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Welcome to the 2014-2015 academic year at Valparaiso University!

Valparaiso University provides an extraordinarily rich environment for learning and personal growth. Strong academic majors, minors, and study options build intellectual and technical competence. An inviting residential setting and an array of extracurricular and co-curricular activities expand interpersonal skills and enrich the educational experience. A vital Christian ethos in a multicultural context encourages a meaningful personal faith and a genuine concern for others in our community and around the world.

The Student Guide to University Life: Academic Resource Guide and Student Handbook is a ready reference for programs, procedures, and policies for these aspects of campus life and more. It is designed with the student in mind — as a user-friendly compilation of information all students need to know to help ensure successful and rewarding college careers. Every community has some regulations, common understandings, and shared values to assure that every person’s rights and privileges are protected. Valparaiso University students are expected to follow and obey all university regulations and local, state, and federal laws, and to take personal responsibility for their conduct and behavior. The statements included in this academic resource guide and student handbook, and others in the 2014-2015 Valparaiso University General Catalog, describe orderly procedures for living and learning together at this university, as well as some limits for behavior.

By their registration at Valparaiso University, students signify their acceptance of the university’s academic and non-academic rules and procedures. The relationship between the university and its students is not custodial in nature; there is no special relationship with the university created by a student’s enrollment. The university does not assume any duty toward any student that is not otherwise required by operation of law or by the terms of this Student Guide to University Life. In addition, the university reserves the right to amend and/or revise policies and procedures.

Please note: It is each student’s responsibility to know academic and student life policies, procedures, and deadlines.

Please use the 2014-2015 Valparaiso University General Catalog and this Student Guide to University Life as guides to smooth academic progress and a satisfying campus experience this year. Refer to them when questions arise about life as a Valparaiso University student.

The Student Guide to University Life is only a guide to assist students at the university. Please consult the 2014-2015 Valparaiso University General Catalog, the appropriate offices on campus, and advisers for clarification.

Please note: Academic and student life policies, procedures, and deadlines are subject to change. Please review the general counsel web page for the most up-to-date version. www.valpo.edu/generalcounsel
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General Academic Information

Valparaiso University Honor Code

“I have neither given or received, nor have I tolerated others’ use of unauthorized aid.”

Valparaiso University is proud to be one of a select few universities to operate under an honor system. The Honor Code was established in 1943 by the students with the support of the faculty. Signing one’s name to the honor code not only ensures academic pride and integrity of oneself and others, but also one’s commitment to a future comprised of honest work and integrity.

Every Valparaiso University student is required to sign this statement before final admittance into the university. The code should also be written in full and signed on every assignment, quiz, and examination turned in for a course. In signing this statement students ensure that their work complies fully with the authorized aid defined by the professor. It is the professor’s responsibility to define unauthorized and authorized aid, but it is the students’ responsibility to question any reasonable doubts that may arise about that definition. Ignorance is not accepted as a valid excuse for a violation of the honor code.

An integral clause in the honor code is that of non-tolerance. This clause ensures that the honor code is a functioning entity supported by the active participation of all students. Students are not expected to police others’ actions but only to report violations of which they may become aware. It is inherent in the honor code that exams not be proctored, which gives professors and students the freedom of formats such as take-home exams. However, if students feel threatened that the honor code may be violated, they have the right to request anonymously that the exam be proctored. A form for this purpose can be found on the Honor Council webpage (http://www.valpo.edu/student/honorcouncil/).

The Honor Council itself is composed of students and faculty members. The students are recommended for membership, required to complete an application, and interviewed. If accepted to membership, each student is instructed on the importance of confidentiality and proper investigation procedures. The faculty members of the council are recommended by the president of the university and represent the colleges respectively.

For specific guidelines on reporting a possible violation or what will happen to students accused of a violation, see Appendix I: Honor Council Policies.

Goal Directed Advising

Once students are assigned advisers, they should begin more focused planning for their future. Short and long term goals need to be set. Students should draft a rough plan for their time at Valparaiso University. When arranging a plan of study, students should consider which courses will best prepare them for their future.

There are several graduation requirements.

