

# Rose-Hulman Institute of Technology

## Student Handbook 2022-2023

### Welcome Letter

Dear Students,

Welcome to Rose-Hulman! We are thrilled to have you as a member of our student body, and look forward to meeting you soon. When you first chose Rose-Hulman, we made a promise to provide you with a world-class, personalized education. We are committed to extending this education beyond the classroom, and throughout your entire Rose-Hulman experience. Our faculty are deeply devoted to your technical education, and our staff are equally committed to your personal growth and development. Our goal is to help you reach your full potential in all areas including leadership, social engagement, and professional development.

As you begin to navigate your journey through Rose-Hulman, the Student Handbook will provide key information and resources. It details institute principles and policies, summarizes campus services, and outlines expected behavior that will help you understand the responsibilities and opportunities of our community. Faculty and staff throughout our campus will open their doors to assist you, but the Student Handbook can point you in the right direction. Additionally, the Student Handbook serves as a guide for expected student conduct and allows the institution to respond to circumstances that threaten our culture and community. All students are required to uphold the standard of academic and social conduct and are responsible for knowing, and abiding by, the policies and regulations of the Institute.

Rose-Hulman has a strong culture of support and commitment to our students. Our entire faculty and staff are dedicated to helping you become a well-rounded scientist, mathematician, or engineer. Now that you are a part of the Rose-Hulman family, we are excited to work alongside you to help ensure your success throughout this journey.



Erik Hayes  
Vice President for Student Affairs and Dean of Students

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## Student Handbook Purpose

The Rose-Hulman Student Handbook contains specific information and linked resources designed to provide you with the tools and guidance to help you take full advantage of the Rose-Hulman experience and culture.

## Mission

The mission of Rose-Hulman Institute of Technology is to provide our students with the world's best undergraduate science, engineering, and mathematics education in an environment of individual attention and support.

## Vision

Rose-Hulman graduates will be inspired and prepared for lives of purpose and success, defining and solving the problems of a complex global society.

Rose-Hulman will be a lifelong partner with our graduates and a recognized global leader in science, engineering, and mathematics education.

## Institute Student Learning Outcomes (ISLOs)

The Rose-Hulman [Institute Student Learning Outcomes \(ISLOs\)](#) articulate knowledge, skills, and behaviors that Rose-Hulman students are expected to demonstrate by the time of graduation. The outcomes are not dependent on a particular program of study, but rather they characterize generally what it means to be a graduate of Rose-Hulman. Through an annual summer artifact collection and assessment process ([RosEvaluation](#)), the [Commission on the Assessment of Student Outcomes \(CASO\)](#) determines student attainment of our outcomes, and the results help to support both institute and program continuous improvement efforts. Additionally, the ISLOs support critical institutional and programmatic accreditation practices for the Higher Learning Commission (HLC) and ABET (Accreditation Board for Engineering and Technology).

## Academic Policies

### Academic Rules and Procedures

For a complete list of rules and procedures, please visit the [Office of the Registrar's](#) webpage. There you will find information regarding transcripts, transfer credit, degree evaluation, graduation requirements and more.

### 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 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 their 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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, 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.

### Gender Identification Data and Reporting Practice

For reporting purposes, the Institute will utilize gender identity for an individual where the institute has the option to do so. Legal sex (M or F) will be used when stipulated to comply with legal or other reporting requirements AND when necessary to protect individual identity.

Faculty, staff, and students may update their gender identity and personal pronoun preferences via Banner Web on the [Banner Personal Information](#) page.

For questions regarding this practice, students should contact the Registrar's office; faculty and staff should contact Human Resources.

### 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 the Dean of Students, Erik Hayes (812-877-8210). 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 Student Accessibility Services. More information can be found on the Student Accessibility 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

Rose-Hulman Institute of Technology is an institutional participant in the National Council for State Authorization Reciprocity Agreements (SARA). A list of current, authorized SARA member states is available at [www.nc-sara.org/](http://www.nc-sara.org/). As a participating institution, Rose-Hulman adheres to a common set of standards for offering postsecondary distance education among member states, districts, and territories. The Agreement establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. Rose-Hulman can be found on the NC-SARA website under the SARA member state of Indiana.

If a complaint cannot be resolved after exhausting Rose-Hulman's internal grievance procedures, you may file a complaint about Rose-Hulman Institute of Technology with the [Indiana Commission for Higher Education](#). If you are a distance education student, you may file a complaint with your [state's higher/postsecondary education agency](#) or with the [Indiana Commission for Higher Education](#). You may also contact our accrediting agencies, The Higher Learning Commission or ABET ([comms@abet.org](mailto: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](#).

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

## Refunds and Return of Financial Aid Funds

### Scope

This procedure explains how students' charges are reduced upon withdrawal from school or a reduction in the number or course hours. It also addresses how the return of financial is calculated.

### 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. The technology fee, student activity fee, residence hall association fee, student health services fee, and insurance premiums are not refundable after the first full week of the term.

A separate refund schedule for the summer term is available on the [Registrar's MyRoseHulman page](#).

### Withdrawal Date Percent of Refund

Withdrawal Date	Percentage of Tuition and Housing Refund
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

Meal Plans are refunded based on the type of plan that was purchased at the beginning of the term, and only when a student has separated from the institute. All residential meal plans will be refunded based on how long the current meal plan has been active. Commuter plans will be prorated based on the unused portion of the meal plan, minus a \$25 administrative fee.

Following the refund calculation, the student is responsible for payment of any unpaid charges to the Institute or any unearned financial aid within 30 days of their departure.

### 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 Supplemental Educational Opportunity Grant (SEOG) and the Federal Pell Grant. The amount returned will be based on the percentage of enrollment completed. A return of Title IV funds calculation will be performed by the Financial Aid office to determine the reduction of Title IV aid.

### Return of Institutional and Other Financial Aid

All other forms of Financial Aid (ie. Institutional aid/Outside scholarships) will be adjusted based on the same proration schedule used for Institutional charges and returned to the appropriate source of funding.

### 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 charge adjustment shall be the difference between the initial billing and the revised billing multiplied by the unearned portion of the quarter. The percentage will be calculated in a manner consistent with the refund of Institutional Charges as listed above.

Any reduction in hours will result in an adjustment of financial aid based on the schedule below through the end of the 6th week. The Financial Aid office locks hours at the end of the 4<sup>th</sup> week. Due to federal regulations, no reduction in federal or state aid occurs after 4th week, however outside scholarships and

institutional aid will continue to be adjusted based on the schedule below through the end of the 6<sup>th</sup> week.

- Reduction from full time hours (12+) to  $\frac{3}{4}$  time hours (9-11) = 25% reduction of federal/state/institute/outside aid
- Reduction from full time hours (12+) to  $\frac{1}{2}$  time hours (6-8) = 50 % reduction of federal/state/institute/outside aid
- Reduction from full time hours (12+) to  $\frac{1}{4}$  time hours (5 or less) = 100% reduction of federal/state/institute/outside aid

## Student Refunds

Refunds for overpayments on a student's tuition account are issued by the Student Financial Services Office by direct deposit or checks. Refunds are issued to the student in all situations except when the overpayment is a direct result of a Parent Plus loan. Parent Plus loan refunds are issued to the parent unless they have directed the financial aid office to issue any overpayments to the student. This is at the discretion of the parent when applying for the Plus loan.

## Campus Life Policies

### 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 alcohol 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.

### 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 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 them (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 them.

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 been 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

#### 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 MyRoseHulman](#) pages.

#### Communication Standards

All students will receive a Rose-Hulman email address. Faculty, staff and administrators often utilize this email for their primary mode of communication, with the full expectation that students will receive and read these messages in a timely fashion. Therefore, students are expected to check their Rose-Hulman email accounts frequently and consistently to stay current with institute-related communications. Students should also check Moodle for messages related to their courses. Additional general information on campus news and events can be found on My Rose-Hulman.

