum. We promote life-long learning to help you learn, share, and succeed.

The Logan Library provides access to high quality information resources.

- The library collections primarily focus on technical information supporting the engineering, science, and mathematics curricula. These collections include e-books, printed books, e-journals, printed journals, e-databases, classroom reserve materials, and a variety of newspapers, magazines, and casual reading materials for your reading pleasure.

The Logan Library provides access to spacious study space in an inviting, learning environment.

- The Logan Library is located in the heart of Rose-Hulman's campus. It provides an inviting, learning environment that includes open areas for both collaborative work and quiet study. There are research tables, conference rooms, private study rooms with whiteboards and flat screen TV monitors, and a café. Wi-Fi access, electrical outlets, and seating are plentiful. Copiers, printers, and the entire Emerging Digital Technologies Office are at your service.

The Logan Library provides excellent service.

- Information access: [Library Catalog](#), [Logan Library Databases A-Z](#), [Journal Finder](#)), course reserves, etc.
- Research assistance: [Library Research Guides](#), quick reference help, research help, library instruction, classroom instruction, etc.
- Library services: [About the Library](#), borrowing, [interlibrary loans](#), [policies](#), [study space](#), etc.

The Logan Library provides convenient hours of service.

- The [Logan Library online](http://www.rose-hulman.edu/Library/) (<http://www.rose-hulman.edu/Library/>) is always open!
- The physical library is open:

Sunday: 12:00 p.m. - 2:00 a.m.

Monday - Thursday: 7:45 a.m. - 2:00 a.m.

Friday: 7:45 a.m. - 5:00 p.m.

Saturday: 1:00 p.m. - 6:00 p.m.

Library hours will vary during the summer, academic breaks, and holidays.

- The Logan's Café is open:

Sunday: 5:00 p.m. - 12:00 a.m.

Monday - Thursday: 8:30 a.m. - 12:00 a.m.

Friday: 8:30 a.m. - 4:00 p.m.

Café hours will vary during the summer, academic breaks, and holidays.

The Logan Library has friendly, helpful staff. Library assistance is available in the library, via [email](#), telephone (812-877-8200, MS Lync, and [text \(812-669-3997\)](#)).

- Circulation/Reserves - 812-877-8366 ([Jan Jerrell](#))
- Interlibrary Loan - 812-877-8462 ([Amy Harshbarger](#))
- Reference - 812-877-8984 ([Ryan O. Weir](#))
- Library Director - 812-877-8697 ([Bernadette Ewen](#))

Emerging Digital Technologies Department (EDT)

The purpose of the EDT is to provide the Rose-Hulman community with multimedia production resources. These resources include presentation preparation, video and audio digitizing, video and audio format conversions, graphic and text scanning, and other technologies such as bulk CD, DVD, and USB duplication.

Housed on the main floor of the Logan Library, the EDT has the software, equipment, and consulting services to assist you. The EDT staff will be glad to discuss how to make your presentation sharper or how to edit video and images to convey the message that you want. The DRC will also assist you with customized packaging, menu creation and labels for your DVD/CD/USB projects.

Come by and visit to see how the EDT can help meet your multimedia needs or survey the EDT website to learn more.

The EDT is available whenever the Library is open (see Logan Library hours). For personal assistance, please contact [Alan Ward](#) (812-877-8265) to set up a meeting time.

Instructional Technology

The [Instructional Technology Office](#) is located in Moench Hall, Room DL204. Hours of operation are Monday-Friday, 8:00 a.m. - 5:00 p.m.

We support the collaboration of learning and communication technologies and ensure that appropriate technologies are available for use by our faculty, staff and students.

Equipment loans are available with a valid Rose-Hulman ID card. The following equipment may be checked out: video cameras, digital cameras, tripods, document cameras, televisions, LCD projectors, clickers with laser pointers, speaker systems, USB speakerphones, and easels.

Visit the Instructional Technology Office in DL204, or you may call for assistance via x8556.

Campus Services

Client Computer Services

Rose-Hulman hardware technicians are vendor-certified to provide warranty repairs on the Institute-selected laptop computers while the student is actively enrolled at the school. This laptop includes a four-year warranty with accidental damage protection (ADP). ADP provides warranty coverage for damage caused to the laptop from spills or drops that are accidental. If, for some reason, a student's laptop is lost, stolen or damaged in a manner that is not covered by ADP, the student must file an insurance claim with the Client Computer Services Manager to be eligible for replacement or repair service.

Client Computer Services makes every effort to repair a student's laptop computer within a three-hour period. However, if a repair takes longer than three hours or there are extenuating circumstances requiring the student to need a laptop sooner, a similar laptop may be available for temporary loan to the student. Once the repairs are complete, the student will be notified to return the loaner laptop and pick up their laptop computer.

Rose-Hulman recommends that students perform regular data backups and periodic cleaning to protect both the laptop and their data. The Client Computer Services staff is available to assist students with questions regarding laptop service.

The Service Desk (ext. 8989 or 812-877-8989) is the primary point of contact for all interactions with computer, network, telecommunication and laptop-related questions, including laptop repair services. The Client Computer Services Manager (ext. 8933 or 812-877-8933) is the point of contact for insurance claims, stolen laptop claims and upgrade questions. Business hours for the Service Desk and Client Computer Services are 8:00 a.m. to 5:00 p.m., Monday through Friday, except official Institute holidays.

Telephone Service

When calling on-campus, you may reach the Rose-Hulman switchboard by dialing zero (0). The hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

If the switchboard is busy or closed, please follow the automated attendant's directions.

Incoming Calls

During open hours, the switchboard can be reached from off-campus by dialing 812-877-1511 and then requesting the desired extension. If you wish to call an extension directly, dial the seven-digit phone number. *Note: Collect calls cannot be accepted through Residence Hall telephones.

On-Campus Calls

To place a call to another phone on-campus, dial the four-digit extension. *Note: Calls placed to Rose-Hulman Ventures are considered on-campus.

Local Calls

Dial the local number.

Toll-free Calls

Dial 1 + Toll-free number.

Long Distance Calls and International Calls

In order to make a long distance or international call from any campus telephone, you must provide your own calling card or pre-paid calling card. Follow the instructions on your specific card. Your calling card must have a toll-free access number in order to work. Calling cards cannot be billed to Residence Hall telephone numbers.

Directory Assistance

Directory assistance calls are considered long distance calls, and you will be required to use your own calling card or pre-paid calling card. Your calling card must have a toll-free access number in order to work. These calls cannot be billed to Residence Hall telephone numbers.

Enhanced 911 Services

Rose-Hulman provides enhanced 911 services to all users of the campus telephone system. This service enables the campus telephone system to interact with a public 911 database maintained by EIT. When a 911 call is placed from any campus telephone, the 10-digit number is sent with the call to the Vigo County 911 Dispatch Center and compared to the location database. This service allows the Vigo County 911 Dispatch Center to pinpoint your location for the responding agency.

Please do not hang up on the 911 operator if you have dialed by mistake; simply explain to the operator there is not an emergency. This will save the Vigo County 911 Dispatch Operators from having to call you back or dispatch an officer.

Voice-Activated Attendant

The voice-activated attendant may be reached by dialing ext. 6000 on-campus or 812-872-6000 from off-campus. After the voice-activated attendant answers, clearly state the name of the person or department that you would like to reach and it will transfer you to their extension.

For telephone repairs, voice mail issues or questions contact the EIT Service Desk (ext. 8989 or 812-877-8989)

Career Services and Employer Relations

The Office of Career Services provides a number of services and resources to help prepare students to start their careers after college. Information regarding internship, co-op, part-time and full-time job opportunities is maintained in this office. Services provided include:

- One-on-One Job Search Assistance (resume, cover letter, interviewing, and networking)
- Peer Advisors

- Online job posting system
- On-campus interviews and information sessions
- Career and Graduate School Fairs
- Company Networking Contacts
- Career Counseling
- Free Phone and Fax Services
- Professional Skills Workshops

The office is located on the second level of the Hulman Union.

Graduate School Placement

For graduate school placement information, students are directed to their faculty advisor, department chairman, or the Director of Graduate Studies. Contact these staff members in the spring quarter of the junior year to be properly prepared. Dr. Azad Siahmakoun is the Associate Dean of Faculty in charge of Research and Graduate Studies. GRE, GMAT and LSAT information can be obtained from the Career Services Office. For information about Rose-Hulman's graduate programs, contact the appropriate academic department or Jared Goulding, Associate Director for Graduate and International Recruitment.

Identification Cards

All students are required to carry the Rose-Hulman identification card. When requested by public safety officers or other college officials, students must present this I.D. card. The I.D. card must be presented to write a check at the bookstore. If a student loses an I.D. card, he/she should report it to the Office of Student Affairs. Replacement I.D.s will be made at a cost of \$10.00 at the Office of Student Affairs in the Hulman Union.

Lost and Found

A lost and found service is maintained by the Alpha Phi Omega service fraternity, Tau Lambda chapter. If you lose or find any items, please check the [website](#), email saa@apo.rose-hulman.edu or stop by the Lost and Found on the lower level of Percopo Hall.

Religious Activities

Many religious organizations sponsor youth groups on the Rose-Hulman campus and in the Terre Haute community. These groups welcome your participation. For further information, students should contact the Student Activities Office.

Intervarsity Christian Fellowship (IVCF) is a national college ministry with a student-led chapter at Rose-Hulman. This organization unifies students who are seeking spiritual truth, regardless of their religious background, helping them to grow in love for God and the people surrounding them. Small group Bible studies meet weekly in each residence hall on campus, where students delve in the Bible learning and sharing together to build relationships and grow in faith. The entire chapter meets weekly on Thursdays at 7 p.m. in the Kahn Room for a time of fellowship, teaching, prayer and worship. Service projects, training sessions, and national and regional conferences also contribute to the chapter's dynamic atmosphere

where students grow in relationship with Jesus Christ and other Christian students. [Visit our website](#) for more information.

St. Joseph's is a Catholic parish located in Terre Haute within the [Archdiocese of Indianapolis](#). Besides providing spiritual support for the many families of the parish, St. Joseph's is also home to a campus ministry, which serves the Catholic students of both [Indiana State University](#) and Rose-Hulman Institute of Technology. St. Joseph's provides Mass in the White Chapel, located on the Rose-Hulman campus, monthly. For more information, [visit the St. Joseph's website](#).

United Campus Ministries (UCM) hosts a variety of activities at Rose-Hulman, including seminars, open discussions, and occasional worship services at White Chapel. UCM also hosts activities at its center and on the campuses of Indiana State University, and Saint Mary-of-the-Woods College, all of which are open to Rose-Hulman students. For more information, [visit the UCM website](#).

Campus Lakes

Swimming and fishing are permitted in the lakes on campus. However, you should never swim alone or go into deep water unless you are a good swimmer. The larger lake has depths of up to 15 feet and is fed by several cold water springs in the west end of the lake. As a safety precaution, no one is allowed in the lakes after dusk or before daylight. Skating during the winter season is permitted on the large or small lake but only after notification that the lakes are safe. The Office of Environmental Health and Safety will monitor the ice thickness on a daily basis during winter months (December - March); once the ice has reached an acceptable thickness, the campus community will be notified via e-mail that it is safe to participate in ice related winter activities. Tossing a person into the lake ("laking") against the person's will or mass lakings are not permitted. Absolutely no horseplay is permitted in or around the lake areas. Swimming is at your own risk. No lifeguards are on duty.

Firearms and Other Dangerous Instruments

The transfer, use, or possession of explosives, fireworks, firearms, dangerous chemicals, or any lethal weapon on Institute property under any circumstances except as part of an Institute-authorized activity, instructional session, event or duty is prohibited. This includes specifically residence halls and Greek housing units.

Smoking Policy

The Institute is dedicated to providing a healthy, comfortable, and productive environment for students, faculty, and staff. The Institute also recognizes the health hazards associated with using smokeless and smoking tobacco products, and the adverse effects of exposure to secondhand smoke by nonsmokers. To provide a healthful campus environment, the Institute prohibits smoking in all common areas, and designated smoke-free buildings and vehicles. Smokers must stay 30 feet from the entrance of all campus buildings. The goal of the Institute is to move toward a smoke-free campus.

Reserve Officer Training Corps (ROTC)

Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) AFROTC is a nationwide program that allows students to pursue commissions (become officers) in the United States Air Force (USAF) while simultaneously attending college. AFROTC classes are held on college campuses throughout the United States and Puerto Rico; students can register through normal course registration processes. AFROTC consists of four years of Aerospace Studies classes (Foundations of the USAF, Evolution of USAF and Space Power, Air Force Leadership Studies, and National Security Affairs/Preparation for Active Duty), and a corresponding Leadership Laboratory for each year (where students apply leadership skills, demonstrate command and effective communication, develop physical fitness, and practice military customs and courtesies). College students enrolled in the AFROTC program (known as "cadets") who successfully complete both AFROTC training and college degree requirements will graduate and simultaneously commission as Second Lieutenants in the Active Duty Air Force. The AFROTC program is currently offered at Indiana State University (Detachment 218), but they have a crosstown agreement with Rose-Hulman Institute of Technology that allows our students to enroll in AFROTC and become full-fledged cadet participants. For more information on AFROTC course descriptions, please review

<http://www.rose-hulman.edu/course-catalog.aspx>

For more information on the AFROTC program, please review <http://www.indstate.edu/afrotc/>

Phone: 812-237-2657 or e-mail afrotc@indstate.edu.

Army ROTC

The RHIT Army Reserve Officer Training Corps (ROTC) program provides leadership training for students at Rose-Hulman and helps train officers for the U.S. Army, U.S. Army Reserve, and U.S. Army National Guard. Army ROTC enhances a student's education and provides unique educational opportunities by combining leadership and management theory with actual hands-on experience. Army ROTC helps the student to develop self-discipline, physical stamina, and poise - the qualities basic to success in any career.

Army ROTC is an elective course, which can lead to a commission in the United States Army. Army ROTC is a program that can enhance education by providing unique leadership training, skills, and management experience. It helps develop the qualities necessary for success in either a military or a civilian career. Students can earn a college degree and an Army Officer's commission at the same time.

Students may enroll in the Freshman and Sophomore level courses without any type of service commitment, and admission to upper division courses is contingent on obligation to military service. Numerous scholarship opportunities exist for both the active and reserve components of the Army for those who qualify.

More information can be found at <http://armyrotc.com/edu/rosehulmantech/index.htm>.

Administrative Services

Mail Services

Incoming Mail

All incoming U.S. mail, Federal Express, DHL and UPS packages are processed and distributed to the individual mailboxes in the Mail Distribution Center (MDC) located in Moench Hall (Rm. EL-106)

Hours are Monday through Friday, 10:00 a.m. - 4:30 p.m.