1. A **minimum of 124 credits** are required for most bachelor’s degrees. However, the colleges of Business and Engineering and some Arts and Sciences degrees require more than 124 credits. Be sure to verify specific degree requirements.
2. A **“C” (2.0) cumulative grade point average (GPA)** is required. A few programs require a 2.5.
3. A **2.0 grade point average in each major** and each minor field is required. A few programs require a 2.5.
4. All general education requirements published in the **2014-2015 Valparaiso University General Catalog** must be met for each major and minor. Again, ignorance is not accepted as a valid excuse for not meeting requirements.

An adviser is a student’s guide, but students themselves are responsible for their own goals and progress. Students shouldn’t consider their roommate’s or friends’ goals as their own. Each student should set goals that are right for them personally.

**When do new students meet with their advisers?**

1. During the FOCUS Summer Orientation students meet with advisers and other new students in a small group to work on their semester schedule of classes. Advisers will check their registration forms and sign them.
2. During Fall Welcome there will be an opportunity to meet with an adviser again on the Monday afternoon prior to the beginning of classes. This time will provide students with the opportunity to find out where the offices are located, to meet other faculty members, and to ask questions. Exploratory students also meet with advisers and other exploratory students.
3. The advising period for the next semester begins two weeks before registration starts. The Schedule of Classes will be available online at that time (students will receive email notification). Students should study the Schedule of Classes and use the scheduling template to plan a tentative schedule. Students should then make an appointment with their adviser to have the schedule reviewed and signed. Advisers are also available whenever students have questions about course selections, making changes to schedules, or petitions for catalog exceptions. Advisers are a good resource. Stay in touch with them.
General Education

General Education requirements include courses that are part of undergraduate studies whose purpose is common to all students. These courses are distinguished from courses in the major area of concentration and from elective courses selected according to a student’s interest.

General Education courses fulfill three basic purposes:

1. **First, General Education courses assist students in the development of a variety of complex skills.** Such skills include the ability to read analytically, to communicate ideas effectively both in speech and in writing, to comprehend complex ideas and concepts, and to cultivate the imagination. Students should also learn a foreign language, acquire the skills and habits of using a library, learn how to conduct scientific experiments and investigation, learn how to analyze data and formulate hypotheses, learn the process of logical argumentation, and be introduced to the language of mathematics. The acquisition of such skills is an appropriate objective of the entire general education program, although not all of them receive specific attention in individual courses.

2. **Second, General Education courses introduce students to a broad range of disciplines and areas of study.** Breadth of knowledge, awareness, and attitudes are important for all students, especially those who know their major and are settled on career objectives. Students majoring in the area of humanities and fine arts should have some knowledge of the natural and social sciences and vice versa. On the other hand, many students come to the university uncertain of their major area of concentration, and others change their majors during their undergraduate careers. Such students are also best served by a broad range of courses during their first two years to assist them in clarifying their areas of talent and interest.

3. **Third, a general education program educates the whole mind and contributes to the development of the whole person.** This implies that general education should be liberal education. It should, as William Theodore deBary states, attempt “to liberate the powers of the individual by disciplining them.” General education should free students from parochialism and provincialism, should familiarize them with their own historical traditions and the traditions of other cultures, should indicate how the world of ideas relates to social structures and institutions, should instill in them the civilizing quality of the humanities and fine arts, and should suggest the significance of values in all methods of inquiry. The achievement of such goals can be accomplished through a coherent, rigorous, and broad-based program of courses.

Requirements for the General Education program are described in the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG. All students enroll in the Valpo Core or the Christ College Program, to be taken in their first year. Courses are required in additional academic areas, such as theology, cultural diversity, humanities, social sciences, natural sciences, quantitative analysis, and physical education. Many of these courses are normally taken in the second and third years of study.
Academic Resources

University Libraries

Christopher Center Library Services
The Christopher Center Library Services (CCLS) provides active learning environments in which students, faculty, and staff use innovative tools and resources to create and access information intelligently, efficiently, and with integrity. The resources and services of the Christopher Center for Library and Information Resources are available to all Valparaiso University students, faculty, and staff. Access to library resources will not be denied or abridged because of origin, age, background, or views.

In order for CCLS to properly fulfill its mission and to provide and manage its information resources and services, guidelines defining the rights and responsibilities of all library users have been established and are available at http://library.valpo.edu/policies/index.html.

Access to Services and Resources
A student’s Valpo ID serves as their library card and must be presented to borrow any library materials, including those on reserve for classes. Students are responsible for all materials checked out to their account. Learn more about borrowing options at http://library.valpo.edu/circ/student.html.