#### 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 MyRoseHulman page](#). 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.

### Photo Release Policy

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.

### Rose-Hulman Institute Of Technology Preferred Name Practice

Rose-Hulman Institute of Technology recognizes that faculty, staff, and students may choose a name other than their legal name to identify themselves. The Institute has adopted a practice of populating enterprise computing systems and documents with the self-identified preferred first name where the institute has the discretion to do so. Official or legal documents (eg. diploma, commencement program, transcripts, enrollment verifications, billing statements) will continue to reference the individual's legal name.

Faculty, staff, and students may update their preferred first name via Banner Web on the [Banner Personal Information page](#).

For questions regarding this practice OR to update a legal name, students contact the Registrar's Office and faculty and staff contact Human Resources.

### Residence Life Policies

#### Philosophy of Residence Hall Living

A core value of Rose-Hulman is individualized support and attention in a world-class education. Our residence life team applies this same principle to our approach in the residence halls when living with a roommate and community of other students. It is the people you meet, the memories you make, and the experiences you share together that makes residence life at Rose-Hulman an essential part of the learning and growing process as a student. 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 living 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 relationship building skills.

### Residence Hall Fee

Each residence hall student pays \$45.00/quarter (included in your bill) as part of a residence hall fee. \$20.00 of this fee goes to the Residence Hall Association (RHA) to be allocated to activities, programming, and residence hall life. The remaining \$25.00 of the residence hall fee allows the residence hall laundry facilities to be free to use for all on-campus residents.

### Residence Hall Association (RHA)

All residence hall students are members of the Residence Hall Association. RHA meets weekly 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 as part of the residence hall fee) to RHA for its use in achieving this purpose.

Each residence hall floor should select at least two representatives to attend and participate in RHA meetings. 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.

### General Residence Life 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 from the Director of Residence Life. All students are responsible for their own guests. See Visitation Policy for more information.

Visiting pets should remain outside of residence halls and all other campus buildings.

### Room Entry and Inspections

Authorized RHIT officials reserve the right to conduct an administrative search of the room or apartment in the case of a health emergency or when there is reason to believe that a specific violation of Residence Life or RHIT policy is taking place that has the potential to impact the health or safety of the Resident or RHIT community. Further, RHIT reserves the right to permit authorized RHIT employees to enter/inspect all rooms or apartments under the following circumstances:

1. Prior to Resident taking Occupancy and prior to Resident's move-out;
2. To make repairs;
3. When there are reasonable grounds to believe that a condition exists that endangers health, safety, or security;
4. When there are reasonable grounds to believe that unauthorized or prohibited equipment, furnishings or other materials are present in the room or apartment;
5. When there are reasonable grounds to believe that a person(s) who is not eligible is living in the room or apartment or prohibited person(s) are present in the room or apartment; or
6. To make routine inspections for maintenance, health and safety, and to perform required services, as announced by Residence Life, RHIT Facilities, or Safety and Security.

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 Director of Residence Life and Residence Life staff.

### Residency Requirement

#### *Freshman Year*

Unless commuting from home within 30 miles of campus, 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.



### *Sophomore Year*

All students that have a cumulative GPA below 2.50 at the end of winter quarter during their first (freshman) year at Rose-Hulman will be required to live on campus their second (sophomore) year. Only exceptions to this policy include planning to live and commute from home within 30 miles of campus or participating in your fraternity's or sorority's live-in academic support track.

### **Smoking in the Residence Halls**

The Institute is dedicated to providing a healthy, comfortable, and productive environment for all students, faculty, staff and guests. The Institute recognizes the health hazards associated with using smokeless and smoking tobacco products and the adverse effects of exposure to second hand smoke by non-smokers.

Effective July 1, 2017, Rose-Hulman Institute of Technology is a tobacco and smoke-free campus. This policy applies to all faculty, staff, students, visitors and vendors. Smoking and/or tobacco use is prohibited on Rose-Hulman property and all vehicles parked or operated on campus property as well as the Circle K gas station at the southeast entrance to campus.

Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, vapes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spit less, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

### **Visitation Policy**

#### **A. Freshman Residence Halls - Fall Quarter**

Visitation by individuals who do not live on the floor 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. Failure to abide by the above rules or other res hall policies could mean loss of visitation privileges for the person or persons involved. Reported violation could result in evacuation from residence hall or dismissal from the Institute.

#### **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:

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



- B. Sunday through Thursday: 9:00 a.m. - 12:00 a.m., Friday and Saturday: 9:00 a.m. - 2:00 a.m.
- C. 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. All guests must be registered through the visitor form. Guest under the age of 18 will not be permitted without prior approval through Residence Life or Admissions.

### C. Upper-class Residence Halls

All upper-class 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:

- A. Sunday through Thursday: 12:00 p.m. - 10:00 p.m., Friday and Saturday: 12:00 p.m. - 2:00 a.m.
- B. Sunday through Thursday: 9:00 a.m. - 12:00 a.m., Friday and Saturday: 9:00 a.m. - 2:00 a.m.
- C. 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. Guest under the age of 18 will not be permitted without prior approval through Residence Life or Admissions.

### 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 option three shall be included with the votes for option two. If the 2/3 majority is still not obtained, then option one 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.

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

### Residence Hall Assignment Display & Opt-out

By default, your residence hall assignment is placed into the Active Directory, Teams, and Outlook exchange list. If you do not wish to have this information shared in these tools, you can "opt-out" by selecting which places you do not want this information shared online in [Banner Web](#)

### Residence Hall Information

*Students requesting medical housing accommodations should contact Director of Student Accessibility Services, [Dr. Patty Eaton](#).*

### 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 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; therefore, courtesy hours are in effect 24 hours a day. Quiet hours are established to benefit all residents and to promote a healthy study environment.

### Room Care and Community Guidelines

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 Director of Residence Life.
  - b. Permanent structural changes are not permitted (i.e., items which are bolted, screwed, or nailed 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.
  - f. Design and wall paint colors must be approved by Student Affairs and may begin on Friday of second week. Paint and supplies will be provided by Residence Life. Occupants must pay a \$20 deposit before receiving approved paints.
  - g. No paint will be issued for student rooms past the end of Winter Quarter.
  - h. Any hall mural paint requests must be made by the end of 8<sup>th</sup> week in Spring Quarter and completed by the end of 10<sup>th</sup> week before finals.
  - i. Lakeside, Apartments, and Percopo may not paint rooms, but may paint murals in hallways.
  
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. Students building decks or lofts should be aware that these structures may impact the ability of housekeeping to fully clean living spaces.

*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. The community kitchens are equipped with appliances. Residents are responsible for supplying their own ingredients, utensils, and other small equipment that may be needed. Residents must clean up the kitchen area after use. Residents also must clearly label all personal food items that they store in the kitchen refrigerators. Unlabeled food, or food items that appear to be improperly stored or are becoming rancid, are subject to disposal without notice by Residence Life staff. Kitchen privileges may be revoked if Residence Life determines residents have abused the existing kitchen privileges.
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 Director of Residence Life.
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 non-predatory fish.
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 \$50 for each infraction thereafter.
17. Compact microwave ovens are permitted in student rooms. They may not exceed 800watts.
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, through doorways, etc.
21. Lofts must be approved by the Resident Assistant. Lofts should be built at least 3-feet away from ceiling and at least 3-feet off the floor. Any loft that does not meet the requirements, must be fixed upon the digression of the Resident Assistant. All lofts must be taken down at the end of academic year. Residents are responsible for removing and storing their own lofts and providing their own tools.
22. Signs or objects (e.g., towels, flags, posters) may not be placed in windows or in community spaces unless approved by Residence Life.

## 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 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 Student Affairs.

## Appliances

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.