Package receipt notification occurs via e-mail. Students will need to present their "Rose" ID to be scanned for receipt of their package at the customer window in the Mail Distribution Center, Room EL-106.

Campus Mail

All campus mail is deposited in the campus mail slot provided at the Mail Distribution Center in Moench Hall for distribution to individual mailboxes. Only Institute mail can be distributed through the campus mail system and authorized campus groups and organizations. All campus mail items must conform to the size requirements of the student mailboxes. Please contact Mail Distribution at ext. 8490, if your campus mail item(s) require special attention.

Outgoing Mail

You will find U.S. mail drop-boxes located near the student commons area in Moench Hall and in the basement of the Hulman Union building near the Bookstore. The drop-boxes should only be used for stamped mail.

Pickup time is Monday through Friday 4:00 p.m.

Stamps and Package Services

Stamps may be purchased at the Bookstore in the Hulman Union Building or at the Mail and Copy Center in the Facilities and Administrative Services Building.

FedEx and United States Postal Services are the Institute's contract package service providers and should be used for your outbound package services. Package supply counters are located outside the Mail Distribution Center in Moench Hall and the Bookstore in the Hulman Union building. Please bring your completed Shipping Form and package to the Mail & Copy Center located in the Facilities building. Drop-off deadline is 3:00 p.m. Monday-Friday. There is no package pickup service on Saturday or Sunday.

Special Mail Service

Priority, Express Mail, Certified Mail, Registered Mail, Insured Mail and Certificates of Mailing are available through the Mail and Copy Center located in the Facilities building.

Fax Service

Fax service is available for student use at the Bookstore in the Hulman Union Building. The cost is \$1.00 per page for a U.S. fax and \$1.50 for an international fax. The Bookstore fax number is 812-877-8937.

Address

Your address must include your campus mail number and should appear on all correspondence and packages in the following format:

Example:

YOUR COMPLETE NAME AND CAMPUS MAIL NUMBER
ROSE-HULMAN INSTITUTE OF TECHNOLOGY
5500 WABASH AVE
TERRE HAUTE, IN 47803-3920

Campus Mail Distribution Policy

Reason for policy

To describe the policies related to the use of the Rose-Hulman Institute of Technology (RHIT) Campus Mail System. The services provided by RHIT Mail Services are governed by the United States Postal Service Express Statutes, the laws and regulations of the State of Indiana, where applicable.

Policy

The campus mail system shall be established and operated in conformance with United States Postal Regulations, as administered by the Manager of the Mail Processing Center (MPC) and the Manager of the Mail Distribution Center (MDC) in the Office of Administrative Services. Stamped and metered mail will be handled in accordance with standard procedures for such mail posting and carriage. Postage-free use of the intra-campus mail system is permitted in a manner consistent with the specifications of the U.S. Postal Service (under Title 39, Sec 320.4 Private Express Statutes) and the Manager of the Mail Distribution Center.

The Institute must apply reasonable access restrictions to the use of Campus Mailboxes in order to protect the rights, such as the privacy and security of mail, of RHIT community members. These restrictions are administered by the Manager of the Mail Distribution Center in the Office of Administrative Services.

Students, faculty or staff may use the intra-campus mail system on an unstamped basis for non-bulk personal correspondence only if such correspondence concerns academic or administrative Institute programs or operations. The Institute mail system may be used by students, faculty and staff on a bulk basis only in their capacity as member or representatives of officially recognized organizations, groups, academic and administrative units of the Institute.

Institute Academic and Administrative units may distribute written material which substantially relates to the programs or operations of the unit. Mailings must be authorized by the dean, vice president, budget manager, director, academic chairperson or department head having direct responsibility for oversight of the unit. The name of the department or unit and its campus mailbox number, Institute address, and the name and complete address of the intended recipient, must appear on the envelope. Advance arrangements for bulk mailings must be made with the Manager of the Mail Processing Center.

Officially recognized Institute organizations and groups established by Institute procedures may distribute written material which substantially relates to the programs or operations of the organization or group. Mailings must be authorized by an appropriate officer of such organization or group. The name of the organization or group and its campus mailbox number and its address, and the name and complete address of the intended recipient, must appear on the envelope. Advance arrangements for bulk mailings must be made with the Manager of the Mail Processing Center. Students, faculty or staff may not serve as a conduit for mail for outside organizations or individuals unless the entirety of the material relates to the official business of the Institute.

Organizations or groups without official Institute recognition or affiliation are generally prohibited from using the intra-campus mail system on an unstamped basis. In consultation with the Manager of the Mail Processing Center, the Director of Administrative Services may authorize use of the campus mail system for stamped or metered mailings, if the unaffiliated group or organization is not-for-profit; there is no direct or indirect financial or other valuable consideration being extended or provided in consideration for the privilege; the use is determined to be consistent with the mission, purpose, and goals of the Institute in the reasonable discretion of the Director of Administrative Services; such use is not otherwise prohibited by law. Approved mailings must contain the name of the organization or group and its address, and name and complete address of the intended recipient. Advance arrangements for bulk mailings must be made with the Manager of the Mail Processing Center.

Use of the Rose-Hulman Institute of Technology Permit 174, is regulated by the U.S. Postal Service. Failure to follow USPS regulations could result in the revocation of the Institute's nonprofit mail permit. ONLY the Mail Processing Center (MPC) is authorized to affix nonprofit bulk mail postage, and it is the responsibility of the Rose-Hulman Institute of Technology's Mail Processing Center Manager or other MPC staff to certify that the mailings meet the standards required by the regulation.

To assure compliance with USPS regulations, the Mail Processing Center is authorized to review all bulk mailings for compliance with the USPS standards prior to affixing postage. Materials should be submitted for review by the MPC prior to being printed or otherwise duplicated for mailing. Materials that do not meet the standards will not be mailed at the bulk rate. The sender will be responsible for any additional cost associated with non-compliance issues.

Mail and packages related to a business owned or operated by students, faculty or staff, CANNOT be addressed to the RHIT mailing address. All such non-institute business mail and packages will be returned to the sender without notification to the addressee. The Manager of the Mail Distribution Center, or appointed designee, may open any mail or package arriving on campus in order to determine ownership and/or to guarantee compliance of the Institute's and USPS policies, when deemed necessary.

The RHIT mailing address is intended for use by students, faculty or staff to support the educational purpose of the Institute and not for proprietary purposes of any individual assigned a RHIT campus mail address.

Printing Services

The Mail and Copy Center serves all students, faculty and staff, and is located in the Facilities building. The following services are available:

Black and white copying, color copying, transparencies, offset printing, stapling, laminating, collating, booklet making, and spiral binding. Contact the Print Shop for more information (ext. 8355).

Hours are Monday through Friday 8:00 a.m. - 4:30 p.m.

Additional Information

Please check out the Administrative Services website for more additional information on these and other services.

Hulman Union

Hulman Memorial Union

[The Hulman Memorial Union](#) is the hub of student life. It houses many of the services students use on a daily basis including the [Union & Student Activities Office](#), [Dining Services & the Vonderschmitt Dining Room](#), [the Office of Student Affairs](#), [the Bookstore](#), [Career Services](#), [Counseling Services](#), [Health Services](#), and [the Worx](#). As well, the Union hosts a variety of [meeting spaces](#) for faculty, staff, and students.

Smoking is prohibited in the Hulman Union. The Hulman Union opens at 7:00 a.m. and closes at 11 p.m. when classes are in session.

[Union & Student Activities Office](#)

The Union and Student Activities Office provides services and resources for the 90+ student organizations Rose-Hulman has to offer. The organizations offered include governance groups (Student Government Association (SGA), Residence Hall Association (RHA), professional and technical societies, performing arts groups, recreation and sports clubs, Greek letter organizations, the student newspaper (The Thorn), the radio station (WMHD), and a number of special interest groups. Approximately 85% of the student body is a member of one or more student organizations. Find a [complete list of student organizations](#) here. If Rose-Hulman does not offer the student organization that you are looking for, you can create your own.

To begin this process contact the Student Activities Office. The Union and Student Activities Office also tracks community service.

[Dining services](#)

All residence hall students must take their meals in the Vonderschmitt Dining Room in the Hulman Union. First quarter freshmen are required to take the 18 meal plan. After first quarter, all freshman students have the option of purchasing the 18 or 12 meal plan. Sophomores may choose from the 18, 12 or the 8plus meal plans, while Juniors and Seniors may choose from the 18, 12, 8plus or 110/100 meal plans. Students who reside in the Apartment Style Hall may choose from any of the traditional residential meal plans or the two meal plans designed for that hall (the 65/75 and the 80 meal plans). Only seniors may be exempt from having a meal plan while residing on-campus. For a full description of the meal plan options review the dining service web page please [click here](#) or you may e-mail meal plan questions to dining@rose-hulman.edu. Students should check with the Associate Vice President and Dean of Student Affairs if they are interested in changing meal plans or finding out current meal plan costs.

[The Office of Student Affairs](#)

The Office of Student Affairs coordinates most of the non-academic aspects of Rose-Hulman student life. This office is your connection to residence hall life, dining services, disability services, commencement, and much, much more! We are conveniently located on the lower level of Hulman Union (HMU 147 - HMU 158).

Bookstore

The Rose-Hulman Bookstore is located in the lower level of the Hulman Union Building. The Bookstore has a complete selection of course books, school supplies, computer supplies, imprinted sportswear, gift items and much more. It provides services for the campus such as check cashing, special orders, gift cards and postage stamps. The [Bookstore](#) strives to provide quality services and products at reasonable prices.

The hours are:

- Monday through Friday: 8 a.m. - 4:30 p.m.
- Saturday: 11 a.m. - 3 p.m.
- Sunday: Closed

The Bookstore is not open Saturdays during the summer or during academic breaks.

Career Services

The Rose-Hulman Career Services Office is dedicated to helping students prepare for a career and/or graduate school. Students are encouraged to begin the career advising process during their freshman year to learn how to network with prospective employers, find fruitful internships, and be ready to hit the ground running upon graduation. The Career Services Office is located on the second floor of the Hulman Union Building (HMU 279).

Counseling Services

Rose-Hulman's Counseling Services Office provides individual counseling services to students faced with a broad range of issues, including but not limited to academic stress, homesickness, relationships, family difficulties and career concerns. Counseling services are confidential and are free to all students and seek to enhance students' ability to fully benefit from academic and social life at Rose-Hulman. The Counseling Services office is located on the upper level of the Hulman Union.

Health Services

The Health Services Office provides medical care free-of-charge to all registered students at Rose-Hulman. The office is open daily during the school year, except for scheduled student breaks. The mission of the Health Services Office is to provide the best possible health care to students, which will allow them to perform to the best of their ability, both mentally and physically. The Health Services Office is located on the lower level of the Hulman Union (HMU 135).

The Worx

Need a snack in between classes? Miss dinner in the dining hall? Just want to relax? Stop by the Worx and enjoy Noble Roman's pizza and breadsticks or Jump Asian Express for pacific rim cuisine! The Worx is located on the lower level of the Hulman Union.

Hatfield Hall

Hatfield Hall is located on the east side of the front entrance to campus. The building houses the Alumni Center, the Office of Institutional Advancement, the Office of Communications and Marketing and a 602-seat Performing Arts auditorium. The auditorium is a multipurpose facility, which supports the cultural and academic life at Rose-Hulman. Hatfield Hall provides rehearsal and performance space to recognized student performing arts groups (band, string ensemble, chorus and drama) and the Performing Arts Series. The facility also supports presentations by Rose-Hulman academic and administrative departments. Behind the stage are facilities that support student drama and music. This includes a scene shop, dressing and practice rooms, storage areas, as well as a green room. This state-of-the-art facility is made possible by a gift from Michael and Deborah Hatfield. Michael is a Rose-Hulman alumnus who graduated in 1984. The building is named in honor of his parents, Larry and Pat Hatfield.

Facilities Operations

Rose-Hulman's Facilities Operations is committed to providing our students, faculty and staff with the highest-quality facilities so each department can reach its goals. Located on the east edge of the Myers parking lot, we provide professional planning, design, construction, operation, repair and service to all buildings and grounds on campus. You may reach us during regular business hours of Monday - Friday 8:00 a.m. - 5:00 p.m. If you have an emergency request outside of normal business hours, call the Office of Public Safety at 812-877-8590.

Students needing to submit a work request for their residential area or room should contact their Resident Assistant, Erik Hayes or Tom Miller and they will determine if the request should be serviced by the Residential Maintenance Staff or Facilities Operations. They will then submit the request to the appropriate department.

Environmental Health & Safety

The Office of Environmental Health & Safety is responsible for all campus environmental, health, safety compliance activities as well as campus emergency preparedness. The Rose-Hulman campus community can receive text, email, and/or phone notifications in the event of a campus emergency. To receive these notifications visit the EH&S Campus Alerting page. Contact Jacob Campbell at x8124 or jacob.campbell@rose-hulman.edu with any questions.

Campus Alerting

The Rose-Hulman campus community can receive notifications via text, e-mail, or phone in the event of a campus emergency. To receive these notifications, sign-up [here](#). Contact Environmental Health and Safety (812-877-8124 or Jacob.campbell@rose-hulman.edu) if you have any questions.

For more information, please [visit](#) online.

Recycling

Facilities Operations encourages our students, faculty, and staff to recycle on a regular basis. Recycle containers are provided in classrooms, offices, commons areas, and residence halls and the Recycle Center. We recycle paper, cardboard, aluminum, grocery bags (such as Kroger and Walmart), plastics (#1 - #7), and e-scrap. We cannot accept glass, styrofoam, aerosol cans, or wax-lined food containers.

For those living off campus or in on-campus Greek housing, recyclables can be dropped off at the Rose-Hulman Recycle Center located just beyond the Facilities Operations building. More detailed information about our recycling program can be found under Environmental Health & Safety on the Facilities web page or at the link below:

<http://www.rose-hulman.edu/offices-and-services/facilities-operations/environmental-health-safety/recycling.aspx>

Other organizations in the Wabash Valley that offer recycling options include:

- Midwest Fiber - All grades of paper 812-460-1003
- Northside Recycling - Aluminum and Metals 812-234-7722
- Clay-Owen-Vigo Solid Waste District - Various materials 800-387-3380
- [ISU Recycling Center](#) - Paper, plastics, glass, cardboard and others 812-237-8197
- [Goodwill Industries](#) - Various materials 812-235-1827
- [Goodman & Wolfe](#) - Metals, appliances and others 812-232-1251

If you have any questions concerning Rose-Hulman Institute of Technology's Recycling Program, please contact Facilities Operations at 812-877-8425.