Resources
Library Website http://library.valpo.edu
Subject and Library Use Guides http://libguides.valpo.edu
Journal Article Databases http://library.valpo.edu/alpha/index.html
Library Catalog http://galileo.valpo.edu (used to find books, media and music scores)
Reserves for Classes http://galileo.valpo.edu/search/r

Services
Ask Us! http://library.valpo.edu/ref/question.html
Research and Consultation Requests http://library.valpo.edu/forms/consultationrequest.php
Library Staff & Faculty Directory http://library.valpo.edu/personnel.html
General Contacts http://library.valpo.edu/ref/helpcontacts.html

Hours
During the Fall and Spring semesters, with the exception of holidays and vacation periods, daily hours are:

- **Monday-Thursday**: 7:30 a.m. to 2:00 a.m.
- **Friday**: 7:30 a.m. to 9:00 p.m.
- **Saturday**: 9:00 a.m. to 6:00 p.m.
- **Sunday**: 10:00 a.m. to 2:00 a.m.

For specific hours during summer, holidays, or breaks, go to http://library.valpo.edu/hours.html or call us at (219) 464-5500. Closing procedures begin 30 minutes before the posted closing time.

Wesemann Law School Library
In addition to Law School users, the Law Library provides access to the university community and to the general public. As the largest legal research facility in northwest Indiana, the Law Library is frequently used by local attorneys and judges. The Law Library collection is limited to legal materials and there is no access to the campus computer network available.

The Law Library in Wesemann Hall is open to all students for the following hours:

- **Monday-Thursday**: 7:30 a.m. to 1:00 a.m.
- **Friday**: 7:30 a.m. to 10:00 p.m.
- **Saturday**: 9:00 a.m. to 10:00 p.m.
- **Sunday**: 9:00 a.m. to midnight
Information Technology

Valpo students rely on a wide array of information technologies and services provided and supported by Information Technology (IT). Some of the services provided by IT for use on-campus and off-campus via an internet connection are:

- Data networks, wired and wireless access
- Productivity and course-related software in various platforms
- Internet and intranet access
- Web-based access to services including an online course management system (Blackboard) and an interface with student records and registration data (DataVU)
- OneCard Services
- Email and calendar system
- Local and toll-free telephone service and voicemail for on-campus students on request
- Classroom technology, video conferencing, and cable television

The Valpo Network and Internet Access

The Valpo network provides access to productivity and course-related software, email, the internet, and Valpo Intranet and library resources. Wireless access is available throughout campus. Residence halls also have one network connection per bed for students, as well as a 24-hour lab with printing services.

Each student has storage space on the network, which allows access to files from anywhere and provides confidence that files are preserved by network backup and secure against intrusion.

DataVU for Students

DataVU is a web interface to the administrative software. Students may view/print the following types of information using DataVU:

- Financial Aid (status, documents, loans, etc.)
- Student Accounts (statements, make payments, Crusader Cash accounts, etc.)
- Class Registration (schedules, drop/add classes, transfer equivalencies, etc.)
- Academic Records (grades, unofficial transcripts, restrictions, etc.)
- Meal Plan
- Fitness Center Registration
- W-2 statements
- SEVIS documents

Logging into DataVU

Students can log into DataVU at https://datavu.valpo.edu. A ValpoNet username and password are required to access student information. For user account assistance, contact the IT Help Desk. Students may grant parents/guardians access to their academic and financial records through DataVU.

Assistance with Resources

When students need assistance with technology, they can receive help in a variety of ways, including:

- **Online**: The Information Technology website [www.valpo.edu/it](http://www.valpo.edu/it) has information on IT services and contains links to documentation. An online knowledge base contains FAQ information, and requests for help can be made directly to the IT Help Desk via an online tool called Kayako.

- **In Person**: Students can visit the IT Help Desk located on the first floor of the Christopher Center to get answers to technology-related questions. The staff will route service requests appropriately to other IT staff.

The Help Desk can also be reached by phone at (219) 464-5678 or via email at IT.HelpDesk@valpo.edu.

- **Instructor-Led Training**: IT offers instructor-led Technology Training Sessions to assist students with specific applications. Visit the IT website or [bookwhen.com/valpo](http://bookwhen.com/valpo) for a schedule of these training sessions.