## Room Keys and Entry

Residents can check out one room key for their assigned room from the Office of Student Affairs. Residents are responsible for returning the key at the end of the year. The key is not transferable; the reproduction of keys to the housing facilities and the unauthorized possession, loaning, or distribution of any Rose-Hulman key is prohibited. Assigned rooms must be vacated, checkout procedures completed, and all keys returned at the end of the academic year or student's departure from the Institute. Unauthorized entry into any living space or restricted access areas of residential communities (e.g. mechanical rooms, roofs, closed buildings) is prohibited.

If you have permanently lost your room key, see the Office of Student Affairs. They 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 Office of Student Affairs or the housekeeper during the day or a Resident Assistant to get back into your room.

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 they will assist you.

### Repairs in Room

If you need any repairs in your room, contact your Resident Assistant and they 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 and Public Safety immediately. 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.

For personal laundry, there are washers and dryers located in each residence hall, provided by a private vendor. As part of your RHA fee, there is no additional cost to utilize the laundry services. Soap is not provided.

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 most halls, 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 Student Affairs. When you lose money in the vending machines, report it immediately to Student Affairs complete an information report. They will be responsible in seeing that the refund is obtained from the vending machine company and returned to you.

### Liability Insurance

Rose-Hulman is not liable for anything in your room. It is recommended that students check their family's homeowner's insurance to see whether their coverage will extend to their campus residence. If it does not, it is encouraged to purchase a

renter's policy. 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 Office of Student Affairs, and charges for such service will be \$5.00 per night. All residence hall policies are in effect during the break periods.

## ADA Service Dog Policies

### **Definition**

Under the Americans with Disabilities Act, a service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by the dog must be directly related to the person's disability.

### **Approval**

Communication regarding an ADA Service Dog living in campus housing should be directed to the Student Accessibility Services office. ADA Service Dogs are allowed in all public domains contingent to outlined limitations. Due regard will be given to current students living in the same room, floor, or residence hall and housing arrangements may have to be adjusted. A copy of current vaccines are requested with annual update. Records of the vaccinations will be kept on file with Director of Student Accessibility Services.

## **Limitations**

### *Service Animal Control Requirements*

- The student must be in full control of the dog at all times. ADA Service Dogs must be harnessed, leashed, or tethered unless these devices interfere with the dog's work, or the individual's disability prevents using these devices. In that case, the individual must be able to control the animal through voice, signal, or other non-disruptive means.
- The dog should be unobtrusive to other individuals and the learning, living, and working environment to the extent possible.
- It is recommended that the dog wear some type of commonly recognized symbol to identify it as an ADA Service Dog, but not disclosing the disability.
- The student should educate others in best way to interact without disrupting the service dog's role.

## **Student Responsibilities**

### *Answer Legal Questions*

It is legal for an institute to ask two questions regarding what appears to be a service dog:

1. Is the dog a service dog required because of a disability?
2. What work or task has the dog been trained to perform?

Answers such as "it calms me" or "it provided emotional support" are not sufficient.

## **Animal Etiquette**

To the extent possible, the student should ensure that the dog does not:

- Sniff people, restaurant tables, or the personal belongings of others.
- Display any behaviors or noises that are disruptive to others unless part of the service being provided the student.
- Block an aisle or passageway for fire egress.

## **Waste Cleanup**

Cleaning up after the animal in all indoor and outdoor campus facilities and grounds, including sidewalks and lawns, is the sole responsibility of the student. In the event that the student is not physically able to clean up after the animal, it is then the responsibility of the student to hire someone capable of cleaning up after the animal. Contact staff if arrangements are needed to assist with clean-up. Trash receptacles located outside the residence halls should be used to deposit waste.

## **Removal**

A service dog may be asked to be removed immediately by a Rose-Hulman Public Safety Officer or a representative of Rose-Hulman for the following reasons:

- Out of Control Animal: Student may be directed to remove an animal that is out of control and student does not take effective action to control it. If the improper dog behavior happens repeatedly, the student may be prohibited



from bringing the animal into any Rose-Hulman facility until the student can demonstrate that they have taken significant steps to mitigate the behavior.

- Non-housebroken Dog: A student may be directed to remove a dog that is not housebroken.
- Direct Threat: A student may be directed to remove a dog that Rose-Hulman determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill dog, a substantial lack of cleanliness of the dog, or the presence of a dog in a sensitive area like a medical facility, certain laboratories, or mechanical or industrial areas without institute authority.

Where a service dog is properly removed pursuant to this policy, Rose-Hulman will work with the student to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service dog on the premises.

It is the student's responsibility to have a plan for placement if a dog is removed from campus.

If at any time the Assistant Director of Residence Life, Rose-Hulman Public Safety Officer, and/or Dean of Students feels that the health or life of an animal or person is at risk, the Department of Residence Life and/or Department of Student Affairs is authorized to contact Vigo County Animal Control and require that the animal be removed and/or taken into custody of animal control. Any suspected incident of animal abuse must be reported immediately to law enforcement

## Emotional Support Animal Policies

### Definition

Under the Fair Housing Act, emotional support animals are not service animals. They do not perform work or tasks that would qualify them as service animals under the Americans with Disability Act. An emotional support animal alleviates one or more identified symptoms or effects of a person's disability. An emotional support animal is one that is **absolutely** necessary to afford the student with a disability an equal opportunity to use Rose-Hulman Institute of Technology college housing.

### Approval

Emotional Support Animal documentation forms are available in the Student Accessibility Services office. Documentation must be completed by a qualified provider who has worked with the student over time and in-person. The student should have an existing relationship with the animal. The provider must clearly outline the need for an emotional support animal in college housing. Completed forms should be returned to the Student Accessibility Services office. Documents will be reviewed. If a question arises, the Director of Student Counseling Services may be asked to participate in a team review. If approved, the information is shared and processed with Residence Life. Due regard will be given to current students living in the same room, floor, or residence hall and housing arrangements

may have to be adjusted, with the needs of any existing student disability or allergy accommodation on file taking priority.

Each academic year, the emotional support animal must be approved according to this policy with Student Accessibility Services.

### **Limitations**

Rose-Hulman may consider the following factors, among others, in determining whether the presence of the emotional support animal is reasonable and in making housing assignments:

- The student must have a documented beneficial relationship with the animal.
- The animal must be of mature age (1 year old or older) and housebroken or litter trained.
- The student must be able to confirm the animal will receive annual veterinary check-ups and must comply with all state and local licensure and vaccination requirements.
- The student must show proof of current vaccinations and licensure.
- Animals that may fundamentally alter Rose-Hulman's operations (including housing operations) may not be allowed. Rose-Hulman may consider whether the size of the animal is too large for available assigned housing space, whether the animal's presence would force another individual from a housing unit (e.g. serious allergies), and whether the animal's presence otherwise violates any individual's right to peace and quiet.
- Animals that may cause substantial physical damage may not be allowed (e.g., an animal that is not housebroken or is unable to live with others in a reasonable manner).
- Animals cannot be a threat to the health or safety of other people or approved animals. Rose-Hulman may consider whether the animal poses or has posed in the past a direct threat to the individual or others, such as aggressive behavior towards or injuring the individual or others).
- Animals will not be allowed if they pose an undue financial or administrative burden to Rose-Hulman Institute of Technology. Rose-Hulman may consider whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

### **Student Responsibilities**

An emotional support animal may be permitted in Rose-Hulman housing pursuant to the Fair Housing Act. If a student is approved to have an emotional support animal, it will be restricted to housing areas only (the student's residence hall room), and will not be permitted in other areas of campus (including, but not limited to areas such as classrooms, labs, dining spaces, hallways, lobbies, work areas, etc.) In transit, the student may not linger or loiter with the animal in any area outside of the student's residence hall room. The student must be prepared to answer questions from peers about having an animal in the residence hall.