Vehicle Rental Services

Please browse the Vehicle Rental portion of the Facilities Operations Home Page if you are interested in reserving a vehicle. To view vehicle specifications, visit the Vehicles Page. If you would like to request a vehicle, submit the Vehicle Request Form. Requesting a vehicle for a particular day does not assure your reservation. Please look for a confirmation e-mail. Rose-Hulman vehicles may be used only for school-related activities. Only Rose-Hulman Faculty, Staff and Authorized Representatives of RHIT organizations may request vehicles. Drivers must be authorized by the school.

To check that you or your designated driver is authorized, visit the Authorized User's Page. If you or your designated driver is not listed as an Authorized Operator, please contact Susan Butts, Manager of Insurance and Risk Management, in Administrative Services for assistance. Susan can be reached at 812-877-8457.

Again, please note that submission of a request does not guarantee a reservation. Vehicles are scheduled on a first come, first served basis and will be confirmed with a confirmation e-mail. If you need additional assistance, please call Susan Reynolds at 812-877-8233.

Student competition clubs wanting to submit a vehicle request should do so through your advisor. Student groups requesting an event setup should use the following link: <http://iservicedesk.rose-hulman.edu/>, then select event from menu on left.

Sustainability Team

The mission of the Rose-Hulman Institute of Technology Sustainability Team is to reduce, to the extent technologically and economically feasible, the environmental impacts associated with the operations of the Institute. In conjunction with Facilities, various environmentally friendly and energy conservation initiatives have been implemented. Some examples of these projects include the installation of occupancy sensors in restrooms, classrooms, and labs, re-lamping with compact fluorescents and T8 bulbs, nighttime temperature setbacks in the academic buildings, and the installation of high efficiency condensing hot water boilers. The Sustainability Team also hosts informational and awareness events for the campus community.

President's Climate Commitment

On July 16, 2007, President Gerald Jakubowski signed the American Colleges and Universities President's Climate Commitment. Rose-Hulman has since committed to build all future construction according to LEED Silver certification standards, developed a policy to purchase only energy star appliances, completed annual greenhouse gas emission inventories, and submitted our climate action plan as a part of this commitment. This action plan details steps Rose-Hulman will take to reduce the carbon footprint of their campus.

Athletics and Recreational Facilities

The Mission of the Rose-Hulman Department of Athletics

The Rose-Hulman Department of Athletics, as part of an Institute committed to undergraduate engineering and science excellence, commits itself to the comprehensive development of the student. The interdependence of physical, emotional, moral, and intellectual aspects of personal growth requires both simultaneous and balanced focus. This objective does not imply that each facet of an individual's growth is of equal importance. It does require that Rose-Hulman provide the necessary encouragement and facilities for each person to develop according to his or her own interests and abilities, whether at the recreational, intercollegiate, intramural, or instructional level. In addition to physical development, the Rose-Hulman Department of Athletics promotes the principles of character development within the framework of an abiding and broadened commitment to community.

For updated schedules of activities involving SRC facilities, visit the [SRC website](#).

Men's Athletic Program

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Football	Indoor Track & Field	Golf
Soccer	Swimming & Diving	Tennis
Cheerleading	Cheerleading	Track and Field

Women's Athletic Programs

FALL	WINTER	SPRING
Cheerleading	Basketball	Softball
Cross Country	Cheerleading	Track and Field
Golf	Indoor Track & Field	
Soccer	Swimming & Diving	
Tennis		
Volleyball		

Heartland Collegiate Athletic Conference

Member Schools:

Rose-Hulman Institute of Technology, Terre Haute, IN
Anderson University, Anderson, IN
Bluffton University, Bluffton, OH
Defiance College, Defiance, OH
Earlham College, Richmond, IN
Franklin College, Franklin, IN
Hanover College, Hanover, IN
Manchester University, North Manchester, IN
Mount St. Joseph University, Cincinnati, OH
Transylvania University, Lexington, KY

Philosophy of the Sports and Recreation Center

The purpose of the Rose-Hulman Sports and Recreation Center (SRC) is to provide recreational, lifetime, and competitive sports activities as well as a convocation center for special events for Rose-Hulman Institute of Technology students, active and retired faculty and staff, Board Trustees, and alumni, as well as to enhance the sense of community on campus. The SRC has been designed for the students of Rose-Hulman to be the primary users, especially for leisure times, out-of-class activities, and athletic competition. The SRC staff will develop an atmosphere that promotes healthy interaction between various groups using the facility. Numerous sports-related programs will be developed for campus wide intramural activities, lifetime sports, clinics and workshops. The SRC will provide a comfortable atmosphere and serve as the host site for all indoor varsity sports and tournaments. Other constituent groups and programs may be hosted as long as the philosophy and purpose of the SRC or Rose-Hulman are not violated at any time.

Sports and Recreation Center Policies

Eligible Users

1. Registered Rose-Hulman Students
 2. Current Faculty, Staff, Board Trustees and spouses
 3. Retired faculty, staff and spouses
 4. Alumni and spouses
 5. RHIT Temporary Employees
 6. RHIT Temporary Employees under the age of 18
 7. Wabash Valley Board of Associates and spouses
 8. Current Full Time Bon Appetit employees
 9. Dependents of Faculty, Staff, Alumni, RHIT Board of Trustees 18 years of age or older.
- Eligible users are permitted to bring up to two guests unless otherwise approved by the Facility Director.
 - A spouse or dependent children over the age of 18 are permitted to use the recreation facilities without the direct supervision of the eligible user.
 - Dependents under the age of 18 must be accompanied by an eligible user at all times, unless they are current employees at RHIT.

- Dependent children are defined as unmarried, natural or legally adopted children who are declared as dependents on the eligible employee's Federal Income Tax Return. Other family members are welcome but must be accompanied by the eligible user at all times.
- Family members of current Bon Appetit employees and Wabash Valley board of Associates must be accompanied by an eligible user at all times.
- All non-family guests must be accompanied by the eligible user at all times.

Process for Admission

Registered Student, Faculty or Staff

1. Present RHIT valid ID card
2. Register Code

Alumni, Wabash Valley Board of Associates, Bon Appetit employee, spouse, dependent 18 years of age or older

1. Go to Human Resources (Moench A 113) between 9 a.m. and 5 p.m. Monday through Friday and complete User Information and Wavier Form.
2. Bring completed form signed by Human Resources to SRC
3. Register Code

Family Members of Rose-Hulman students, faculty, staff, Board of Trustees and alumni

1. Family members are defined as a spouse and dependent children age 18 and under, except in the case of a full-time college student taking a minimum of 12 college credit hours and extended family members.
2. The family members of faculty, staff, Board Trustees and alumni have the privilege of using the facility. However, the host must present a valid Rose-Hulman I.D. upon entering the facility. Identification cards can be obtained through the Student Affairs Office.
3. Children under the age of 18 are not permitted to use the facility unless under the direct supervision of a Rose-Hulman host 18 years of age or older. There will be no exceptions.
4. Hours for family use of the SRC are the same as regular users.

Guests

1. Guests are allowed to use the SRC when accompanied by an eligible user (host). An eligible host is one of the following:
 1. Active Faculty/Staff and Spouse/Dependents 18 years of age and older
 2. Retired Faculty/Staff and Spouse/Dependent 18 years of age and older
 3. Full-Time Rose-Hulman Student
 4. Board of Trustees and Spouse
2. A guest is defined as an individual who is not a student, faculty, staff, Board Trustee, or alumnus of Rose-Hulman Institute of Technology. All guests are the responsibility of their Rose-Hulman host at all times. Guests must be accompanied by their host at all times within the facility. A host can bring a maximum of two guests upon each visit, unless previous authorization has been approved.
3. All guests must register at the front desk of the SRC upon entering the building. Use of the facility is not permitted until this is done. Violations will result in immediate removal from the facility.
4. The host must present a valid I.D. upon registering at the front desk.
5. Guests may not check out equipment. Equipment used by guests is the responsibility of the host.

6. The Facility Director may set daily limits on the number of guests using the facility and may refuse admittance to any guest due to previous problems or prevailing circumstances.

Reservations

1. All courts are on first come, first served user basis for recreational use, except for sanctioned varsity events, intramurals, and individual reservations for tennis courts and racquetball courts.
2. Reservations for the pool and indoor courts located in the fieldhouse can be made up to one year in advance for Varsity athletics, Intramurals, and Rose-Hulman groups. All reservations must be made through Seth Woodason, Assistant Director of Recreational Sports and Athletic Facilities, by e-mail (Brimberr@rose-hulman.edu), phone (812-877-8068), or in person, and must be accompanied by written documentation concerning the reservation. All reservations will be confirmed via email.
3. Varsity athletic teams may not reserve court space or field space for team practices, work-outs or open-gym any time other than the NCAA sanctioned practice periods. Intramural teams may not reserve court space or field space for practices at any time.
4. Consecutive play for more than one 55 minute period is not permitted, except in the case of varsity athletic events and intramural competitions. Extensions on court use will be given. Please exit the reserved court promptly at the end of the reserved time in order to allow others to use the entire reservation time. In the case of reservation disagreement, the Facility Director or supervisor on duty will determine which party has priority.

Cancellations/No Shows

A court which is not claimed 10 minutes after the start of the reserved time will automatically be forfeited and given to the first individual that requests it.

Facility Regulations

1. General

All faculty, staff, alumni, Board Trustees, and Rose-Hulman students have the privilege of using a locker for the days they utilize the facilities.

Permanent locker assignments for faculty and staff will be in the intramural locker rooms and faculty/staff locker rooms and can be made at the front desk of the SRC.

No smoking or chewing tobacco will be permitted within or around the SRC at any time.

No food, drinks, or chewing gum are permitted within the facility, beyond the main lobby located by the front desk. Consumption of food and drinks within the facility from vending operations during varsity athletic events and special occasions will be permitted.

All injuries are to be immediately reported to the SRC staff and Office of Public Safety.

Neither the SRC staff nor Rose-Hulman may be held liable for accidents or injuries due to use of the SRC or the equipment in the facility.

The Emergency telephone number is ext. 8590 for Office of Public Safety and 911 for Terre Haute Emergency.

The Facility Manager or Office of Public Safety may close the SRC at any time for health and safety concerns.

Equipment Use - Sports Equipment may be checked out at the SRC Front Desk. Users must show a valid I.D. card. All equipment must be returned the same day. The replacement cost of any item checked out and not returned or damaged will be charged to the user.

2. Courts

Individuals using the facility are required to wear tennis shoes or nonmarking shoes.

Individuals wearing street shoes are not permitted on any courts within the facility.

Individuals with bare feet are not allowed on any court areas.

All metal racquets must have rubber guards.

Eye guards are required at all times while playing racquetball. Eye guards are available at the front desk of the Sports and Recreation Center.

3. Pool/Diving Area

All pool policies have been developed in accordance with the Indiana State Department of Health Swimming and Wading Pool Codes 410 IAC 6-2.

Use of the pool is not permitted without a lifeguard present (410 IAC 6-2-11).

Entrance to the pool is permitted only through locker rooms. Doors located within the aquatic area are for emergency exiting only.

Horseplay, rough housing, profanity, spitting, or other inappropriate behavior will not be tolerated.

No food or drinks are permitted on the deck of the pool. Spectators watching varsity competitions or special events are permitted food and drinks in the viewing area only.

Balls, inner tubes, water wings, toys, inflatable supports, and artificial swimming aids are allowed in the pool only at the discretion of the lifeguard on duty.

Swimming suits must be worn in the pool. Clothing other than suits is not allowed.

Swimmers are responsible for providing their own towels.

No shoes other than flip-flops, swim shoes, or shower shoes are permitted.

Individuals with open sores or lacerations are not permitted to use the pool.

Only one person is permitted on the diving board at a time.

All dives or jumps must be straight off the end of the board.

Diving is not permitted until the previous diver clears the area.

Divers are required to swim to the nearest side after completing a dive.

All injuries should be reported to the lifeguard immediately.

The Sports and Recreation Center Staff is not responsible for injuries or accidents.

The lifeguard in charge has the right to dismiss individuals violating pool rules. Lifeguards on duty have the authority to prohibit diving.

Emergency telephone numbers are located by the phone in the pool office.

If lightning is visible, the pool will close and reopen only when lightning is no longer present.

4. Athletic and Intramural Fields

Phil Brown Field, Jim Rendel Field, Art Nehf Field, and the Varsity Softball Field are for varsity athletics use only.

Intramural and recreation fields located east of the tennis courts and maintenance facility are for the general campus community use.

Intramural and recreation fields scheduling priority will be given to Intramural Sports. All other use is on a first come, first served basis.

5. Outdoor Tennis Courts

The Rose-Hulman Tennis Courts are for the use of Rose-Hulman students, faculty, staff, alumni and their families only.

Activities other than tennis are NOT permitted on the courts.

Skateboards, roller blades, or bicycles are NOT permitted.

Players are expected to observe all rules of tennis etiquette.

- no profanity
- no loud conversations
- no chasing balls on the other courts while play is in progress
- no walking behind courts while play is in progress
- no throwing racquets

Use of the tennis courts is on a first come basis. Special reservations can be made at the SRC front desk.

Varsity tennis schedules will be posted on the SRC web page.

Tennis shoes only. Black soled shoes or boots are not permitted.

The SRC Facility Manager must approve lessons and reservations.

6. Boulder Wall

[Boulder Wall Policies](#)

Health & Safety

Participants are responsible for their individual health and safety. All students who desire to participate in the vigorous sports of the intramurals program should, for their own protection, have a physical examination within the year. Rose-Hulman, the SRC Director, or the Director of Intramurals are not responsible for injuries as a result of intramural or recreational accidents. In case of injury, seek care in Health Services. All injuries should be reported IMMEDIATELY.

Intramural Athletics

The philosophy that fair play is essential to the conduct of every contest is an essential part of the intramural program. Several policies and guidelines have been established to encourage and ensure proper conduct and fairness of opportunity for all. Intramural sports programs are available to all current students, faculty, and staff, regardless of ability. Individuals with disabilities are encouraged to participate within the limits of their abilities.

Activity Calendar

Example: A baseball player who is on the fall roster may not play I.M. softball the following spring. Intercollegiate athletes are welcome to play/participate in all other I.M. sports.

- An individual and/or team may be barred from intramural participation at any time by the Intramural Director.
- Alcoholic beverages are prohibited at all intramural events. Any individual or team violating this rule can be barred from all I.M. activities for one year. The use of profanity directed at an opponent, official, or spectator will not be allowed. Violators can be expelled from the contest.