- **lynda.com Online Training Library**: The lynda.com Online Training Library® is available to all students. lynda.com provides 24-hour access to training on over 1,700 software, creative, and business topics including a broad range of technologies and skills. For more information on lynda.com, please visit [valpo.edu/it/current/lynda/](http://valpo.edu/it/current/lynda/).
**Email Communications**

Valparaiso University relies on university-assigned email accounts for students, faculty, and staff as a primary means to communicate vital information. Individuals who do not routinely check their university email accounts assume all risks and consequences of such neglect.

**Safety and Security**

All computers connecting to the network must comply with security measures that protect data. Students should make sure their computers are configured with anti-virus software and that the operating system is configured to automatically accept operating system updates.

Everyone must be vigilant for scams, malware, and creative marketing that may compromise computers, data, or even financial health and personal safety. Be selective about personal information posted online. Never provide passwords or bank account information through email or online forms. Follow IT publications for protective suggestions and for notifications of new invasion techniques. IT employees will never ask for university account passwords.

**Copyright Violations**

Under the provisions of the Digital Millennium Copyright Act, the university must act promptly to halt a properly-presented allegation of copyright violation. In such cases, the university complies with the law by blocking the alleged offender’s access to the university network until the matter is resolved between the individual and the person or organization presenting the complaint.

Be aware that software which allows downloading media files from the Internet may also allow the user’s computer to distribute it (illegally) as well. See the IT Help Desk or [www.musicunited.org](http://www.musicunited.org) for more information about copyright and protecting computer files. The Acceptable Use Policy found at [www.valpo.edu/it/aup](http://www.valpo.edu/it/aup) and in the appendix of this booklet summarizes other responsibilities for the Valpo community.

**Telephone Service**

Telephones are available in lounges and, on request, in student rooms. These phones can be used for on-campus (4 digit), local and toll-free calls. Make outside calls by first dialing 8. Direct-dialed long distance service can be made by using a standard or pre-paid calling card.

Accepting collect calls is prohibited. Students will be expected to pay all charges incurred as a result of accepting collect calls.

Emergency phone calls are handled by the Valparaiso University Police Department (VUPD); dial 911 from any campus phone. Emergency calls from cell phones are directed to a public safety answering point (E911 center), not VUPD. The university also has emergency call boxes at various outdoor locations around campus. These phones are activated simply by pressing the red call button. Please study the campus map at [www.valpo.edu/maps](http://www.valpo.edu/maps) for more information on their locations.

**Employment with IT**

Student employees are important members of the IT staff. The IT work experience includes ongoing training opportunities to work with professional staff, providing an excellent work experience to take into a professional career. Visit [www.valpo.edu/it](http://www.valpo.edu/it) for job descriptions and applications.

**Additional Support Resources**

**Academic Advising**

One of the benefits of an education at Valparaiso University is the availability of experienced faculty members for personal conferences and advising. Although these sessions develop informally, a formal system of advising is in place in each of the colleges. Entering students are assigned an academic adviser to assist them in selecting a curriculum, meeting university requirements, and making the most of their studies.

In the College of Arts and Sciences, students who have not declared a major are assigned to an exploratory adviser. As soon as students declare a major, they are assigned to a departmental adviser by the chair of their major department. Students in a special program are assigned a program adviser. The major field or interdisciplinary program of study should be chosen by the beginning of the sophomore year. Some majors and programs, such as teacher certification, pre-med, music education, and engineering require students to declare their intentions and begin the programs at the beginning of the freshman year to make it possible to complete the degree or certification requirements in four years.
All students must have their proposed schedule for the next semester reviewed by their primary academic adviser before registering. If students have more than one adviser (e.g., departmental, special program, Christ College) they should consult with the other program adviser(s) after consulting with their primary adviser. Advisers’ signatures indicate only that they have counseled the student, not that they approve the schedule. Nor does the adviser’s approval guarantee that the schedule will meet the requirement of the student’s program.

**Academic Success Center (ASC)**
For ways to catch up, stay on track, or get ahead in classes, the ASC connects students with campus resources that support learning and academic performance.

The ASC serves as a referral system for campus-wide academic support services and resources including: tutoring, help sessions, mentoring, academic advising, counseling services, writing and language services, the Career Center, and Disability Support Services. The ASC provides a web-based directory and phone referrals to assist students in accessing various kinds of academic support available in departments, professional colleges, learning centers and other campus offices. Additionally, the ASC coordinates the Peer Tutoring Program and the Strategies for Academic Success course (GS 100).