*Animal must be kept under student control (physical or verbal) in all areas of campus:*

- The animal must remain calm and manageable at all times, even when the animal is not in the company of the student.
- The animal must be well cared for, clean, and hygienic; in good health with regular veterinary check-ups; and meets all state and local licensure and vaccination requirements (documentation is required).
- The student must clean up animal's waste and dispose of it appropriately.
- When transporting the animal outside of the residence hall room when necessary, the animal must be on a leash or in a proper cage or container.

Implications/Ramifications

- First Offense - Warning and conversation with a Residence Life staff member or Office of Student Affairs designee.
- Second Offense – Written Second Warning Letter placed in file with Accessibility Services.
- Third Offense – Animal must be removed from campus within three calendar days.

### **Waste Cleanup**

Cleaning up after the animal in all indoor and outdoor campus facilities and grounds, including sidewalks and lawns, is the sole responsibility of the student. In the event that the student is not physically able to clean up after the animal, it is then the responsibility of the student to hire someone capable of cleaning up after the animal.

*Animal Must Not Cause Damages to Institute Owned Property*

Implications/Ramifications

- Student must restore furniture to the condition it was in when they originally occupied unit. If furniture is damaged beyond repair, the student must pay for replacement cost (minus depreciation if applicable) via their student account.
- Student must pay the cost of any facility damage via their student account.
- Excessive or repeated damage will result in the animal's behavior being evaluated by a Residence Life staff member or Office of Student Affairs designee. If the animal is determined to be too destructive, the student will be given three days to find an off-campus living situation for the animal.

*Animal Must Not Cause Noise*

Implications/Ramifications

- First Offense - Warning and conversation with a Residence Life staff member or Office of Student Affairs designee.

- Second Offense – Second warning and letter placed on file with Residence Life staff member.
- Third Offense – Animal’s behavior will be evaluated by a Residence Life or Office of Student Affairs designee. If the animal is determined to need more behavior modification than can be reasonably completed immediately, the student will be given three days to find an off-campus living situation for the animal.

*Animal Must Not Bite/Scratch People or Other Approved Animals*

Implications/Ramifications

- An animal cannot be a threat to the health and safety of other people or approved animals. An incident will be reviewed and the outcome determined on a case-by-case basis and could result in immediate removal of the animal from campus.

If at any time a Residence Life and/or Office of Student Affairs designee feels that the health or safety of an animal or person is at risk, they are authorized to contact animal control and require that the animal be removed and/or taken into custody of animal control. Any suspected incident of animal abuse must be reported immediately to law enforcement.

**Removal**

An emotional support animal may be asked to be removed immediately by a Rose-Hulman Public Safety Officer or a representative of Rose-Hulman for the following reasons:

- Out of Control Animal: Student may be directed to remove an animal that is out of control and student does not take effective action to control it. If the improper animal behavior happens repeatedly, the student may be prohibited from bringing the animal into the residence hall until the student can demonstrate that they have taken significant steps to mitigate the behavior.
- Direct Threat: A student may be directed to remove an animal that Rose-Hulman determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or other situations.

Where an emotional support animal is properly removed pursuant to this policy, Rose-Hulman will work with the student to determine reasonable alternative opportunities to participate in the service, program, or activity without having the emotional support animal in the residence hall.

It is the student’s responsibility to have a plan for placement if an emotional support animal is removed from campus.

If at any time the Associate Director of Residence Life, Rose-Hulman Public Safety Officer, and/or Dean of Students feels that the health or life of an animal or person

is at risk, the Department of Residence Life and/or Department of Student Affairs is authorized to contact Vigo County Animal Control and require that the animal be removed and/or taken into custody of animal control. Any suspected incident of animal abuse must be reported immediately to law enforcement

## Small Animal Pet Policies

### **Definition**

A small animal is an animal that can be easily taken care of and removed if necessary.

### **Approval**

The only pets permitted in the residence halls are fish. Due regard will be given to current students living in the same room, floor, or residence hall and housing arrangements may have to be adjusted. Non-predatory fish are allowed.

### **Limitations**

Rose-Hulman may consider the following factors, among others, in determining whether the presence of fish are reasonable and in making housing assignments:

- Fish that may fundamentally alter Rose-Hulman's operations (including housing operations) may not be allowed. Rose-Hulman may consider whether the size of the fish is too large for available assigned housing space.
- Fish cannot be a threat to the health or safety of other people or approved animals.
- Fish will not be allowed if they pose an undue financial or administrative burden to Rose-Hulman Institute of Technology. Rose-Hulman may consider whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

### **Student Responsibilities**

Fish may be permitted in Rose-Hulman housing. It will be restricted to housing areas only (the student's residence hall room), and will not be permitted in other areas of campus.

### **Waste Cleanup**

Cleaning up after the fish is the sole responsibility of the student.

### *Animal or Aquarium Must Not Cause Damage to Institute Owned Property*

#### Implications/Ramifications

- Student must restore furniture to the condition it was in when they originally occupied unit. If furniture is damaged beyond repair, the student must pay for replacement cost (minus depreciation if applicable) via their student account.
- Student must pay the cost of any facility damage via their student account.

### **Removal**

If at any time a Residence Life staff member and/or Student Affairs designee feels that the health or safety of an animal or person is at risk, they are authorized to contact animal control and require that the animal be removed and/or taken into custody of animal control. Any suspected incident of animal abuse must be reported immediately to law enforcement

### Lakes on All Institute Properties

There are multiple waterbodies on the various Institute-owned properties. Speed Lake is centrally located on campus and is available for use by Rose-Hulman students, faculty, and staff. All other lakes require Institute approval before accessing.

Swimming is permitted at Speed Lake only. No lifeguards are on duty. Swimming is at your own risk. As a safety precaution, no one is to be in or on the lakes between dusk and dawn. Never swim alone or go into deep water unless you are a good swimmer.

Fishing on the lakes is permitted so long as state fishing laws and regulations are followed.

Use of canoes or non-motorized boats for regularly scheduled academic classes and for Institute research is permitted with Institute approval. Life jackets are to be worn during these activities.

Laking is a Rose-Hulman tradition consisting of tossing a person into the lake. Laking against the person's will or mass lakings are not permitted. Horseplay is not permitted in or around the lake areas.

Improper usage of the campus lakes may be reported to the Office of Public Safety.

Public Safety Officers will notify violators of the improper usage and request that they cease their activities and/or leave the premises.

Recreational winter activities are allowed on Speed Lake once appropriate ice has formed and both Public Safety and Environmental Health & Safety have approved access to the lake ice. Winter activities are not permitted on the South Campus Lake, Hulman Lodge Lake, or any other water bodies on the Hulman Farm property. The secluded nature of these lakes and available resources do not provide for consistent oversight to ensure a safe environment for this purpose. You can view this policy, lake ice safety tips, and the status of Speed Lake winter activity access at <https://my.rose-hulman.edu/PS/Pages/Speed-Lake-Winter-Activities.aspx>.

### Campus Mail Distribution Policy

The campus mail system operates 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.

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 a member or representative of officially recognized organizations, groups, academic and administrative units of the Institute.

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 non-profit mail permit.

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, CAN NOT 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.

### Tobacco and Smoke-Free Policy

The Institute is dedicated to providing a healthy, comfortable, and productive environment for all students, faculty, staff and guests. The Institute recognizes the health hazards associated with using smokeless and smoking tobacco products and the adverse effects of exposure to second hand smoke by nonsmokers. Effective July 1, 2017, Rose-Hulman Institute of Technology is a tobacco and smoke-free campus. This policy applies to all faculty, staff, students, visitors and vendors. Smoking and/or tobacco use is prohibited on Rose-Hulman property and all vehicles parked or operated on campus property as well as the Circle K gas station at the southeast entrance to campus. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spit less, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

### Medical Records Policy for Admission

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 Clinic and must be completed prior to matriculation. A list of required immunizations and required forms can be found on the Health Services Clinic Website.