Protests

1. The Intramural Protest Board shall be the Intramural Director, Graduate Assistants for Intramural Sports and the Intramural Council. This Board shall rule on all protests.
2. The Intramural Director shall rule on all questions of eligibility.
3. Contests in which a protest is sustained by the Protest Board shall be replayed from the time the protest occurred.
4. There will be no protest concerning the judgment of the official.
5. Protests should be made first to the Intramural Director. All protests must be made in writing and received by the Intramural Director within 24 hours after the contest was played. Describe the nature of protest, the teams involved, date played and the name of the officials. No consideration will be given to a protest that has not followed this procedure.

Forfeits

A team or individual shall forfeit any contest for the following reasons:

1. Failure to appear and be "ready to play" at the appointed place and scheduled time for a contest. The official in charge may declare the contest forfeited to the team or contestants ready to play. (The officials should give notification that it is time to play and then that the game is forfeited.) "Ready-to-play" means a team must be on the playing area with the required number of players for that sport. Any team or individual leaving the field of play before a contest is completed or called by the official will lose by forfeit.

2. Any team that forfeits two games will be dropped from the remainder of the schedule. (Subject to change.)
3. Teams that postpone games or agree to a forfeiture without securing consent from the Intramural Office are both liable to a penalty of a forfeit.
4. Individual tournament matches not completed (with the score sheet reported to the Intramural Office before the given match deadline) will count as a forfeit for the individuals involved. Individual tournament matches played but not reported before the given match deadline will count as a loss for the individuals involved

Event Services

Please use the Set-Up and Event Request Form on the Facilities Operations Home Page to request the use of items needed for campus events. All requests must be submitted 24 hours in advance. Weekend requests must be submitted by Thursday at midnight. Items include tables and chairs, tents, grills, lecterns, waste containers, stages and risers, and electrical needs. Please do not use this form to request items needed immediately. If you need immediate assistance or have additional requests, please contact Christa Maschmeyer at 812-877-8425 or by [e-mail](#).

For requests at the Hulman Union or the White Chapel, contact Tracy Crosby at 812-877-8346.

For requests at the Sports and Recreation Center, contact Ryan Brimberry at 812-877-8621.

For requests at Hatfield Hall, contact Dan Tryon at 812-877-8864.

For Audio Visual Requests, contact Janie Szabo at 812-877-8882.

Residence Life

Philosophy of Residence Hall Living

The residence halls of Rose-Hulman play a very important part in a student's life while on campus. The students in these halls develop much of their perception of Rose-Hulman through their time spent in residence halls.

The residence hall staff believes quite strongly in the social, emotional, and educational growth that is developed through interaction with other students and through various educational programs provided by the staff.

The residence halls at Rose-Hulman are truly an extension of the college classroom and provide the student an opportunity to participate in community development experiences and to develop human relation skills.

Residence Hall Staff - 2015-2016

Apartment Style Hall - East		
1st Floor	Michael Domke	106
2nd Floor	Gabbi Markison	206
3rd Floor	Daniel Lauriola	306

Apartment Style Hall - West		
1st Floor	Vibha Alangar	106
2nd Floor	Brooks Rodibaugh	206
3rd Floor	Amanda Krauss	306

Blumberg Hall		
2nd floor	Daniel Mikhail	206
	Igor Gonzalez	207
	Brennan Santaniello	207
3rd floor	Sydney Black	306
	Chloe Wang	306
4th floor	Hannah Conover	405

BSB Hall		
1st floor	Brandon Keltz	124
	Taylor Secrest	112
	Joey Wilkins	112
2nd floor	Ryan Vicencio	224
	Seun Ladipo	212
	Brandon Wohlfarth	212
3rd floor	Tina Gutman	324
	Randy Anderson-Kenney	312
	Sidrah Din	312

Deming Hall		
Basement	Guy Yager	09
	Colin Berg	21
	Josh Palamuttam	21
1st floor	Chester Cai	112
	Aaron Prins	107
	David Walbring	107
2nd floor	Jason Marvin	215
	Zach Swanson	207
	Shijun Yu	207
Attic	Chaz Childs	304
	Ryan Bailey	309
	Cole Bechtold	309

Lakeside Hall		
1st floor	Alessandro Adarve	115
2nd floor	Mary LaDine	207
3rd floor	Jane Sahabu	307
4th floor	Alex Bair	407

Mees Hall		
2nd floor	Jason Meyer Kyle Braasch Matt Zigler	206 207 207
4th floor	Jayme Brace Kiana Caston Maddy Wagner	406 307 307

Percopo Hall		
1st floor	Carley Tuska	123
2nd floor	Allison Hunley	215
3rd floor	Jacob Lindsey	315

Scharpenberg Hall		
2nd floor	Jake Working Stephen Jones Ben Lewer	206 207 207
3rd floor	Maddie Muncie Kelly McKenna	307 307
4th floor	Barbara Arhin	406

Speed Hall		
1st floor	Kyle Washburn	104
	Zach Foote	108
	Austin Supp	108
2nd floor	Josh Himes	206
	Coleman Robertson	210
	Phillip Tyler	210
3rd floor	Isaiah Smith	306
	Haulein McInerney	310
	Trevor Nong	310

Residence Hall Association (RHA)

All residence hall students are potential members of the Residence Hall Association. RHA meets weekly in the Faculty Dining Room and its major purpose is to provide a means of improving residence life in all areas. Each residence hall student pays \$20.00/quarter (included in your bill) to RHA for its use in achieving this purpose.

Individual Hall Government

Each residence hall floor should select at least two representatives to RHA. This does not exclude other members of the floor from membership in RHA. All residence hall students may attend RHA and participate as voting members. RHA money is primarily distributed to floors based on attendance at weekly meetings.

Residence Hall Policy

General Policies

It is important for resident students on campus to become familiar with all Institute policies. While the Institute has few policies governing behavior in the residence halls, these policies are enforced by the Office of Student Affairs staff.

All resident students are responsible for the care of their assigned room in the halls, for their personal conduct, and for the conduct of their guests therein.

Resident students should understand that the Institute does not condone and will not permit behavior in these residences which is in conflict with stated policy or which could create situations which might conflict with their academic endeavors as students (e.g., cohabitation and unlawful drug use are not permitted in any residence hall).

Guests are not permitted to stay in student rooms in the residence halls without the prior approval of the Associate Vice President and Dean of Student Affairs or the Vice President for Student Affairs.

The Institute reserves the right to inspect any student room for damages or suspected illegal activity. The Institute also reserves the right to inspect residence hall quarters if reasonable cause exists to indicate that violations of stated policies have occurred. Generally, such inspection will occur in the presence of the occupant(s) of these quarters. However, if the suspected violation is considered to be of such a serious nature as to require immediate action when the occupant(s) is/are not present, inspection could still occur.

Such inspections can only occur at the discretion of and under the authority of the Vice President of Student Affairs and/or the Associate Vice President and Dean of Student Affairs.

Required Freshman Residence

Unless commuting from home, all freshmen are required to live on campus. Easier availability and access to facilities, fewer distractions, and living with others who share common academic endeavors are primary reasons for this requirement of freshman residence.

In short, the Institute feels that it is educationally sound practice to require students new to the campus to live in residence halls.

Smoking in the Residence Halls & Hulman Union

Smoking is prohibited in Hulman Union Building, the residence halls, and 30 feet from the entrance of any external doorways. Smoking (including electronic cigarettes, personal vaporizers and electronic nicotine delivery systems) is prohibited in all indoor facilities, including residence halls and the Hulman Union Building.

Visitation Policy

A. Freshman Residence Halls - Fall Quarter

Visitation by members of the opposite sex shall be permissible in student rooms of the freshman residence halls between the hours of 8 a.m. to 12 a.m. Sunday through Thursday and 8 a.m. to 2 a.m. Friday and Saturday during the Fall Quarter, provided that each resident is personally responsible for a proper atmosphere prevailing in the visitation area during visitation hours.

B. Freshman Residence Halls - Winter & Spring Quarters

All freshman floors, which will be defined as any floor that consists of a majority of freshmen, shall have the privilege of determining their own "weekend" visitation policies for winter and spring quarter from the following list:

- Sunday through Thursday
- 12:00 p.m. - 10:00 p.m.
- Friday and Saturday
- Noon - 2:00 a.m.

- Sunday through Thursday
 - 9:00 a.m. - 12:00 a.m.
 - Friday and Saturday
 - 9:00 a.m. - 2:00 a.m.
- Monday through Thursday
 - 8:00 a.m. - 2:00 a.m.
 - 8:00 a.m. Friday - 2:00 a.m. Monday

Implementation of the third option above permits 24-hour visitation rights, but under no circumstances does it allow cohabitation.

C. Upperclass Residence Halls

All upperclass floors, which will be defined as any floor that consists of a majority of non-freshmen, shall have the privilege of determining their own visitation policy from the following options:

- Sunday through Thursday
 - 12:00 p.m. - 10:00 p.m.
 - Friday and Saturday
 - 12:00 p.m. - 2:00 a.m.
- Sunday through Thursday
 - 9:00 a.m. - 12:00 a.m.
 - Friday and Saturday
 - 9:00 a.m. - 2:00 a.m.
- Monday through Thursday
 - 8:00 a.m. - 2:00 a.m.
 - 8:00 a.m. Friday - 2:00 a.m. Monday

Implementation of the third option above permits 24-hour visitation rights, but under no circumstances does it allow cohabitation.

Procedure for Determining Visitation Option

A 2/3 majority vote by a floor shall determine which policy that floor will incorporate. If a 2/3 majority is not reached on the first ballot, then a second and final vote must be taken within 48 hours. If this 2/3 majority is still not reached, then all votes for provision C shall be included with the votes for provision B. If the 2/3 majority is still not obtained, then provision A shall be instituted on that floor.

Other Items Pertaining to Visitation

Visitors are permitted on campus and in the residence hall lounges (mainly first floor lobbies only) on a 24-hour a day basis. However, students are always personally responsible for their own behavior as well as the behavior of their guests.

A residence hall floor always has the option of selecting visitation hours, which are more limiting than those offered.

Failure to conform to the above rules could mean a loss of visitation privilege for the person or persons involved; repeated violation could result in eviction from the residence hall or dismissal from the Institute.

Policy on Hall and Floor Parties

The Associate Vice President and Dean of Student Affairs should always be made aware of the occurrence of hall parties. Residence Hall Association funds can only be obtained if residents of a hall attend an RHA meeting and report a planned hall party.

The policy on alcoholic beverages is in effect during hall parties and the students of a hall should regulate their behavior accordingly during the hall parties. No alcoholic beverages are permitted in the lobbies and corridors at any time.

ADDITIONAL RULES AND REGULATIONS AFFECTING RESIDENCE HALL STUDENTS ARE FOUND UNDER RULES OF CONDUCT AND DISCIPLINE.

Residence Hall Information

Public Areas of the Hall

Each and every resident is responsible for the care of all public areas within the hall in which the resident lives. This includes the restrooms, hallways, and lounges. Residents of the hall may be held financially responsible for damages to the public areas of their respective hall.

Quiet Hours

Quiet Hours will be established on each residence hall floor. Quiet hour guidelines will include the following items:

1. Times during which all noise (stereos, horseplay, etc.) should be kept to a minimum on school nights (Sunday-Thursday).
2. Methods of keeping noise to a minimum.
3. How the policy will be enforced.

The key element in a successful group living situation is "Consideration and Respect for Your Neighbor". Quiet hours are established to benefit all residents and to promote a healthy study environment.

Room Care

The room you have been assigned is for the academic year. In order to make resident living as comfortable as possible, the following regulations have been adopted.

1. Televisions are permitted in the student's room.
2. Carpeting is permitted. Those who have carpeting not provided by the school will be expected to clean their own rooms.
3. Occupants of a room may assume the housekeeping responsibilities for their room by notifying the housekeeper.

4. It will be up to those who decide to perform their own housekeeping to obtain linen from the housekeeper.
5. The occupants of any room may do their own interior decorating with the following guidelines:
 - a. Painting of walls, woodwork, ceiling, or other items owned by the Institute is prohibited unless specific permission is obtained from the Associate Vice President and Dean of Student Affairs and/or Vice President for Student Affairs.
 - b. Permanent structural changes are not permitted (i.e., items which are bolted to the wall may not be removed, closet doors may not be removed, etc.).
 - c. The room must be restored to its normal condition before the occupants move out.
 - d. The occupants of the room will pay for damages to the room or its furnishings.
 - e. The occupants stand ready to assume their own housekeeping should changes in the room impede normal housekeeping by the housekeepers.

6. Those who wish housekeeping services as usual will meet the following conditions:

- a. All personal items (clothing, books, etc.) must be off the floor.
- b. Beds must be stripped and the dirty linen placed at one end of the bed.
- c. Beds must be clear, not blocked at the ends or sides by bookshelves, stereo equipment, refrigerators, etc., or any other item which would prevent the bed from being moved so that it can be made.

Failure to abide by one or more of these provisions will mean that the room will not be cleaned that week.

7. Those wishing to sleep late on days when their rooms are scheduled to be cleaned should leave a note to the housekeeper indicating a definite time when the room may be cleaned.

8. Bottle and can collections are permitted provided they do not interfere with normal housekeeping.

9. Cooking in the resident room with anything other than a compact microwave is not permitted. A kitchen in each residence hall is provided for this purpose.

10. Waterbeds are not permitted in the residence halls.

11. Air conditioners are not permitted in the residence halls, unless already provided by the Institute.

12. Other than box springs, no furniture or furnishings will be moved in or out of a room without permission of the Dean of Student Affairs or the Associate Dean of Student Affairs.

13. Occupants of a room will be held accountable for any damages to their room or its furnishings. Such damage will be reported to the Office of Student Affairs and the Controller, and charged against the occupant's account.

14. The Institute is not responsible for the condition or contents of your room while you are out. Keep your door locked when you are out.

15. The only pets permitted in the residence halls are fish. Exceptions may be granted by the student's Resident Assistant.
16. Screens may not be opened or removed from the student's window. The student will receive a warning for the first infraction and a fine of \$5 for each infraction thereafter.
17. Compact microwave ovens are permitted in student rooms. They may not exceed 1.5 amps.
18. Streets signs (stop signs, yield signs, speed limit signs, etc.) are not permitted in the student's room unless the student can provide proof of ownership.
19. Grills are not permitted in or around the residence halls, except those permanently installed outside.
20. Only heavy duty extension cords should be used. Lightweight cords may overheat and are a fire hazard. Do not run cords under carpeting, etc.
21. Cable TV is provided in the lounge and rooms of each residence hall. Tampering with the cable system is against state law. It will also lead to loss of Cable service for the residence hall involved. Exterior antennas or satellite dishes are not permitted.