The ASC is located in the Christopher Center Library, Room 100A, on the lower level. To obtain referrals for services, call (219) 464-5985, or email Academic.Success@valpo.edu. For more information about services and to access the resource directory, visit the ASC website at [www.valpo.edu/academicsuccess](http://www.valpo.edu/academicsuccess).

**Tutoring**
The ASC provides information about tutoring services available in a variety of forms and venues across campus. Students experiencing difficulties with coursework should consider the following options:

1. **Work with the Professor** – The first option for help in a course is usually for the student to work directly with the professor. Frequently, simple problems in handling coursework can be resolved by speaking to the professor.

2. **Group and Individual Help Session** – Besides seeking help from the professor, the student should also seek help provided by departments, colleges, and learning centers. Many departments have undergraduate teaching assistants and student aides who provide group help sessions and individual tutoring for first and second year courses free of charge to students. Professional colleges also arrange academic support in conjunction with particular courses, and the university’s learning centers function to offer group and individual learning assistance.

3. **One-on-One Peer Tutoring** – If the course-level help sessions provided by departments are not available or have not met the need, then students can seek the help of a peer tutor for a specific course by submitting a request form on the ASC website. The ASC hires and assigns peer tutors for students taking undergraduate courses. Peer tutors have successfully completed the courses for which they provide tutoring and are recommended by professors.

4. **Study Groups** – Students are also encouraged to gather in small groups and work with each other in mastering class problems. This reinforces points from daily lectures and supports good study habits. On occasion the ASC will hire a peer tutor to lead a study group. The tutor is selected at the professor’s recommendation, has successfully completed the course, and/or is a major in the discipline.

All students should feel welcome to contact the ASC. The tutoring sessions arranged by the ASC uphold the standards set by the university’s Honor Code. It is the student’s responsibility to abide by what is authorized and unauthorized aid in a particular course.

**Hesse Learning Resource Center**
At the Hesse Center, undergraduate students can receive walk-in tutoring support from engineering peer tutors in Pre-calculus, Calculus, Newtonian Physics, and most engineering courses.

The tutors also provide help sessions for some first-year courses, study skills training, and academic mentoring. The Hesse Center is located in the Gellersen Center. Tutors are available Monday-Thursday 10 am – 5 pm, Sunday – Thursday evenings from 7 – 10 pm, and Friday from 10 am – 2 pm. Additional details can be found at [www.valpo.edu/engineering/hesse](http://www.valpo.edu/engineering/hesse). Questions or individual requests can be directed to the Hesse Center Director at Laura.Sanders@valpo.edu or (219) 464-5210.

**Language Resource Center (LRC)**
Located in the College of Arts and Sciences Building, the Language Resource Center supports Valpo language learners within an internationally focused setting—the LRC welcomes both American language students as well as international students pursuing English proficiency. Central in the design is the priority placed on face-to-face communication and authentic language use among students interested in cultural and linguistic exchange. This occurs through LRC-sponsored tutoring, conversation partner pairings formally integrated into certain courses, and activities sponsored by student groups.
On the Café side of the LRC, students can see a language partner for tutoring in French, German, or Spanish. Language partners provide first-level academic support to help students of all levels and abilities improve their skills and course grades. Language partners have a set schedule, are available for drop-in or by-appointment sessions, and can meet students for a one-time session or on a weekly basis. Students needing any level of support should first speak with their professor and then contact the LRC.

Within the LRC Café students can also consult reference materials, view international TV, borrow films and other enrichment materials, enjoy global music, meet up with their conversation partner for weekly chats, find practical resources that highlight specific learning strategies, and more. On the Studio side of the LRC, students can work in the open computer lab, communicate with friends and family abroad via webcam, and meet for a Supplemental Instruction study group.

Information on how to request a tutoring session with an LRC language partner, current LRC hours, and other details can be found at www.valpo.edu/foreignlanguages/lrc. For additional assistance, please stop by the LRC in the Arts and Sciences building, Room 240; send an email to LRC@valpo.edu; or call (219) 464-5764.

**The Writing Center**

At the Writing Center, undergraduate or graduate students may discuss writing projects with peer consultants or the professional staff member. Conferences center on planning, revision, editing, and bibliography or citation matters. We can also help with application essays, personal statements, and employment materials. The Writing Center is the place to go for friendly discussion and help!