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.
4. All mandatory health forms and information are available online at [my.rose-hulman.edu](http://my.rose-hulman.edu)

### 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. Rose-Hulman follows all laws regarding drugs in the U.S. and students will be held accountable for violating state or federal laws on RHIT's campus.

### 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.

### Nondiscrimination Policies

Rose-Hulman adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. Rose-Hulman will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of 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 with the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers non-discrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of Rose-Hulman's policy on non-discrimination. When brought to the attention of Rose-Hulman, any such discrimination will be appropriately investigated and remedied.

The full policy can be found on Rose-Hulman's website [here](#).

### Title IX Policies and Procedures

Title IX of the Education Amendments Act of 1972 is a federal law which prohibits discrimination based on sex in any education program or activities that receive federal funding. Title IX created equity in academic, co-curricular, and extracurricular programs such as athletics. Sexual harassment and sexual violence are forms of sex-based discrimination prohibited by Title IX.

In compliance with Title IX, Rose-Hulman has:

[A policy of nondiscrimination](#)

[A grievance policy and procedure](#)

A designated Title IX Coordinator

Kristen Bardou Loyd, Director of the Union and Student Activities Office, serves as the Title IX Coordinator for Rose-Hulman. Reports of discrimination, harassment, and/or retaliation as defined in [Rose-Hulman's Title IX Policy and Procedure](#) should be made to the Title IX Coordinator promptly. There is no time limitation on the filing of complaints as long as the Complainant is participating in or attempting to participate in Rose-Hulman's education program or activities at the time the formal complaint is filed. Reports can be filed via phone at 812-877-8484, [via email](#), or in person in the Mussallem Union, Room 236. [Anonymous reports may be made using this form](#).

The Title IX 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.

Reports of discrimination by the Title IX Coordinator should be reported to the Institute President, Robert Coons, [via email](#), or in person in Hadley Hall 200.

Inquiries about this policy may be made internally to:

Kristen Bardou Loyd  
Director of the Union and Student Activities Office  
Title IX Coordinator  
Mussallem Union 236  
(812) 877-8484  
[loyd1@rose-hulman.edu](mailto:loyd1@rose-hulman.edu)

Inquiries may be made externally to:

U.S. Department of Education  
Office for Civil Rights (OCR)  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

1-800-421-3481  
1-202-453-6012 (Fax)  
1-877-521-2172 (TTY)  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

**Equal Employment Opportunity Commission (EEOC)**

131 M Street, NE  
Washington, DC 20507

1-800-669-4000  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL Video Phone)  
Email: [info@eeoc.gov](mailto:info@eeoc.gov)  
Web: <https://www.eeoc.gov/>

## Firearms, Explosives, and Weapons Policy

Rose-Hulman is committed to providing a safe and secure environment to conduct educational activities. Rose-Hulman Institute of Technology holds a zero tolerance regarding the possession and/or use of firearms, explosives or 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.

Firearms are not allowed on Rose-Hulman properties and may not be stored in affiliated housing. Students must register and store their firearms (limit of two firearms) in the Office of Public Safety. We will also allow storage of ammunition or magazine cartridges. The full policy and our firearm check-in/out information can be found at <https://my.rose-hulman.edu/PS/Pages/Campus-Weapons-Policy-and-Firearm-Registration.aspx>

## Involuntary Medical Withdrawal

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 or designee, 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 or designee 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 a member of the Student Affairs staff 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 or designee 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.)
5. 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 or designee's decision to the committee consisting of the Rules and Discipline Committee.

Any appeal must be submitted to the chair of the Rules and Discipline Committee in writing within 48 hours of the Vice-President or designee'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 or designee 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 or designee 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 or designee 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 Student Affairs Office 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.

### **Unmanned Aerial Systems (Drones)**

The operation of unmanned aircraft systems (UAS) including drones and model aircraft requires compliance with the Federal Aviation Administration (FAA), relevant state laws, and Institute established procedures in order to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy. Anyone planning to operate a UAS on Institution property must contact the Office of Safety and Security thirty (30) days in advance in order to assess the Institution's ability to comply with revised FAA requirement, or meet local compliance requirements. A usage agreement must also be completed.

Our campus policy, drone registration page, and usage agreements can be found at <https://my.rose-hulman.edu/PS/Pages/Campus-Drone-Policy-and-Registration.aspx>

## **Campus Life Offices, Resources, and Services**

### **Academic Calendar**

The Office of the Registrar provides academic calendars for each quarter, showing term start and end dates, dates for midterm and final grades, tuition-due dates, class registration deadlines, and dates for final exams and commencement.

### **Academic Testing Center**

The mission of the Academic Testing Center is to provide our faculty, students, and staff with an environment that supports their testing needs. We offer a wide range of exam-taking options, accommodations for students with disabilities and proctored make-up exams. Our testing center ensures uniform exam administration, fairness, minimal distraction and security for all users. Testing services are adhered to in accordance to the National College Testing Association (NCTA) Professional Standards and Guidelines.

### **Air Force ROTC**

Air Force ROTC is designed as a four year training program that culminates in a student becoming an Officer in the United States Air Forces. The program is designed to run concurrently with the four year college curriculum and is open to all college students at no obligation. Air Force ROTC classes, text books, and uniforms are free to fully-enrolled cadets.

Air Force ROTC courses are designed to develop the leadership and management skills to be an effective Air Force Officer. Topics range from Air Force history to ethics and values. The curriculum is separated into four major areas: Profession of Arms, Communication Skills, Leadership Studies, and Military Studies/International Security Studies

### **Airport Shuttles**

At each scheduled break during the academic year, the Office of Student Affairs coordinates an airport shuttle service running from campus to the Indianapolis International Airport and back. Additionally, airport shuttles to and from Chicago O'Hare will be available during most breaks.

### **Army ROTC**

Army ROTC is an elective curriculum you can take in addition to your required college courses and concludes with becoming commissioned as an Officer in one of the three Army components (Active Duty, National Guard or Army Reserves). The program provides tools, training and leadership opportunities to not only help prepare you for success in the military but in any competitive environment. Scholarships exist for all three components of service while in Army ROTC.

After completion of the Army ROTC program, graduates will be commissioned into the selected Army component as Second Lieutenants. In the Army, officer career fields are known as branches, and after choosing an Army branch during your senior year of study, Second Lieutenants will have the opportunity to pursue specialized training whether on Active Duty or during weekend training in the Guard and/or Reserves.

### **Athletics**

Rose-Hulman has 20 sports, 10 male and 10 female, and has competed as a member of the Heartland Collegiate Athletic Conference (HCAC) for the past 15 years. During this time Rose-Hulman men's teams have won the all-sports trophy for the top finish 11 times. The Commissioner's cup is the combined men's and women's programs points. Rose-Hulman has won this cup seven times. Rose has accumulated 70 HCAC championships since 2010 and has led the HCAC in Academic all-conference honorees for 48 consecutive quarters. Nationally Rose-Hulman has had at least one academic All-American for 37 consecutive years which leads all of NCAA Division III schools of which there are over 450. Over one-third of our undergraduate students compete in varsity athletics.



### **Banner Web/Student Portal**

Banner Web (<https://bannerweb.rose-hulman.edu/login>) is your online student portal for many things you may need while at Rose-Hulman. Whether you are looking to fill out your timesheet, access your schedule, or register for classes, Banner Web is where you go! You can also update your address or phone information, view your housing assignment or unofficial transcript, or perform other various activities online.

### **Bookstore**

The mission of the Bookstore is to service the academic community by making available books and supplies required for course work. In addition we maintain a selection of supplies, imprinted sportswear, gifts, and other merchandise.