Assignment of Residence Hall and Selection of Rooms

Each spring you will be asked to preference your on campus residence hall room and roommate (if you have a preference). Guidelines will be listed in the information distributed at that time.

If there is not enough residence hall space for all desiring it, the following priority system will be in effect:

- 1st - Freshmen
- 2nd - Sophomores
- 3rd - Juniors
- 4th - Seniors
- 5th - Off campus students
- 6th - Transfer students
- 7th - Those turning in late housing forms

The Associate Vice President and Dean of Student Affairs reserves the right to make exceptions to this priority system.

It may be necessary to randomly draw among those requesting but not receiving housing to determine the order in which they will receive on campus housing. Placement on the housing waiting list is completely random unless an exception has been granted by the Associate Dean of Students.

Appliances

Radios, tape recorders, and stereo sets are permitted in the rooms. Exterior antennas of any sort are not permitted since they violate the insurance policy of the Institute.

Open heating elements are not permitted. Closed heating elements with a thermostatic control will be permitted - e.g., electric blankets, coffee pots, and popcorn poppers. Because of the danger of fire, halogen lights are not permitted. Irons may be used in the laundry room only.

Lost Keys

If you have permanently lost your room key, see your Resident Assistant. The Resident Assistant will issue you a new key and your lock core will be changed at a charge of \$25.00. Housekeepers have been instructed not to give out keys to anyone. If you have temporarily lost your key - e.g. locked the key in your room, left it at home, etc., see the housekeeper during the day or a Resident Assistant after the housekeepers have left.

At the end of the school year, you will be notified to return your room key to the Office of Student Affairs. If you do not return your key, you will be charged \$25.00. If you have any questions, contact your Resident Assistant and he or she will assist you.

Repairs in Room

If you need any repairs in your room, contact the housekeeping staff or your Resident Assistant and he or she will report the repair request to the proper staff member.

Theft Reports

If something has been stolen from your room, report it to your Resident Assistant immediately. The Resident Assistant will contact the proper staff. While the Institute is not responsible for replacement of stolen items from student rooms, we encourage you to continually give attention to the security of your valuables. You should give special attention to valuable belongings between quarters and during other break periods. Lock your door when you are out of your room.

General Hall Facilities

There are storage facilities in each of the residence halls. Luggage and trunks should be stored there.

There are laundry facilities in the residence halls. The washers and dryers installed there are the property of a private vendor. Laundry soap is not furnished.

Study rooms are provided in Baur-Sames-Bogart, Speed, Deming, Percopo and the Apartment Halls for the convenience of residents.

There are vending machines in each hall, which are operated and owned by local companies. These machines are placed there as a convenience to residents, and they are serviced weekly.

Vending Machine/Washer-Dryer Refunds

All refunds from vending machines and washing machines will be handled by the Resident Assistant staff. When you lose money in the vending machines, report it immediately to a Resident Assistant. Then you will need to fill out an information report. The Resident Assistant, in turn, will be responsible in seeing that the refund is obtained from the vending machine company and returned to you.

Liability Insurance

The Institute cannot be responsible for the personal property of its students. Insurance against fire, theft, or property damage of the personal belongings of a student, including an automobile, is the student's own responsibility.

Fire Prevention Policies

1. Fire extinguishers, alarms and emergency lighting equipment are placed in the residence halls for the protection of the students. They are to be used for emergencies only.
2. Tampering with any fire extinguishment device is strictly prohibited.
3. Extension cords shall not be used as a substitute wiring.
4. Multi-outlets are acceptable providing they are not cascaded or linked in line with one another.
5. Open splices are prohibited (wiring such as two extension cords being wire wrapped and taped together to extend or replace a bad or short wire).
6. A spray type fire retardant should be applied to any common combustible introduced into the living environment that deviates from Rose-Hulman provisions. This specifically includes wooden lofts.
7. All beds should be constructed in such a manner that the sleeping surface is exitable on at least two of the four sides.

Any violation of these policies could lead to disciplinary action for the student(s) involved.

Housing Between Terms

Since the regular quarter room charge does not cover room charges between terms, students who need to remain in the residence halls during any part of the interim period will make necessary arrangements with the Associate Vice-President and Dean of Students, and charges for such service will be \$5.00 per night. All residence hall policies are in effect during the break periods.

Eleanor Honious
Gabrielle Markison

Institute Policies, Rules & Regulations

Discipline and Suspension

See also Involuntary Medical Withdrawal below.

I. General Discipline Policy

An Overview

1. The sections that follow discuss the discipline policies of the Institute in detail. This section summarizes those policies, showing the areas of jurisdiction and the levels of appeal. The major focus in this document is on the procedures of the Institute Rules and Discipline Committee, since rules governing general student conduct are discussed in the appropriate student handbooks.
2. There are two major areas of jurisdiction. The Dean of Students and the Dean's staff handle cases of Non-Academic Misconduct. Individual faculty members and the Institute Rules and Discipline Committee handle cases of Academic Misconduct. All cases of misconduct must be reported to the Dean of Students.
3. Whenever a student is charged with Non-Academic Misconduct, a disciplinary conference will be scheduled with the Dean of Students.
4. Any student charged with misconduct is urged to consult with the Dean of Students or the Chairperson of the Institute Rules and Discipline Committee to be informed of the procedures that will be followed and to receive assistance in preparing a defense.

General Policy

1. The Institute values its reputation for moral leadership as much as its reputation for academic excellence and expects all persons associated with it to maintain this reputation. The Institute's Code of Ethics is simple and direct: Rose-Hulman expects its students to be responsible adults and to behave at all times with honor and integrity.
2. All students are expected to abide by this Code and to aid in its enforcement by reporting violations of it.
3. All Institute administrative officials, faculty, and staff are authorized to enforce the rules and policies of the Institute, are expected to report any violations thereof to the appropriate disciplinary agencies, and will be given full legal support for Institute-related disciplinary actions they may take, on or off campus.
4. All Institute personnel are urged to be both firm and fair in taking disciplinary action and to do so in consultation with other Institute personnel to avoid illegal actions.

Authority

1. The Board of Trustees has granted authority to the President of the Institute, in an instance of major disturbance or civil disobedience, to immediately dismiss any student or employee who refuses to leave the scene of the disturbance.
2. The Board has granted authority to the Faculty to admit and dismiss (suspend) students and the responsibility for all matters involving student discipline.
3. The Faculty has delegated to the Dean of Students and to the Institute Rules and Discipline Committee the authority to dismiss a student, i.e., to impose temporary or permanent suspension.

II: Non-Academic Misconduct

Procedures and Appeals in Cases of Non-Academic Misconduct

1. Non-Academic Misconduct includes action such as theft, damage, or unauthorized use of Institute property, the disruption of Institute activities on or off campus, disorderly conduct on Institute property or in off-campus fraternity or sorority houses, or violations of Institute regulations as set forth in the Student Handbook.
2. Jurisdiction in such cases lies with the Dean of Students and instances of such misconduct witnessed by Institute students, faculty, or staff should be reported to the Dean.
3. Routine problems in the residence halls are handled by the Resident Assistants with the help of professional members of the Student Affairs staff (the Associate Vice President and Dean of Student Affairs or the Associate Dean of Student Affairs). A student may appeal their rulings to the Dean of Students.
4. Whenever a student is charged with Non-Academic Misconduct, a disciplinary conference will be scheduled with the Dean of Students. If the facts of the case and the penalties to be imposed can be agreed upon, the Dean of Students and the student will sign a Statement of Agreement. This Statement of Agreement, when signed, will constitute a waiver of the right to a hearing or any appeal and an acceptance of the findings and penalties imposed.
5. If an agreement cannot be reached regarding both the facts of the case and the penalty to be imposed (i.e., a Statement of Agreement has not been signed) and the Dean of Students has determined that suspension from Rose-Hulman may be warranted, then the Dean of Students has the authority to suspend the student or refer the case to the Rules and Discipline Committee. If the Dean of Students determines that suspension is not an appropriate penalty, and a Statement of Agreement has not been signed, the student must select one of the following three committees to hear the case. The chair of the chosen committee must be contacted within five business days. If none of the chairs are contacted within five business days, then the Dean of Students will issue a ruling which is final.

A hearing by the Student Judicial Council. The Student Judicial Council is a committee of students appointed by the Student Government Association to handle cases of non-academic misconduct. The student may have counsel with him or her (a current student, faculty, or staff member). Appeal of any sanctions assigned by the Student Judicial Council may be made to the Institute Rules and Discipline Committee if initiated within five business days. If the chair of the Rules and Discipline Committee is not contacted within five business days, then the decision of the Student Judicial Council will be final. The appeal to the Rules and Discipline Committee will be final.

A hearing by the Student Affairs Judicial Board. The Board consists of three members of the professional Student Affairs staff and cannot include the Dean of Students. In all cases the student may have counsel (a current student, faculty, or staff member) with him or her. Appeals of sanctions assigned by the Student Affairs Judicial Board may be made to the Institute Rules and Discipline Committee if initiated within five business days. If the chair of the Rules and Discipline Committee is not contacted within five business days, then the decision of the Student Affairs Judicial Board will be final. The appeal to the Rules and Discipline Committee will be final.

A hearing by the Rules and Discipline Committee. This is a committee consisting of faculty, staff, and student(s) that hears cases of academic and non-academic misconduct. A Committee decision to suspend may be appealed to the Faculty (see below, "V: Appealing a Suspension to the Faculty"). In all other cases the decision of the Committee is final. An appeal of suspension by the Institute Rules and Discipline Committee decisions must be initiated within five business days by contacting the chair of the

Rules and Discipline Committee. If the chair of the Rules and Discipline Committee is not contacted within five business days, then the decision of the Rules and Discipline Committee will be final.

Suspension by the Dean of Students

1. The Dean is specifically delegated by the Faculty the authority to suspend a student, temporarily or permanently. The student may appeal such a decision to the Institute Rules and Discipline Committee within five business days and should be informed of the right to do so by the Dean.
2. The Dean, in consultation with the President of the Institute, may invoke summary suspension, barring a student from the Institute immediately. This may be done when required for the well-being of the student, of other persons, or of the Institute. The student must comply with this ruling, but may appeal to the Institute Rules and Discipline Committee within five business days.
3. A suspension ruling will be recorded on the student's academic record, unless the case is successfully appealed. In the case of temporary suspension, this record will be removed at the end of the suspension period. In the case of permanent suspension it will remain permanently.
4. The Dean of Students shall report all instances of suspension of a student by the Dean of Students at the next regular Institute Meeting.

III: Academic Misconduct

Actions by an Instructor

1. Academic Misconduct includes actions such as cheating, plagiarizing, or interfering with the academic progress of other students.
2. In such cases, the instructor may choose to give reduced credit or no credit for work dishonestly done. This may result in a lowering of the student's course grade.
3. In addition, the instructor may appropriately levy some further penalty, since the student has violated the Institute Code. Penalties include but are not limited to a warning, (further) lowering the course grade, failure in the course, or turning the case over to the Institute Rules and Discipline Committee.
4. The student has the right to appeal the instructor's decision to the Institute Rules and Discipline Committee. The instructor should inform the student of this right of appeal at the time the decision is discussed with the student.
5. In all instances, the instructor shall submit a brief written report of the case and any action taken to the Dean of Students, the Head of department, and the student. In case a penalty course grade (F, D, or D+) has been assigned, a copy of the report shall also be submitted to the Registrar. These reports will be kept on file until the student graduates, at which time the records will be destroyed. If the case is successfully appealed, the records will be expunged unless the student requests that they be retained. For example, they may be retained in an instance where the course grade has been lowered by the instructor but the Committee subsequently exonerated the student. (See: "Hearings Before the Institute Rules and Discipline Committee: Committee Actions.")

Bringing a Case to the Institute Rules and Discipline Committee

1. If a student accused of Academic Misconduct feels that an instructor has been unfair or has imposed a penalty too severe the student may appeal to the Institute Rules and Discipline Committee.
2. An instructor, who would like a recommendation of what further penalty should be assessed or would like a penalty that carries the weight of faculty action, may bring the case to the Institute Rules and Discipline Committee. This should be done particularly if the instructor feels that the case is serious enough to warrant suspension from the Institute. In turning the case over to the Committee, the instructor should indicate what actions have already taken in the case to aid them

in judging what further penalty, if any, is appropriate. The instructor should also be prepared to abide by the recommendation of the Committee, whatever it might be.

3. If the Dean of Students finds a student involved in more than one instance of Academic Misconduct, the Dean may bring the case to the Institute Rules and Discipline Committee.
4. If a Board of Inquiry finds evidence of Academic Misconduct, it will bring the case to the Institute Rules and Discipline Committee. (See Below.)

Board of Inquiry

1. A student or any other person connected with the Institute who witnesses Academic Misconduct or who has reason to believe that it has occurred should discuss this with the instructor, the Department Head, or the Dean of Students. They may bring the case directly to the Institute Rules and Discipline Committee or, if more investigation is required, they will bring the matter to the Dean of the Faculty who, in consultation with the Dean of Students, will appoint a Board of Inquiry.
2. This Board will consist of two faculty members who are not members of the Institute Rules and Discipline Committee.
3. If the Board finds sufficient evidence of misconduct it will bring the case to the Institute Rules and Discipline Committee.

IV: Hearings Before the institute Rules and Discipline Committee

Types of Cases Heard by the Committee

1. A student may appeal a disciplinary action of an individual instructor.
2. A student may appeal a suspension ruling by the Dean of Students.
3. A faculty member, the Dean of Students or other Institute official, or a Board of Inquiry may bring a case against a student.

General Procedures

1. The party requesting a hearing shall submit a complete written statement to the Chairperson of the Committee, who will distribute copies to all persons involved and to the Dean of Students. The Chairperson shall invite the other parties involved to submit written rebuttal statements. The Chairperson shall schedule a hearing date and notify all parties, calling the procedures herein described to their attention so that they will be aware of their rights and of the conduct of the hearing. All this shall be accomplished as expeditiously as possible, preferably within a few days.
2. At the hearing, the student may be accompanied by a faculty member or other person affiliated with the Institute to serve as counsel. The Chairperson shall contact the student prior to the hearing to ascertain whether counsel is required and, if necessary, shall assist in the selection.
3. The accused has the right to hear all testimony, to examine all evidence, to question all witnesses, to present evidence, and to ask that witnesses be called on the accused's behalf. The student also has the right to remain silent and a decision to do so will not be taken as an admission of guilt.
4. Witnesses may be requested to appear before the Committee by the Chairperson if desired by the accused, by the person bringing charges, or by the Committee itself.
5. Any member of the Committee directly involved in the case under consideration or who, for any reason, would be biased in the case, will be excused from the hearing by the Chairperson. The accused and the accused's counsel may petition the Chairperson to excuse a Committee member whom they believe holds a serious bias in the case.
6. Guilt or innocence in a case shall be determined solely on the merits of that case. The Committee shall not review the previous disciplinary record of the accused before the hearing, or permit such

information to be introduced in the hearing, or allow such knowledge as they may have to bias their judgment.