Stop by, email writing.center@valpo.edu, or call (219) 464-5216 to reserve a conference time. Consultants are available weekdays, 9-5 and Sunday-Thursday evenings, 7-9. Summer hours vary. Phone and email conferences are also available. Just drop by — often a consultant is available. For our many online resources, visit www.valpo.edu/writingcenter.

**Core Colleagues**

The Writing Center supports the Freshman Core, The Human Experience, through sophomore consultants who have firsthand experience with the texts and issues students consider as they prepare for class.

**Graduate Tutoring Service**

Graduate Tutoring serves the academic needs of graduate students and strongly encourages international students to take advantage of its services. In touch with graduate curricula, the tutors offer suggestions on the organization of papers, assist in research and citations, or help in understanding difficult assignments. Graduate tutoring is available for drop-in or scheduled appointments on Monday-Thursday from 1-8, Friday from 1-4 and Sunday from 4-8. Summer hours vary. Also, graduate students may submit their papers to graduate.tutor@valpo.edu; after a tutor reviews the paper, students can make an appointment to receive feedback.

**International Student Support**

Both the Writing Center and Graduate Tutoring work closely with international students and visiting scholars. The services provide help with written and oral English and other academic matters. At Conversation Group, a weekly event organized by the writing consultants, international and American students meet for games and activities related to language and culture.

**Location**

The Writing Center and the Graduate Tutoring Service are located in the Christopher Center close to all library resources, the IT Help Desk, and Grinders Café. Writing and consultation can take place in many environments and with a variety of experts.

**Strategies for Academic Success (GS 100)**

This course is designed for students who want to enhance their college academic life by strengthening their learning strategies and study skills. Course topics vary according to section and may include: effective learning strategies, test preparation (study plans), test-taking techniques, time management, overcoming procrastination, goal setting, critical thinking, reading strategies, note-taking methods, memory techniques, and using academic support resources on campus. This course is coordinated through the Academic Success Center and is appropriate for all students who desire to enhance their academic performance. First year students may find the fall course particularly helpful as they make the transition to college life. This is a six-week, 1 credit course. Students meet for a total of 12 class sessions, plus 4 additional hours outside of the regular class to attend campus resource visits. For more information, see http://www.valpo.edu/academicsuccess/strategies.php.

**Disability Support Services**

Valparaiso University, through its Mission Statement, strives to maintain a supportive environment that will promote the learning and well-being of all students. The following information is provided to assist those students with disabilities who are seeking academic accommodations and support.
The student must have met all qualifications for admission and be officially admitted to the university prior to seeking academic support services provided by Disability Support Services.

Inquiries should be directed to Dr. Sherry DeMik, Director of Disability Support Services, at (219) 464-5456, or to Mrs. Paula Katsahnias at (219) 464-6956.

The university is committed to meeting its obligation to provide effective auxiliary aid and assistance to students who are disabled. The provision of auxiliary assistance is primarily the responsibility of the Department of Rehabilitation Services of the state in which the student maintains legal residence. If the request for assistance is denied by the local agency, Valparaiso University’s provision of academic accommodations will be based upon a case-by-case analysis of an individual student’s need and his/her eligibility under the ADA and § 504 of the Rehabilitation Act of 1973 and its regulations.

In order to be considered for academic accommodations, the student:

1. May, but is not required to, apply to his/her local Department of Rehabilitation Services Office before attending Valparaiso University as soon as is reasonably possible upon diagnosis of a disability, in order to allow time for funding to be allocated. Upon request, the university will assist in this application.
2. Should be admitted to one of the colleges of the university.
3. Must submit a written diagnosis of the disability and its impact on learning from appropriate professional personnel.
4. Should notify the director of Disability Support Services, in writing before the first day of classes, or as soon as is reasonably possible upon diagnosis of a disability. Such notice is required to determine eligibility and to give the various academic and service areas a reasonable period of time to plan to meet the individual’s special needs.

Academic Opportunities

Study Abroad Programs

Valparaiso University offers a number of attractive study-abroad opportunities to students with good academic records (generally a 2.75 grade point average or higher) and at least sophomore standing. By carefully planning for study abroad – early in the freshman year – students can use courses taken abroad to apply towards general education requirements and, in some cases, towards major/minor requirements. Completion of any Valparaiso University-approved study abroad program fulfills the Cultural Diversity course requirement. Courses with a two week study abroad component do not automatically fulfill the Cultural Diversity requirement; they must be approved by the General Education Committee.