### **Branam Innovation Center**

The Branam Innovation Center (BIC) is the place for projects, collaboration, and innovation at Rose-Hulman. We support competition teams and senior design projects in an engaging and supportive environment. The BIC has a variety of resources to support student design needs including:

- Workspace
- Training classes
- Machine shop
- Welding shop
- Paint booth
- Conference Room
- Hand and power tools for metal, plastic and wood
- Scrap wood, plastic and metal material

Because safety is a top priority, there are policies in place to help ensure all work is conducted in a safe and responsible manner:

-Students who have completed the online EHS and 5S training may work in the BIC only during supervised hours.

-Students who have completed the face-to-face EHS and orientation training may work in the main areas of the BIC 24/7. The shops are closed outside of supervised hours.

Request forms, log sheets, and a full list of the BIC Operating Policies are available online on [MyRoseHulman](#).

### **Campus Alert System**

Rose-Hulman provides the Campus Alerts resource in order to ensure the Rose-Hulman community is informed in a timely manner of emergencies affecting campus. Campus Alerts consist of an email message to your Rose-Hulman email address, and if registered, a text message to your mobile device. Campus Alerts can also be received by following @RoseHulmanAlert on Twitter. Edit your account

and add your mobile device by visiting <https://www.getrave.com/login/rose-hulman>.

### **Career Services & Employer Relations**

We take great pride in working with students on an individual basis. It is much easier for us to assist students we know! Our staff also works with employers, getting the word out about Rose-Hulman, and helping match employers' needs with students' interests. When you combine the three career fairs every year with the other company-sponsored events and information sessions, there are tons of ways for students to learn about different aspects of industry and network with companies within their field of study.

Some of our student services include:

- Resume and Cover Letter Assistance
- Internship and Co-op Search
- Practice Interviews
- 30-second Sales Pitch
- Full-Time Job Search
- Graduate School Search
- Negotiating an Offer

Career Services is located in the upper level of the Union. We are open 8-5, Monday through Friday.

### **The Center for Diversity and Inclusion**

We celebrate the intrinsic value of each individual from all ages, disabilities, races, economic status, ethnic backgrounds, genders, religions, sexual orientations, and other diverse perspectives and individual differences. We are committed to respect, inclusiveness, tolerance, and sensitivity everywhere within our campus community.

We are here to provide students, faculty, and staff with cultural and community-building programming, intercultural dialogue and interaction, and learning opportunities. We encourage everyone to get involved. Commit to attending the Center's programming. We've got a great lineup that is sure to impact our campus in a meaningful way!

### **Center for Global Engagement**

The Center for Global Engagement, located in 213 Logan Library, supports global activities on campus for all students and employees, especially for those students coming from other countries and all students interested in international experiences. The Center serves as a resource hub and offers a lounge where all students are welcome to relax while in the library. Special programs include: International Transitions, International Buddy Program, Study Abroad Fairs, International Education Week, and International Photo Contest. Other activities happen throughout the year. The International Student Association works closely with the Center for Global Engagement.

The Center's mission is to partner with students, faculty, staff and the greater community to foster a campus environment that supports and promotes international understanding and engagement.

We support this mission by:

- Providing immigration support and advising, ESL courses, tutoring, activities, and other resources to support the academic and social success of **all international students** before and after arrival
- Providing individual advising, pre-departure orientation, and re-entry support for students traveling abroad
- Establishing, maintaining, and promoting global partnerships
- Collaborating with faculty and staff to facilitate the development of successful and safe international programs and travels
- Working with students, faculty, and staff to incorporate cross-cultural perspectives and interactions in the curriculum and in co-curricular programming

For more information visit our webpage: <https://global.rose-hulman.edu/>, email [global@rose-hulman.edu](mailto:global@rose-hulman.edu), or stop by!

### **Communications and Collaboration**

Enterprise Information Technology (EIT) supports all communications technologies on campus. A Microsoft Office 365 Exchange account is provided along with Microsoft Outlook for e-mail. Microsoft Teams is provided for chat, video conferencing, and collaboration.

### **Counseling Services**

The Student Counseling Center (SCC) has been established as a space where students can have 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 that can be used to optimize their academic experience at Rose-Hulman. The SCC operates under a brief, solution-focused, time-limited mental health counseling model. Sessions at the SCC are confidential and provided at no cost to the student. If it becomes evident that a student would benefit from further assessment or more in-depth/ long-term counseling assistance, the SCC staff can assist the student by referring them to the appropriate professionals in the community. The SCC offers several counseling services including individual counseling, couples counseling, group counseling, and consultation. SCC staff can also be available to provide outreach opportunities and workshops focusing on various topics such as adjustment to college life, stress-management, social/interpersonal skills, and alcohol and drug awareness. Additional outreach opportunities can be developed and offered depending on the needs and requests of students.

The SCC 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. For more information about our staff and available services, please visit us online at [Counseling Services](#).

### **Cross-Cutting Programs and Emerging Opportunities**

In the real world, you'll work with people from a variety of disciplines. That's why we've built cross-cutting programs and emerging opportunities into the Rose-Hulman experience. These programs focus on exploring new technologies, sustainability, and community engagement. From Robotics and Make It Happen, to Undergraduate Student Research and the Branam Innovation Center, you can get a variety of hands-on experiences through CCPEO!

### **Dining Services (Bon Appetit)**

Whether you need a quick snack, or are in the mood for a full meal, Rose-Hulman's dining services team is prepared for you. Our kitchen even features an allergen-sensitive area, so that we can meet everyone's dining needs as best possible while serving thousands of patrons each day. All students living on campus are required to have a meal plan, and first-year students living on campus are automatically enrolled in the 18 meal plan. Questions about Dining Services on campus can be directed to the Office of Student Affairs.

### **Emergency Preparedness**

Quick action is needed to prevent the loss of lives and injuries during an emergency. The RHIT Emergency Response Plan (ERP) establishes procedures and responsibilities in the event of emergency events affecting campus. Our ERP as well as informational video on active aggressor response can be found at <https://my.rose-hulman.edu/safety/Pages/Emergency-Preparedness.aspx>.

### **English as a Second Language**

Rose-Hulman offers a wide range of English as a Second Language (ESL) support services, including ESL coursework, ESL tutoring services, and workshops and events for students who are non-native English speakers. Students can make a tutoring appointment online by going to the [ESL Resource Page](#) on Moodle and can learn more about our ESL tutors on the [Learning Center](#) website. For additional information, contact Margaret Hurdlik, Director of ESL at [hurdlik@rose-hulman.edu](mailto:hurdlik@rose-hulman.edu) or by calling 812-877-8843.

### **Enterprise Information Technology (EIT) Support Center**

The Enterprise Information Technology Support Center offers a [Knowledgebase](#) for answers and solutions to commonly reported IT support topics. For issues not solved by the [Knowledgebase](#), a case can be opened on the [Service Portal](#) 24 hours a day. Additionally, you may call (812-877-8989), email ([servicedesk@rose-hulman.edu](mailto:servicedesk@rose-hulman.edu)), or visit the EIT Service Desk, which is located on the lower level of Crapo Hall, during operating hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

### **Environmental Health & Safety**

The Office of Environmental Health and Safety assists the Institute in its teaching, research, and public service mission by promoting a safe and healthful environment for faculty, staff, students, and visitors. The primary responsibility of the department is to provide environmental, health and safety services to the campus community through technical and regulatory compliance assistance, information and training programs, consulting services and periodic auditing of environmental, health and safety practices. Additional Environmental Health and Safety information can be found at:

<https://my.rose-hulman.edu/sites/safety/SitePages/Environmental-Health-and-Safety.aspx>

### **Financial Aid Office**

The Financial Aid Office is here to help you and your family determine the best way to pay for your education. We are dedicated to assisting our students and their families in searching for the resources needed to attend Rose-Hulman.