7. Any finding requires concurrence by a majority of Committee members taking part in the hearing.
8. A recording of the hearing will be made.
9. After the close of the hearing, the Committee will privately consider the case, call additional meetings if necessary, reach a decision, notify all parties of the decision, and prepare a brief written statement. Copies of this statement will be sent to all parties and to the Dean of Students to be made a part of the student's personal (not academic) record.
10. The intent of the foregoing procedures is to make clear to all parties what will occur during the hearing and to safeguard the rights of the accused. It is also their intent to make the hearings as relaxed as possible and to permit free interchange of information between the accused and the Committee in an effort to ascertain the relevant facts of the case.

Committee Actions

1. In the case of a student appealing the disciplinary action of an instructor, the Committee may uphold the action of the instructor, may decide that the student is innocent, or may decide that the student has been too severely penalized. Accordingly, it may recommend that the instructor reconsider actions (such as lowering a grade) that have been taken. However, because of the limitations of academic freedom, the Committee is not empowered to change any grade. If the instructor chooses not to follow the Committee's recommendation the Committee will prepare a written statement of its findings for inclusion in the student's personal records. It is hereby specifically noted that, in cases of student appeal, the Committee may not recommend penalties in addition to those which the instructor has already imposed.
2. In the case of a student appealing a suspension by the Dean of Students, the Committee may affirm the suspension, may mitigate the suspension (changing permanent suspension to temporary suspension or reducing the terms of suspension), or may remove the suspension and recommend that the Dean substitute other penalties or that no penalties be assessed. The Committee may not levy additional penalties. The Committee is not empowered to review other disciplinary actions of the Dean, such as removing a student from the Residence Halls, which may be appealed to the President of the Institute.
3. In the case of a hearing initiated against a student, if the Committee finds the student innocent it may recommend, but cannot require, that any penalties previously assessed be removed. Its report shall include its determination of innocence and shall direct that all written reports of the case be expunged from the student's personal record unless the student requests that they be retained. For example, they may be retained in an instance where a course grade has been lowered by the instructor but the Committee subsequently exonerated the student.
4. In the case of a hearing initiated against a student, if the Committee renders a finding of guilty, the Dean of Students will then review the student's previous disciplinary record, if any, to aid the Committee in its decision as to the penalty. Penalty options include, but are not limited to, a reprimand, a recommendation to the instructor that the student's grade be lowered or that the student be failed in the course, suspension of the student from extra-curricular activities, a referral of the case to civil authorities, or suspension of the student from the Institute. The Committee will not seek to devise 'novel' penalties or forms of restitution unless they seem clearly appropriate and do not constitute 'cruel and unusual punishment'.
5. A decision to suspend may be appealed to the Faculty. (See below.) In all other cases, the decision of the Committee is final; which means no further appeal is permitted by the student and no penalties beyond those recommended by the Committee should be assessed by the instructor.

Suspension by the Institute Rules and Discipline Committee

1. Should the Committee decide to suspend the student from the Institute, it will notify the Dean of Students, the Registrar, and the Chairperson of the Admissions and Standing Committee of the

suspension. A student choosing to appeal the decision to the Faculty, may remain enrolled and in attendance at the Institute until the appeal has been heard, unless the Committee shall decide on immediate dismissal for reasons relating to the well-being of the student, of other persons, or of the Institute.

2. The Committee may stipulate suspension for one, two, or three terms. After the suspension period the student will normally be permitted to submit a written petition to the Dean of Students who will review it. After the review, the Dean of Students will submit a recommendation to the Admissions and Standing Committee for final action. See PROBATION AND DISMISSAL and RE-ADMISSION. In unusual cases, such as repeated misconduct, personal injury, or serious violations of law, the Committee may impose permanent suspension, thus ruling out readmission.
3. A suspension ruling will be recorded on the student's academic record, unless the case is successfully appealed. In the case of temporary suspension, this record will be removed at the end of the suspension period. In the case of permanent suspension, it will remain permanently.
4. A student who is suspended forfeits all rights to a refund of any portion of fees paid and will remain liable for all monies owed. See TUITION AND FEES.
5. The Committee may stipulate that the Institute will not accept TRANSFER CREDIT earned at another school by a student during the period of suspension from the Institute.
6. The Chairperson shall report all instances in which the Committee has suspended a student at the next regular Institute Meeting.

V: Appealing a Suspension to the Faculty

Overview

1. The grounds for appeal will generally be (but are not limited to):
2. That the hearing was not fair (because of biases of members of the Rules and Discipline Committee, etc.)
3. That the findings of the hearing were not accurate (because evidence was overlooked or improper evidence taken into account.)
4. That the findings were accurate but the penalty too severe (because mitigating circumstances were not taken into account.)
5. That the student accepts the findings and the penalty as just but wishes to plead for special consideration.

General Procedures

1. A student who is suspended and wishes to appeal this ruling to the Faculty must submit a written appeal to the Chairperson of the Institute Rules and Discipline Committee within five business days of the Committee's ruling.
2. The Chairperson will provide the student with a copy of the minutes or a recording of the hearing.
3. Within five business days of receiving the minutes or recording, the student must make a written appeal to the President of the Institute, who will distribute copies to the Dean of Students, the Chairperson of the Institute Rules and Discipline Committee and other persons involved.
4. The case will be heard at either a regular or a special Institute Meeting at the discretion of the President, who will preside at the appeal.
5. All parties in the case will be permitted to appear at the hearing to make statements and answer questions. The student may be accompanied by a faculty member or other person affiliated with the Institute whom the student selects to serve as counsel.
6. The proceedings will begin with a report by the Chairperson of the Institute Rules and Discipline Committee, summarizing the previous hearing(s). Then the parties involved shall make their statements of appeal and answer questions from the Faculty. Since this is an appeal and not a re-hearing, witnesses will not be re-heard nor evidence reviewed. The focus will be on errors in the previous hearing, unfairness, or mitigating circumstances.

7. With all parties dismissed, the Faculty shall discuss its decision. Any faculty member directly involved in the case will be excused from this final deliberation. The decision shall be arrived at by simple majority vote. At the request of any faculty member, the vote will be by secret ballot.
8. The decision will be announced to all parties and a written report will be prepared by the Institute Secretary, with copies to all parties and a copy to the student's personal record in the Office of the Dean of Students.
9. The Chairperson will provide the student with a copy of the minutes or a recording of the hearing.
10. Since the Board of Trustees has granted authority to the Faculty to dismiss students, the Faculty's decision shall be final.

Faculty Action Options

1. The Faculty may affirm the action to suspend.
2. The Faculty may mitigate the penalty, changing permanent suspension to temporary suspension or reducing the terms of suspension.
3. The Faculty may substitute another penalty for suspension.
4. The Faculty may remand the case to the Institute Rules and Discipline Committee for re-sentencing (i.e., specifying that a penalty other than suspension be assigned).
5. The Faculty may remand the case to the Institute Rules and Discipline Committee for re-hearing (in cases where there seem to have been serious improprieties in the hearing).
6. The Faculty may remove all penalties.
7. The Faculty may not levy penalties in addition to those already imposed.

Committee in Charge: Rules and Discipline Committee.

Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institute 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 Institute 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 Institute 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 Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute 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 Institute decides not to amend the record as requested by the student, the Institute 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 the disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute 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 Institute 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 Institute discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Unless you request in writing to withhold disclosure of some or all information known as "Directory Information" such "Directory Information" may be disclosed without consent. "Directory Information" includes: name of student, year at Rose-Hulman, local telephone number, local e-mail address, local address, home address, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, anticipated graduation date, class schedule, class roster, declared major, degrees and awards received and the most recent previous educational institution attended. If you do not want some or all of the "Directory Information" disclosed, you must inform the Institute in writing on a Request Form to prohibit the release of the information. Forms are available at the Office of the Registrar and must be filed with the Registrar on or before seven days after the first day when classes begin in the fall. Please consider very carefully the consequences of any decision by you to prohibit the disclosure of any category of "Directory Information". Should you decide to file a request form to prohibit release of information, any future requests for such information from non-institutional persons or organizations will be refused and, for example, this information about you would be omitted from listing to recruiters and commencement announcements, etc.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rose-Hulman to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605.

Photo Release Policy

Photography for Official University Use

Rose-Hulman Institute of Technology reserves the right to photograph members of the university community including, but not limited to, its students, faculty, and staff, in situations appropriate to the image of an academic institution, and to publish likenesses in Rose-Hulman publications, video, websites, news media, social media, or other recruitment or promotional materials.

Involuntary Medical Withdrawal Guidelines

Subject to Rose-Hulman Institute of Technology's duties under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, a student may be administratively withdrawn involuntarily from the Institute.

Purpose

Rose-Hulman Institute of Technology seeks to establish and maintain a community environment that promotes education, research, and service.

Rose-Hulman Institute of Technology is particularly concerned with the health and safety of its students, faculty, and staff in an environment that is conducive to personal and intellectual growth.

Rose-Hulman Institute of Technology desires to create a procedure separate from the student Discipline and Suspension policy for those students engaged in certain inappropriate behaviors (as described below) resulting from medical reasons.

Process

The Involuntary Medical Withdrawal process will be initiated and a student may be administratively withdrawn from Rose-Hulman Institute of Technology when, in the judgment of the Vice-President for Student Affairs, the student's medical condition involves one or more of the following:

1. A significant danger or imminent threat of harm to self, others, or property.
2. Behavior that signifies a chronic or repeated threat of harm to others or property.
3. Behavior that is disruptive to the Rose-Hulman community in that the behavior disturbs the academic pursuits or infringes upon the rights, privileges, health, or safety of others.
4. The student cannot be effectively treated medically while a member of the academic community.

Any member of the Rose-Hulman community who has reason to believe that a student may meet one or more of the above circumstances may contact the Office of Student Affairs. The Vice-President for Student Affairs will review any information provided and consult with the counseling staff and/or the attending physician or psychiatrist regarding the health of the student (as permitted by FERPA guidelines). The student may be directed in writing and/or orally (depending upon the urgency of the situation) to attend a meeting with the Vice-President for Student Affairs. The Vice-President for Student Affairs will meet with the student at the earliest possible time to discuss the student's condition.

Potential Outcomes of Such a Meeting

1. No action taken. The student is permitted to remain at Rose-Hulman subject to no special conditions.
2. Conditional enrollment letter outlining specific actions required by the student to continue at Rose-Hulman.
3. Withdrawal from Rose-Hulman. Withdrawal can be immediate.
4. The Vice-President for Student Affairs may invoke a summary suspension that will result in the student's immediate withdrawal from the Institute. (This may be necessary for the well-being of the student, other persons, or of the Institute.) The student must comply with this decision, but may proceed with the appeal process within the 48-hour appeal period.

Appeal Process

The student may appeal the Vice President of Student Affairs' decision to the committee consisting of the Rules and Discipline Committee and the Director of International Student Services and Special Programs. Any appeal must be submitted to the chair of the Rules and Discipline Committee in writing within 48 hours of the Vice-President's determination.

An appeal meeting will be scheduled to allow the student to present relevant information concerning the matter. A representative (a student, faculty, or staff member from Rose-Hulman Institute of Technology) may be present to assist the student throughout the formal process.

At the conclusion of the meeting with the Committee, all information will be considered and a letter will be furnished to the student and the Vice-President for Student Affairs containing the committee's conclusions regarding the appeal.

Re-Admittance

If an involuntary medical withdrawal occurs, conditions for re-admittance may be imposed by the Vice President of Student Affairs at the time of the withdrawal. As the result of an involuntary medical withdrawal under this policy, a student may be asked to submit, prior to resuming classes or on-campus residence, a letter to the Vice-President for Student Affairs from a licensed health care professional stating that the student is capable of resuming academic course work and adhering to the responsibilities of living in a residence hall community. In addition, the student will schedule and attend a meeting with the Admissions and Standing Committee as a condition of readmission. This meeting can be arranged through the assistance of the Vice-President for Student Affairs or the Registrar's Office. The Admissions and Standing Committee will determine whether the student shall be readmitted.

Refunds

A student withdrawn from classes under this policy is eligible for tuition and fee refunds and residence hall refunds according to the Rose-Hulman Student Handbook.

Anti-Hazing Policy

Rose-Hulman Institute of Technology strictly prohibits campus student organizations from hazing or participating in activities, which recklessly or intentionally endanger the mental or physical health of students including the forced consumption of liquor or drugs for the purpose of initiation into or association with these organizations.

In short, Rose-Hulman Institute of Technology is strictly anti-hazing!

Any person violating this policy is subject to suspension, expulsion, or other firm Institute disciplinary action. An organization, which authorizes hazing activities, will forfeit all campus privileges, including the right to license or exist on the campus.

All organizations should understand that offenders are also subject to prosecution through applicable criminal statutes on manslaughter, reckless endangerment, or assault.

Policy on Drugs and Alcoholic Beverages

The Institute believes that the development of self-discipline, individual responsibility and respect for law will be enhanced by entrusting to students a greater responsibility for compliance with State law and by the removal of complete prohibitions, which are not enforceable in practice.

Therefore, the Institute draws to the attention of all its members that it is unlawful for any person to sell, furnish, give or cause to be sold, furnished or given away any alcoholic beverages to any person under the age of 21 years. The Institute expects each individual student and each student living unit to assume responsibility for compliance with this provision of the Indiana Alcoholic Beverage Control Act on the Rose-Hulman campus. The Institute has particular concern for the assumption of this responsibility by students who are not yet 21 years of age and are, therefore, more exposed to violations of the law; this concern applies especially to freshman students, not merely because they are exposed to violations of the law but also and importantly because they are new to college life with its attendant problems of

adjustment and achievement. These regulations rest on the assumption that Rose-Hulman students, relying on residence regulations and their own judicial procedures, are capable of individual and group self-discipline.

- Each Rose student is individually and personally responsible for compliance with the applicable provisions of the law of the state of Indiana.
- Alcoholic beverages may not be used by students on the campus except within the privacy of their own living quarters.
- Alcoholic beverages shall not be possessed, nor consumed by students in the "public" areas (i.e., lobby areas, corridors, or reception areas) of residence halls nor can they be made generally available through bar setups, at "rush" functions in fraternity houses, etc.
- Alcoholic beverages may not be dispensed on the campus or at fraternity houses at any time through the use of beer trucks, kegs, etc., which are clearly for the purpose of mass consumption by students.
- Alcoholic beverages are not permitted at varsity or intramural athletic events.
- Alcoholic beverages shall not be sold on the Rose campus without the approval of the President of the Institute.
- Violations of these alcoholic beverage regulations, as of other Institute regulations, shall be subject to discipline through regular procedures.
- Consumption of alcohol is prohibited at all athletic events.