### **Greek Life**

About 33% of Rose-Hulman students are affiliated with one of our sorority or fraternity chapters. Membership in a fraternity or sorority is a great way to accelerate your college experience. Chapters enhance the Rose-Hulman community by providing unique opportunities to their members to grow in academic and leadership ability, to clarify and enhance personal values, and develop a deeper understanding and application in their individual and chapter lives.

### **Hatfield Hall/Performing Arts**

Play an instrument? Enjoy drama? Bring a star attitude to school! The arts are alive and well at Rose-Hulman! Love acting? Dancing? Stage design? Lighting or sound? We have plenty of opportunities for you, including RHIT Dance Company, Rose Drama Club, or Improv Club. If you love to sing or play a musical instrument, join one of the many bands, chorus groups or orchestras we offer. A few choices include: Symphony Orchestra, Concert Band, Pep Band, A Capella Club, Rose Chorus, Chamber Choir, and Jazz Band.

### **Health Services Clinic**

The Institute maintains a medical office on campus. The Office of Health Services is the primary care medical clinic that is available to all Rose-Hulman students. For complete office hours please visit the Health Services Clinic [website](#). The Office of Health Services is staffed by a nurse practitioner, nurse, and support staff. Although all registered students are required to show proof of health insurance, there is no cost or co-pay for the visit, as this is covered by tuition and fees. In the event services such as labs, X-rays or immunizations are needed, the student's health insurance will be billed. If the healthcare needs of the student cannot be met by the Health Services Clinic, the student will be referred to the proper provider to receive needed healthcare services.

As an incoming student you are required to complete a series of mandatory health forms and show proof of mandatory vaccinations prior to your arrival at Rose-Hulman Institute of Technology. These forms have been emailed to all new students. These records are kept on file in the Health Services Clinic and must be completed prior to matriculation.

### **ID Cards**

ID cards are a necessity at Rose-Hulman, as they are used to get you into your residence hall as well as used to purchase your meals. Replacement IDs can be purchased in the Office of Student Affairs during business hours or by calling the Residence Life on-call number at 812-877-8999 for after-hours replacements. Replacement IDs are \$10 cash or check. If your ID card is no longer working, or it gets lost – please come visit the Office of Student Affairs!

### **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 is also located within the [Student Financial Services website](#). This waiver applies to the entire school year. International students cannot waive this coverage.

### **Kremer Innovation Center**

The Kremer Innovation Center (KIC) combines classroom and lab space with a Maker Space, a Fabrication Lab, and work areas for competition teams. The KIC has a variety of resources to support student design needs including:

- Workspace
- Wood Shop
- CNC Mill and Router
- Waterjet Machine
- Campus-wide 3D Printing
- Conference Room

Because safety is a top priority, there are policies in place to help ensure all work is conducted in a safe and responsible manner. Students working on projects in the KIC should complete the online EHS and 5S training modules.

More information on the KIC is available online on [MyRoseHulman](#).

### **Learning Center**

The mission of the Learning Center is to enhance academic performance, promote independent learning and encourage ongoing study. The Learning Center offers

individual and small group tutoring, final exam review sessions, study areas, old exam files, and more for freshmen and upperclassmen. All services are free.

### **Logan Library**

The Logan Library advances Rose-Hulman's academic mission by providing access to high-quality resources, spacious study space, excellent service, convenient hours and friendly, helpful staff to support Rose-Hulman's curriculum. Visit us often. The library is located in the heart of campus.

Access the Logan Library Online via the [MyRoseHulman](#) or [internet](#).

### **Mail Services**

As a part of the Administrative Services Department at Rose-Hulman, the Mail Services departments deliver the finest in mail processing and distribution of campus U.S. Postal Service and package (FedEx, UPS, and Priority) needs. Rose-Hulman has a Mail Process Center (MPC), as well as a Mail Distribution Center (MDC) for any of your business or personal mail service needs.

### **Moodle**

Rose-Hulman Institute of Technology's Learning Management System is Moodle, which provides enhanced technology integration for face-to-face, hybrid, and online courses. As a student, you will use Moodle to access course content, submit and receive feedback on assignments, participate in online activities (quizzes, discussions, etc.), and check your grades. Contact the Office of Learning and Technology ([LearningandTechnology@rose-hulman.edu](mailto:LearningandTechnology@rose-hulman.edu)) with questions about Moodle.

### **Mussallem Union**

The Mussallem Union is a bustling and busy place for students to gather, meet, dine, and utilize important services integral to the Rose-Hulman experience. You will find student organizations hosting events in the various meeting rooms and promoting events in the lobby. The Hulman Living Room is the perfect area to relax between classes. Whether enjoying the view, playing a game of pool, or just hanging out with friends, this is a great place to spend your time. We offer a variety of places to get fueled up, whether you want a full meal at the Vonderschmitt Café, a late night meal or snacks at Chauncey's, or a quick boost of energy with options of drinks and light snacks at Beanies.

#### **Reserving a Space/ Event Services/ Room Reservations**

Are you or your organization hoping to reserve a space on campus to hold a meeting or host a special event by your club? All you need to do is reserve your space using Virtual EMS.

### **My Rose-Hulman (Intranet)**

My Rose-Hulman (<https://rosehulman.sharepoint.com/sites/MyRH>) is the campus-wide intranet platform that houses Institute news and events, internal policies, forms and other resources together in one central hub. My Rose-Hulman is the



main source for campus communications and information, and is also a great place to learn more about and interact with individuals who make up our campus community. Students, staff and faculty can both consume and publish information on the platform.

My Rose-Hulman can also be accessed via the Rose-Hulman mobile app, which is available for download from both Apple and Google Play stores. Contact [intranet@rose-hulman.edu](mailto:intranet@rose-hulman.edu) with any My Rose-Hulman questions.

### **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, staff and alumni. 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, faculty, staff, and alumni via the internet.

### **Parking**

All community members who own, possess, operate, or have use of a motor vehicle on any property owned, leased, or used by Rose-Hulman Institute of Technology must register their vehicle with the Office of Public Safety. Registration is free. Our vehicle registration, parking, and traffic standards, as well as our [online vehicle registration](#) can be found at <https://rosehulman.sharepoint.com/sites/ps/SitePages/Parking-Regulations.aspx>

### **Print and Copy Center**

Rose-Hulman offers a wide variety of copy and printing services to students, faculty and staff. Students are encouraged to stop by the Mail and Print Center in the Facilities and Administrative Services Building (FAC 102) for their print and copy needs and assistance on needs and pricing. Additional information and forms for submitting print requests can be found by clicking on the link above. Print Center hours are Monday-Friday 8am – 4:30p.

### **Public Safety**

The Office of Public Safety ensures the safety of our campus community, oversees parking regulations and vehicle registration, and provides emergency information.

Some of the services that Public Safety offers on campus are:



- **Escort Service:** Public Safety provides a personal escort service for all members and guests of our community upon request 24-hours a day, 7 days a week.
- **Emergency Call Boxes:** You will find emergency call boxes strategically placed for your use throughout the campus. These call boxes place you in contact with Public Safety.
- **Vehicle assistance:** We provide jump starts, lockout assistance, and will help change a flat tire.

Additional information on the services that the Office of Public Safety has to offer can be found on the [Public Safety MyRoseHulman](#) page.

Dial 911 if you are experiencing an emergency Police, Fire and Emergency Medical Services. If you are on campus, you may also call the Rose-Hulman Office of Public Safety: 812-877-8590.

For non-urgent requests ONLY please use the following contact information:

Terre Haute Police: 812-232-1311 Terre Haute Fire or Medical: 812-232-2311  
Indiana State Police: 1-800-742-0717 Vigo County Sheriff: 812-462-3226

### **Registrar**

The Office of the Registrar provides service to students, faculty, staff, parents, and alumni in all areas pertaining to course scheduling and class registration, academic records, transcripts, enrollment verification, degree verification, course catalog, academic rules and procedures.