It is emphasized that when alcoholic beverages are used at all, they should be used in moderation and that the conduct of students on the Rose-Hulman campus shall at no time be disorderly or otherwise offensive due to immoderate use of alcohol or for any other reason. The Institute does not condone violation of the State law concerning the use of alcoholic beverages under any circumstances when such use impairs personal health, academic achievement, or the best interest of the Rose-Hulman community.

Drug Abuse and the College Environment

Rose-Hulman is a microcosm of American mainstream society. As such, its citizens reflect all of the general characteristics of such a richly diversified nation.

The news media throughout the country report daily on the alarming incidence of various forms of "drug abuse" among our citizens. Some have even stated that drugs may be the single most dangerous domestic threat facing this country.

Clearly, drug abuse is a problem, which we need to address in all segments of society. The Rose-Hulman community is no exception. It is simply naive to believe that drugs and the potential for drug abuse do not exist here. They do exist here, and there is abuse.

At their worst, drugs kill. At their very least, they disrupt lives, cut short promising careers, and cause a wide variety of physiological and psychological problems. Moreover, distribution and/or use of illegal drugs can lead to serious legal problems.

We have prepared this brochure as a quick reference for all citizens of the campus. Its overriding goal is to prevent drug abuse by providing facts that refute any alleged benefits. However, we also realize that some may be currently abusing drugs, and specific steps are offered for getting professional help.

This brochure is both an educational piece and a statement of policy for students and employees of Rose-Hulman. If you have never abused drugs, it is our hope that this information will be reinforcing. If you are currently abusing drugs, hopefully this piece will help you recognize the problem for what it is, admit it to yourself, and seek help. Together, we can strive to make the Rose-Hulman environment drug-free.

Drugs: Their Impact on Daily Life

Why do people abuse drugs? There are almost as many "reasons" as there are people who abuse drugs. At first, many young people experiment with drugs because of "peer pressure", "adult examples", "to feel grown up", "to rebel" against parental values and authority, "curiosity", "for kicks", "to escape" problems, or because of their wide availability. Later, some may decide to continue using drugs "to relieve boredom", "to get more energy, to obtain a "high", "to feel more creative", "to improve performance", "to reduce anxiety and tension", "to solve problems", "to escape reality, or 'to help relate to other people". Whatever the reason, the fact is that drugs can become a daily habit and can actually create a physical or psychological NEED within the user. In this sense, they can have a devastating effect on the daily life of the user and those closest to that individual.

The stereotype of the drug abuser (i.e., the deadbeat, skid row bum, etc.) can blind us to the existence of a student or co-worker's drug or alcohol problem. Most abusers do not "fit" this stereotype. For example, a serious cocaine user is typically:

- well educated (14 years of schooling)
- employed (77 percent)
- well paid (37 percent earn over \$25,000 annually)
- engaged in illegal activities to support the drug habit (56 percent)

State and Federal Statutes

Both the State of Indiana and the Federal Government have statutes, which expressly prohibit the possession, use or distribution of illicit drugs. In addition, Indiana statute prohibits the possession, use or distribution of alcohol by persons under the age of 21. Federal penalties for illegal possession of a controlled substance are:

- 1st conviction: Up to 1 year imprisonment and fined at least \$1000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2500 but not more than \$250,000, or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both, if:
 1. 1st conviction and the amount of crack possessed exceeds 5 grams.
 2. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
 3. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

Rose-Hulman Drugs and Narcotics Policy

The following is a listing of some of the commonly abused drugs with related physical and psychological side effects. It is because of the severity of these harmful effects, both for the individual and in some cases, for those around him, that the Institute has adopted strict policies regarding illegal drugs and narcotics on the campus. In short, Rose-Hulman will not tolerate the possession, use or distribution of illegal drugs on the campus by anyone associated with the Institute. Anyone found violating this policy will be subject to disciplinary action, including possible dismissal and criminal prosecution. (Employees- See additional Policy statement in Appendix A.)

Here, then, is an analysis of the impact of some of the commonly abused drugs:

Type of Drug	Name (and "slang")	Possible Effects
STIMULANTS Speed up the action of central nervous system.	Amphetamines ("speed", "uppers", "bennies", "pep pills")	Tolerance, psychological and possible physical dependence can develop. Hallucinations may occur. High doses can cause heart problems, malnutrition, death.
	Cocaine ("coke", "snow", "crack", "base", "rock") - a narcotic	Confusion, depression, hallucinations may occur. Tolerance and physical dependence. Physical effects unpredictable-convulsions, coma, and death are possible. Nasal membrane damage.
DEPRESSANTS Relax the central nervous system	Barbiturates ("barbs", "goofballs", "downers", "blues") Tranquilizers ("valium", "librium") Methaqualone ("soapers", "quads", "ludes")	Confusion, loss of control, etc., may occur. Tolerance, physical and psychological dependence can develop. Overdose can cause coma, death. In combination with alcohol, can be fatal.
CANNABIS Alters mood and perception.	Marijuana ("grass", "pot", "weed") Hashish ("hash", "oil")	Confusion, loss of control, hallucinations. Moderate tolerance and long-term psychological dependence. Damage to lung tissue.
ALCOHOL Depressed central nervous system	Don't be fooled by the fact that alcohol is not controlled in the same way that other drugs are - it's a powerful depressant. Long-term, heavy drinking is linked to cancer, heart disease, liver damage, loss of muscle tone, and other serious illnesses. (For Rose-Hulman Institute of Technology student policy on alcohol please refer to pp. 16-17 of the Student Handbook.)	
HALLUCINOGENS Temporarily distort reality.	Lysergic Acid Diethylamide ("LSD", "acid")	Hallucinations, panic. Tolerance develops. Effects can recur ("flashbacks").

	Phencyclidine ("PCP", "angel dust") Legally classified as a depressant.	Depression, hallucinations, confusion, irrational behavior. Tolerance develops. Overdose can cause convulsions, coma, death.
	Mescaline, MDA, DMT, STP, psilocybin ("designer drugs")	Effects similar to those of LSD.
NARCOTICS Lower perception of pain.	Heroin ("H", "scag", "junk", "smack") Morphine ("M", "dreamer") Codeine Opium	Lethargy, apathy, loss of judgment and self-control may occur. Tolerance, physical and psychological dependence can develop. Overdose can cause convulsions, coma, and death. Risks include malnutrition, infection, and hepatitis.

Clearly, abusing drugs can be extremely DANGEROUS, especially when taken in excess, for a long time, or in the wrong combinations. If you take drugs, you risk – OVERDOSE, DEPENDENCE, ILL HEALTH, AND ACCIDENTS, and it can lead to LEGAL PROBLEMS. ECONOMIC PROBLEMS AND PERSONAL PROBLEMS.

The Signs of Drug Abuse

Obviously, the best time to prevent drug abuse is before it starts. Unfortunately, that is not possible in all cases. The next best alternative is to recognize the symptoms and attempt to get professional help for the individual.

Though each drug has its own set of symptoms, there are many characteristics that are common to the abuse of virtually all drugs. They include:

- Abrupt changes in attendance, a decline in grades or performance.
- Deterioration of physical condition - less stamina, poor appearance, etc.
- Out-of-character mood swings. Over-protection of "personal" belongings.
- Wearing sunglasses in inappropriate weather.
- Unusual borrowing of money.
- Social withdrawal from usual group of friends.
- Stealing of items that can be pawned or sold. Changed frequency in trips to bathroom, basement, etc.
- More specific symptoms for individual drug types include:

COCAINE (and other stimulants)

1. Dilated pupils.
2. Excessive activity, irritability, nervousness, and aggression.
3. Dry mouth and nose (user licks lips frequently), bad breath.
4. Weight loss (abuser will go long periods without food or sleep).
5. May have needle marks if injecting the drug.

DEPRESSANTS

1. Appears intoxicated, but with no alcohol odor on breath.
2. Tends to fall asleep in class or in meetings.
3. Loss of interest in previously important activities.

HALLUCINOGENS

1. Often seems to be in dreamlike or trancelike state.
2. May examine every day common objects for long periods of time.
3. Body image and shapes may be distorted; panic may result.
4. Sweating, flushed skin, and excessive salivation (for PCP users).

MARIJUANA

1. Odor of marijuana present.
2. Whites of eyes irritated.
3. Less active, quieter than normal
4. Episodes of acute anxiety, panic attacks.

OPIATES

1. Raw, red nostrils if sniffing, needle marks if injecting.
2. Lethargy, drowsy behavior when high.
3. Intensely purposeful when trying to obtain money or locate drug.
4. Excessive need for money.

Getting Help: Decision Time

Do people who abuse drugs need help? Do people who abuse drugs want help?

While help for the individual abuser is available in the community on a highly confidential basis, it is extremely difficult to break through the abuser's denial - denial of being an abuser, denial that there is a problem. In fact, denial is one of the most prevalent traits exhibited by the drug abuser. In many cases, they have even deluded themselves for long periods into believing, "there is no problem."

Therefore, confrontations, even by a close friend, are likely to have little impact on the suspected abuser. If you should opt for that course of action, be prepared. That means having documentation that supports your suspicions. Have a list ready of symptoms of the behavioral changes that you have noticed, which may indicate the possibility of drug use. Be prepared, too, for the immediate denial by the individual and the potential for a "loss of friendship". However, if your "hunches" are correct and you feel strongly about the "evidence", persistence can help break through the barriers.

If you do not wish to confront the individual even if your suspicions are very strong, it is best to involve professional counselors on the campus. In any event, don't simply "throw up your hands" and give up! Your action, even indirectly, could help to save a life!

About Confidentiality

Whether you are a fellow instructor, a fellow staff member, or a fellow student, if you suspect that someone you know is abusing drugs, it is important that you keep those suspicions confidential until you've decided to act. That means sharing your thoughts only with the suspected abuser, with those who are qualified, and those who are in positions of responsibility. Rule of thumb: The fewer people you tell the better for everyone concerned.

The Abuser is Me!

If reading through this information has maybe helped you to focus on your own problem or potential problem with drug abuse, then let us help you further by suggesting specific sources of help in our community. Keep in mind that confidentiality is a central feature of all such agency services. Also, keep in mind that breaking a drug habit without outside help can be dangerous (because of withdrawal symptoms) and difficult (because of psychological need).

Community Substance Abuse Services

AA Treatment Center, 24 Hour Helpline	800-711 -6375
AA Intergroup	234-0827
Clay County Addiction Program	448-8801
Discover Recovery	234-9911
Hamilton Center Addiction Services	231 -8171
Lifeline	235-8333
Prenatal Substance Abuse Program	231 -8323
Regional Hospital Behavioral Health Service	234-1475
Sullivan County Addiction Program	268-6376
Union Hospital Behavioral Health Service	238-7384
Vermillion County Addiction Service	765-832-2436

Other sources of help include the family physician, clergy, and psychologists and psychiatrists in private practice.

If you would like help in making contact with any community agency, please visit the Student Affairs Office in the Student Union Building, or dial Health Services at ext. 8367 or Student Health Counseling at ext. 8537. No names have to be given to get help with a referral.

REMEMBER: DRUG ABUSE IS A SERIOUS MATTER!

THE RISKS ARE GREAT AND THE RESULTS CAN BE DEADLY!

Some of the information in this section was taken from About Drug Abuse, a Channing L. Bete Co., Inc. publication.

Firearms, Explosives, and Weapons Policy

Rose-Hulman Institute of Technology holds a zero tolerance regarding the possession and/or use of firearms, explosives or weapons (hereafter referred to as “weapons”) on or in property, real and personal, owned or controlled by the Institute. All members of the Rose-Hulman community and all visitors (excluding law enforcement personnel), are prohibited from possessing weapons on the premises of the Institute regardless of whether a federal or state license to possess the same has been issued to the possessor.

Reason for Policy/Purpose:

Rose-Hulman is committed to providing a safe and secure environment to conduct educational activities. This policy is a proactive step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

Possession of Weapons Prohibited:

This policy is not intended to prohibit the possession of small folding pocketknives, with a blade length of three (3) inches or less, or kitchen utensils; however, if such items are used in a threatening or dangerous manner, such behavior will constitute a violation of this policy. The possession, storage, and carrying (concealed or otherwise) of weapons on or in property, real and personal, owned or controlled by the Institute is prohibited except as follows:

- A weapon stored in the custody and control of Institute’s Department of Public Safety (transportation of weapons to and from the Department of Public Safety Office for the purpose of storage provided student or employee has obtained written permission from the Dean of Students or the Director of Human Resources to store weapons). This option shall only be available to students actively enrolled at the Institute and residing in Institute owned or controlled housing

Enforcement:

- Students in violation of this policy are subject to discipline under the Student Conduct Code, including without limitation expulsion or suspension. Students in violation of this policy may also be referred to law enforcement for prosecution.
- Employees in violation of this policy are subject to discipline, including without limitation, termination of employment, and may also be referred to law enforcement for prosecution.
- Any other persons (excluding law enforcement personnel) found in violation of this policy are subject to being barred from Institute property and may also be referred to law enforcement for prosecution.

Policy on Equal Opportunity, Harassment and Nondiscrimination

Rose-Hulman affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the Rose-Hulman Complaint Resolution Procedure for Civil Rights Equity posted at: www.rose-hulman.edu/title_ix_procedure. The equity complaint process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. Rose-Hulman reserves the right to act on incidents occurring on-campus or

off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of Rose-Hulman.

Kristen Loyd, Director of Student Services and the Hulman Union, and Kimberly Miller, Director of Human Resources serve as the Title IX Coordinator(s) for Rose-Hulman. They oversee implementation of Rose-Hulman Equity and Equal Opportunity program, disability compliance and the Rose-Hulman policy on equal opportunity, harassment and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator(s) or Assistant Coordinator(s) promptly, but there is no time limitation on the filing of complaints, as long as the responding party remains subject to Rose-Hulman jurisdiction. All reports are acted upon promptly while every effort is made by the Institute to preserve the privacy of reports. Anonymous reports may also be filed using the reporting form posted at www.rose-hulman.edu/incident_report_form. Reporting is addressed more specifically in Section 7. Reports of discrimination by the Title IX Coordinator(s) should be reported to the Institute President, James Conwell (office - Hadley Hall 200, email - conwell@rose-hulman.edu, phone - 812-877- 8009).

This policy applies to all discriminatory behaviors that take place on the campus, at Institute-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator(s) determines that the off-campus conduct affects a substantial Rose-Hulman interest. The Rose-Hulman Policy for Civil Rights Equity is posted at: www.rose-hulman.edu/title_ix_policy. A substantial Rose-Hulman interest is defined to include:

- a) Any action that constitutes criminal offense as defined by federal or Indiana law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where Rose-Hulman is located;
- b) Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
- c) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d) Any situation that is detrimental to the educational interests of Rose-Hulman.

Inquiries about this policy and procedure can be made internally to:

Kristen Loyd

Assistant Dean of Student Services
Title IX Coordinator
Office of Student Affairs
Hulman Memorial Union 243
(812) 877-8484
loyd1@rose-hulman.edu

Kimberly Miller

Director of Human Resources
Title IX Coordinator
Office of Human Resources
Moench Hall A113A
(812) 877-8176
millerk@rose-hulman.edu

Kyle Rhodes

Associate Director of Residence Life
Assistant Title IX Coordinator
Office of Student Affairs
Hulman Memorial Union 153
(812) 877-8651
rhodeska@rose-hulman.edu

Kim Campbell

Associate Director of Human Resources
Assistant Title IX Coordinator
Office of Human Resources
Moench Hall A113B
(812) 877-8245
campbel5@rose-hulman.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC)

Contact: <http://www.eeoc.gov/contact/>

Student Refunds and Return of Financial Aid Funds

I. Institutional Charges

A student who withdraws or is administratively withdrawn from the Institute prior to the end of the 6th week of a term shall be entitled to a pro rata refund of tuition, room and board charges as calculated below, less any amounts owed by the student for unpaid charges, less an administrative fee of \$100. Technology fees, student activity fees, residence hall association fees, and insurance premiums are not refundable after the first full week of the term.

Tuition & Room Schedule

<u>Withdrawal Date</u>	<u>Percent of Refund</u>
Prior to the end of the 1st week	100%
Prior to the end of the 2nd week	90%
Prior to the end of the 3rd week	80%
Prior to the end of the 4th week	70%
Prior to the end of the 5th week	60%
Prior to the end of the 6th week	50%
After the 6th week	0%

Board Schedule

<u>Withdrawal Date</u>	<u>Percent Of Refund</u>
Prior to the end of the term	Prorated based on the unused portion of the student's meal plan

All refunds are applied to the student's tuition account and then issued by the Student Financial Services Office.

II. Return of Title IV funds

Rose-Hulman is required to return a pro-rata share of any unearned Federal Title IV funds to the Department of Education. Federal Title IV financial aid includes Federal Direct Stafford Loans, Federal Direct PLUS Loans, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grant (SEOG) and the Federal Pell Grant. The amount returned is based on the percentage of enrollment completed and is calculated by dividing the number of calendar days completed by the total number of calendar days in the quarter. If this percentage is greater than 60 percent, no Title IV funds will be returned to the Department of Education and the student will retain 100 percent of this aid to offset expenses. If the percentage is less than 60 percent, the unearned portion (100 percent minus the calculated percentage) will be returned to the Department of Education. The amount returned will show up as a charge on the student's account. These funds will be returned in the following order as prescribed by federal regulations:

- Federal Direct Stafford Loans (Unsubsidized)
- Federal Direct Stafford Loans (Subsidized)
- Federal Perkins Loan
- Federal Direct Parent Loans for Undergraduate Students (PLUS)

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Any other Title IV funds

III. Return of Institutional and Other Financial Aid

All other forms of financial aid will be returned to the appropriate source of funding in a manner consistent with the return of Institutional Charges as listed above. The returned amount will show up as a charge on the student's account.

IV. Change to Part-Time Status During a Term

When a student withdraws from a course but continues as a part-time student (fewer than 12 term hours), the tuition refund shall be the difference between the initial billing and the revised billing multiplied by the unearned portion of the quarter. This percentage will be calculated in a manner consistent with the return of Institutional Charges as listed above. Students who drop below halftime (less than 6 hours) during this refund period will have all financial aid removed with the exception of the Federal Pell Grant. If a student continues to be enrolled for at least six credit hours and is eligible, the student may retain a portion of the Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford Loan, Federal Direct Parent Loan for Undergraduate Students, State funds and RHIT institutional funds.

Intellectual property

Rose-Hulman hopes that all of its students are anxious to be creative and to find new solutions to important problems. The Institute is also anxious for students to be rewarded for their creativity. However, it is important that each student understand that there are legal and Institute rules and procedures that apply to inventions and other intellectual property made or created by students. Part of becoming an educated technical professional is understanding things like the importance of documenting your creative activities and the rights of other individuals and the organizations with whom you work in your creative activities.

Your instructors and/or supervisors may tell you more and explain their expectations in this area. The official Rose-Hulman Intellectual Property Policies and Interpretations of those Policies are on the Human Resources web site, which can be viewed here. The Vice President for Academic Affairs is responsible for most intellectual property issues. If you think you have a novel idea that has usefulness, you should inform that office.

Student Organizations

On the Rose-Hulman campus, there are so many options for things to do to help you get away from your academic pursuits and get to know the rest of the students; you will find it's tough to choose between them. From drama to cycling, from swing dancing to anime, from robots to politics... the activities and the people you'll come to know will make your time at Rose-Hulman something to remember.

For a comprehensive list of all [Student Groups, Organizations and Clubs](#).

Institute of Committees and Commissions

The following is a list of major standing committees and commissions at the Institute. Student members of these committees are voting members and are selected from a list drawn up by the President of the Student Government Association.

Any student wishing to be considered for appointment to a committee should write a letter of application to the President of SGA. Appointments are made in the spring of each year for the following school year.

A full description of the membership and charge of all committees and commissions is contained in the Faculty Handbook, copies of which are available in the Library or in the office of the Vice President for Academic Affairs.

Standing committees and commissions

Animal Care and Use	Hall of Fame Design Committee
Academic Computing	Hall of Fame Selection Committee
Administrative Council	Honors & Awards
Admissions & Standing	Institutional Planning and Review
Advisory Committee on the Computer Use Policy	International Programs & Global Studies
Banner Advocate Team	Laptop Computer
Career Achievement Selection Committee	Leaves
Commission on Assessment of Student Outcomes	Ombudsman Committee
Curriculum	Parallel Computing Steering Committee
Diversity Council	Patents Licensing & Copyrights
Employee Relations	Performing Arts
Enterprise Computing Team	Promotion Tenure & Retention
Environmental Health & Safety Commission	Quality of Education
Faculty Affairs	Rules and Discipline
Graduate Studies	Safety, Security, Hazardous Waste and Traffic
Greek Advisory Council	Student Affairs Committee
	Visual Arts
	Wellness

Office of Public Safety

The Office of Public Safety is a student-oriented program, which is located on the east side of campus on US 40 and the east side of the Circle K Service and Convenience Center.

Campus Crime and Security Awareness

Campus crime statistics are available on request in the Office of Public Safety. Any injury or offense of a criminal nature experienced by a student must be reported to the Office of Public Safety. Injuries and criminal offenses experienced at officially sanctioned Rose-Hulman events and/or Fraternity locations on or off campus must also be reported. Data on crime statistics are published on an annual basis.

Good citizens like you make Rose-Hulman the "warm and fuzzy" place that it is. Do us a favor and encourage your friends to be good neighbors by reporting anything malicious in nature or questionable criminal acts immediately to the Office of Public Safety.

- TO REPORT AN INCIDENT ON CAMPUS - CALL ext. 8590
- TO REPORT AN INCIDENT OFF CAMPUS - CALL 911
- IF YOU REPORT AN INCIDENT TO LOCAL LAW ENFORCEMENT, PLEASE REPORT THE SAME TO THE OFFICE OF PUBLIC SAFETY!

Students First Campus Escort Services

Students First Escort Service is an Office of Public Safety function provided by our students and Public Safety Officers for faculty, staff, students, and campus guests. If at any time you feel the need to be escorted to and from a building or your vehicle.... CALL ext. 8590.

For your Life Safety

Please familiarize yourself with Fire Extinguisher locations, Emergency Exit Signage and all other Fire Protection Equipment placed in our buildings for your use in a life-threatening emergency! Please report tampering and other malicious acts directed at this equipment immediately by calling ext. 8590. Obey Fire Alarm Activation And Fire Drills! Never Use Elevators During A Fire!

Our Complimentary Parking Program!

YOU ARE IMPORTANT TO US! Rose-Hulman continues to make every effort to curb cost for one of our most valuable assets, "You" the student. Because of this philosophy, virtually any parking need you may have will be provided for by Rose-Hulman. As long as you are a good citizen complying with our parking regulations, you will never have to spend a penny!

Simple Parking Tips

- All vehicles must be registered immediately upon campus arrival with Public Safety.
- Student parking spaces are painted yellow. Faculty-Staff parking spaces are painted white. On conclusion of daily business hours a student may park in a Faculty-Staff space after 5 p.m., however, he or she must vacate before 7 a.m. the following morning. On weekends, a student may park in a

Faculty-Staff space after 5 p.m. Friday and vacate before 7 a.m. Monday. All other regulations must be complied with during the exceptional hours.

- Tow Zones and tow policy are strictly enforced at the owner/operator's expense.
- Never park in a Handicapped, Reserved, or Reserved for Visitor parking space.
- If it isn't painted as a space or if it's obliterated (striped out), DO NOT PARK THERE!
- Never park by ANY building or entrance.
- Parking in restricted areas is prohibited around all residence halls.
- Students are restricted to one operable vehicle. Trailers, abandoned and stored or additional vehicles will be towed.
- Special health conditions that warrant temporary privileged parking consideration must be submitted in writing by the campus Health Services Office to the Office of Public Safety for arrangement and approval prior to being initiated by a vehicle operator.
- Student Health Service Transportation is also available for emergency health reasons when coordinated with Health Services Office and the Office of Public Safety.

For more information on campus parking regulations please visit the [Office of Public Safety's website](#).

Motor Vehicle Assistance

Free assistance is available 24 hours per day with virtually any motor vehicle problem. If you need assistance with a flat tire, retrieving keys from your vehicle, or jump-starting your vehicle, contact the Office of Public Safety. We can also lend you a lug wrench, battery charger, gasoline container, booster jumper cables, and we can provide you safe emergency transportation. For professional service, call ext. 8590!

Firearms Registration

Firearms must be registered with and stored in the Office of Public Safety. Firearms must be in a soft case and a background check from the owner's hometown police department must be obtained by the owner prior to storage of any firearm(s) with Public Safety. Firearms may be checked into the Office of Public Safety at any time; however, checkout will only be permitted between the hours of 5 a.m. and 8 p.m. unless express permission has been obtained from the Dean of Students. The Office of Public Safety reserves the right to refuse the release of a firearm to anyone deemed questionable to handle a firearm in a safe manner.

Academic Services

Moench Hall, Olin Hall, Olin Advanced Learning Center and the Mildred & Frederick Crapo Hall are open during the following hours for classes, studying, meetings, etc.:

Monday through Friday: 7:00 a.m. - 11:00 p.m.

Saturday: 8:00 a.m. - 11:00 p.m.

Sunday: 9:00 a.m. - 11:00 p.m.

Rooms in these buildings may be reserved for club meetings, etc., by contacting the Registrar's Office and reserving a room for a specific time.

To remain in the buildings past these hours, see a member of the Faculty or the Office of Student Affairs. They can provide you with a special "admission" pass for the hours desired.

Rose-Hulman Traditions

Introduction

There are a number of traditions, which have existed for many years at Rose-Hulman and have helped to develop a strong school spirit. Some traditions have faded with the passage of time but a number of them continue to grow with increasing enthusiasm each year. This is especially true at Homecoming time; and it is important for students to understand that, while the tradition is a great one, the rules and regulations governing student behavior pertain during Homecoming as they do at all other times of the academic year.

Rosie

The symbol of our school and the Fighting Engineers is Rosie, the elephant. From 1900 until the 1990s, she was a plaster and chicken wire creation that could be wheeled around the track during football games. Now she will be found at athletic events as a costumed student, greeting and creating fun.

Homecoming bonfire

Freshmen, along with help from upperclassmen, are responsible for the building of the Homecoming Bonfire.

Chauncey Day

Celebrate Chauncey Rose's legacy and the great institution he founded in September 1874! Chauncey Day, a newly created annual tradition, is to remember why Rose-Hulman is a special place and always will be for alumni and students. The inaugural Chauncey Day was started by the Rose-Hulman Alumni Advisory Board and Young Alumni Council in the fall of 2012. Chauncey Day is celebrated on the second Thursday of every September and is dedicated to showing your Rose-Hulman pride. Get together with your Rose friends, call an old classmate, or simply wear your Rose-Hulman gear on this day.

School ring

The official Rose-Hulman ring may be ordered from the Bookstore as soon as a student is a second quarter junior (the specific time for ordering will be announced by the Bookstore), but the ring cannot be worn until the student is a senior.

School song - Dear Old Rose

The words of the school song are:

Dear Old Rose

The sweetest flower that grows

Here's to your colors rose and white

Here's to the ones who've kept them bright.

Colors true for those who honor you

Here's to everything you've done,

Here's to every fight you've won. Dear Old Rose.

Center for Diversity

The [Center for Diversity](#) is the gathering site for all activities related to diversity on the Rose-Hulman campus. The CfD works to coordinate programs that promote intercultural awareness as well as opportunities that educate the community about ways to best respond to differences. Founded in July of 2011, the CfD has a strategic plan for enhancing inclusivity and promoting diversity at Rose-Hulman. Finally, the CfD maintains a list of funding opportunities for faculty, staff, and/or student groups who have ideas for activities that will promote diversity, support retention of under-represented groups, and allow students to gain experiences and meet people who will facilitate professional growth.

Located in Moench Hall, the CfD office is open during regular school hours. Stop in with your ideas, concerns, or questions.

Director: [Janice Fenn](#), Office: Moench A104

Diversity Student Organizations

Rose-Hulman has several student organizations whose mission is centered on the desire to make life a little easier for students from under-represented groups. Members of these organizations recognize the value in being able to interact with students who have similar backgrounds and life experiences. Many of the organizations also provide opportunities for professional development both on and off campus. Membership in these organizations is open to all interested individuals.

[Chinese Culture Club \(CCC\)](#)

[International Student Association \(ISA\)](#)

[National Society of Black Engineers \(NSBE\)](#)

[Society of Hispanic Engineers \(SHPE\)](#)

[The Society of Asian Scientists and Engineers \(SASE\)](#)

[The Society of Women Engineers \(SWE\)](#)

[UNITY](#)