Contact the Office of the Registrar by calling 812-877-8098 or emailing [registrar@rose-hulman.edu](mailto:registrar@rose-hulman.edu).

### **Residence Hall Association**

The Residence Hall Association (RHA) is an organization whose goal is to promote and improve the Rose-Hulman residence hall community. All residence hall students may attend RHA and participate as voting members. RHA money is distributed to floors based on attendance at weekly meetings. Each residence hall student pays \$20/quarter (included in your bill as part of the Residence Hall Fee). This money goes to RHA for its use in providing students with a multitude of different fun and service based activities, located both on and off campus. RHA meets Wednesdays at 6:15pm.

### **Residence Life**

The residence halls of Rose-Hulman play a very important part in a student's life while on campus. The residence hall staff believes quite strongly in the social, emotional, and educational growth that is developed through living with a roommate and a community of students. 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 relationship building skills.

### **RoseCares (Behavioral Intervention Team)**

Made up of a team of faculty and staff members from across campus, the mission of Rose Cares is to look out for the well-being and safety of the Rose-Hulman community by intervening when members are facing significant personal challenges before these turn into crisis situations. We seek to accomplish this by the proactive identification, assessment, and management of individuals who are struggling with academic or social adjustment and transition difficulties, mental health and well-being concerns, or other major challenges. It is the primary goal of the team to connect identified individuals with resources and support necessary to ensure their well-being, safety, and success. Anyone may [make a report](#) to RoseCares, and a member of the team will contact you to get more information.

### **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 100 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 10-15 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](#).

### **Sports & Recreation Center**

The Sports & Recreation Center is a state-of-the-art recreational and competitive sports venue that also serves as a convocation center for special events. The SRC was built in 1997 and offers 167,000 square feet of recreational and varsity athletic space. The SRC provides services that include informal recreation, exercise classes/fitness programs, clinics/workshops, competitive intramural sports, equipment rentals, competitive division III sports events, and other special programs/events. The SRC provides on-campus employment to over 100 students through staffing the facility, intramurals, and special programs and events.

### **Student Academic Success**

Student Academic Success, located on the main level of the Logan Library, supports students in their academic pursuits by helping them discover college-level strategies. These strategies include, but are not limited to, managing time,

learning course content, taking tests, leveraging campus resources, overcoming obstacles, and staying motivated.

- Students who prefer to read about strategies can explore the [Student Academic Success](#) site on My Rose-Hulman
- Students who prefer to talk about strategies can email [Sarah Forbes](#) to schedule a meeting
- Students who prefer to watch videos about strategies can explore [SUCCESSFLIX](#) on Moodle

### **Student Accessibility Services**

The role of Student Accessibility Services is to facilitate reasonable accommodations for students. Student Accessibility Services balances the legal rights of students and the integrity of Rose-Hulman Institute of Technology's robust institutional criterion of excellence in standards and content. Student Accessibility Services is located in the Student Affairs Office in the Mussallem Union building.

The most common accommodation we offer is 50% extended time on timed testing. Other more specific reasonable accommodations may be based on functional limitations and specialist recommendations that are reasonable in the context and setting.

### **Student Activities Board (SAB)**

SAB strives to create memorable and enriching college experiences by providing a variety of non-academic, student-led entertainment for all Rose-Hulman students. Take a break from your homework to come out to one of our 30+ events ranging from Live-Action Mario Kart tournaments, to a month of comedian performances, to crafting days in the union. Have ideas for events? Want to help plan events? Want to make an impact on campus? Come out to one of our weekly meetings to help fill Rose with memories and fun.

#### **The HERD**

The HERD is the student section at sporting events and they help cheer on and create excitement for the Fightin' Engineers. Interested in sports? Like winning prizes? Come to HERD sponsored events and join the stampede!

### **Student Financial Services**

The Office of Student Financial Services can assist with any questions you may have about your student tuition account and tuition deadlines. Tuition payments can be made in our office Monday - Friday between the hours of 8:00 am - 5:00 pm or online via Transact Payments (formerly CASHNet).

### **Student Government Association (SGA)**

The Student Government Association is an organization that helps provide Rose-Hulman students with opportunities to be involved on campus and help in meaningful ways via leadership, club sponsoring, and the ability to make valuable changes to the Rose community. Through the Executive Board, the Student Senate,

and Judicial Council, students are encouraged to become more active in the campus community through legislature changes, communicating the opinions of students, and finding ways to better the Rose-Hulman campus.

### **Student Organizations**

Whether you are looking for a club to join or want to create your own group, you can find a place for you. With currently over 100 student organizations that range from club sports, to personal interest, to professional development, Rose-Hulman has a variety of opportunities to get involved. Logging onto [Campus Groups](#) can help you see a full list of the available clubs or how to start your own!

### **Technology Services**

Enterprise Information Technology (EIT) provides support for the technology-related needs of the Rose-Hulman campus community. EIT offers a [Knowledgebase](#) for answers and solutions to commonly reported IT support topics. For issues not solved by the [Knowledgebase](#), a case can be opened on the [Service Portal](#) 24 hours a day. If you have questions, then you may call (812-877-8989), email ([servicedesk@rose-hulman.edu](mailto:servicedesk@rose-hulman.edu)), or visit the EIT Service Desk, which is located on the lower level of Crapo Hall, during operating hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

If interested in hardware loans, then you may check out video cameras, digital cameras, tripods, televisions, LCD projectors, clickers with laser pointers, speaker systems, and USB speakerphones from the Instructional Technology Office, which is located in Moench Hall, Room DL204.

### **Union & Student Activities**

The Union & Student Activities Office is a multifaceted office that encourages students to get involved at Rose-Hulman. Whether you are hoping to start a new organization, develop your leadership skills, or have some fun, the Union and Student Activities Office is here to help! Looking to bowl, see a Broadway show, watch a performer, or travel abroad over spring break? If so, you've come to the right place; our motto is "We Run the Fun" for a reason! Besides planning New Student Orientation, this office hosts a wide array of activities throughout the year to help you take a break from the daily grind. Have ideas more events? Let us know!

### **Vehicle Rental Services – Insurance & Risk Management**

Rental vehicles may be used by students for departmental travel (such as field trips, Senior Design and etc..) and/or registered club related approved activities of student organizations that have gained and maintained registered status, with the exception of Greek organizations, **when requirements noted below are met.** The cost of the rental is the responsibility of the department or recognized group reserving the rental.

Reservations must be made through **RHIT's preferred vendor, Enterprise Rental**, by using the Enterprise RHIT ID#. Needed information about renting from Enterprise can be found on the Administrative Services page of MyRoseHulman.

This number can be obtained by contacting Administrative Services. If any difficulties with reservations or availability, contact Administrative Services for assistance.

### **White Chapel**

Thanks to the generous donation of the White family and other contributors, Rose-Hulman has a beautiful space dedicated to worship and spiritual refuge. The White Chapel, overlooking the lake on the west side of campus, is a popular spot for established campus groups to meet, religious services, or a quiet place to practice the piano. Its' unique design and awe-inspiring views provide a tranquil setting for worship or reflection.

### **Work Study**

Many students find it necessary to work while going to school at Rose-Hulman. Some are employed off campus, but many find it more conducive to scheduling around their class and study schedule to work on campus.

Approximately 60% of Rose-Hulman students participate in either the Federal Work Study program. This program provides jobs for undergraduates with financial need, allowing them to earn money to help pay education expenses. Often the types of jobs that qualify for the programs include community service and have flexible schedules so they don't disrupt your academic schedule. Students wanting to earn the full amount of a typical award of \$1,600 need to work an average of eight hours per week over the course of the academic year.

## **Appendices**

### **Campus Map**