Valpo’s Study Abroad Opportunities

Athens, Greece
This is a fall semester program for students who have had at least 16 credits of Greek or 8 credits of Greek and 9 credits of classical civilization courses.

Cambridge, England
Beginning in 1968, Valpo students have participated in Valpo’s Study Center in Cambridge England. Up to eighteen (18) students study each semester with Resident Director Matt Ringenberg, College of Arts and Sciences, plus British faculty at Valpo’s own center. No language requirement. An additional center fee of $1250 must be paid by each participant towards orientation, group trips and excursions. Students may also enroll in one course at Anglia Ruskin University in Cambridge. A limited number of students may spend Fall or Spring semester or a full academic year at this university.

Cergy-Pontoise, France
Valpo has a spring semester exchange program with l’université de Cergy-Pontoise. Valpo students who have completed at least FLF 204, have a GPA of 3.0, and are approved by the French section are eligible.

La Rochelle, France
Valpo established an exchange partnership with La Rochelle Business School (Groupe Sup de Co) in La Rochelle for students to enroll in business and French language courses. Additionally, students can enroll at Valpo’s partner university, EIGSI Engineering School, as part of the Valparaiso International Engineering Program (VIEP-French) in La Rochelle. All courses count towards the student’s business or engineering major and a French major or minor. A grade point average of 3.0 is required.
**Paris, France**
Valpo has been affiliated with Central College’s program in Paris for almost 30 years. Students take classes at the Institut Catholique for either the spring or the fall semester. We also have a program through Boston University that features an internship – the first half of the semester: students take courses; the second half: they have an internship in their field of interest. The equivalent of four semesters of college French and a 3.0 GPA are required for both programs.

**Hangzhou, China at Zhejiang University (Yuqan Campus)**
Valpo will begin its 25th year of this exchange program in Fall 2014. We send students; they send research scholars. No Chinese is required; 10 credits of intensive Chinese plus courses taught in English are taken in Hangzhou. An additional center fee of $1250 must be paid by each participant.

**Japan**
This begins our 22nd year of a one-on-one exchange agreement with Kansai Gaidai University near Osaka. Students go for either semester or for the year. The equivalent of two semesters of college Japanese are recommended, but not required.

**Puebla, México**
Since 1983, Valpo students have been taking courses at the Universidad de las Americas-Puebla. The equivalent of three semesters of college Spanish and a GPA of 3.0 are required. An additional center fee of $500 must be paid by each participant.

**Reutlingen, Germany**
Beginning in 1968, Valpo students have participated in a Study Center in Reutlingen, Germany. It has averaged 18 students per semester over 40 years with a Valpo resident director and German faculty. This year’s director is Dr. Kevin Ostoyich, assistant professor of history. No German is required before participating in this program. An additional center fee of $1250 must be paid by each participant.

**Tübingen, Germany**
Beginning in 1985, Valpo is in its 29th year of this one-on-one exchange agreement. This full-year program is designed for students with good German proficiency who want an extended stay at a German university. The equivalent of four semesters of college German, a 3.0 GPA, and junior status are required. For further information on program costs, please contact the director of Study Abroad Programs.

**Rottenburg am Neckar, Germany**
Students whose program interests include both German and music may apply to participate in the one-on-one exchange with the Hochschule für Kirchenmusik. This program requires advanced German skills (German 220 or its equivalent, minimally), advanced organ skills, junior standing, a grade point average of 3.0 or better, and the approval of the German section and the Department of Music.

**Windhoek, Namibia in Southern Africa**
Valpo partners with the Center for Global Education at Augsburg College. Our program began in Spring 1994 and is offered each semester. There is no language requirement.

**San José, Costa Rica**
Valpo’s newest Study Center program is located in Costa Rica. This program requires no previous Spanish language experience (though two semesters of college-level Spanish are recommended), and offers students the opportunity to live with local families in homestay placements. Students also begin the program with 7 weeks of Spanish language courses, followed by an internship placement their field of study along with other courses. It is possible to take courses at the University of Costa Rica. An additional study center fee of $550.00 must be paid by each participant.

**Spain**
Valpo offers two programs in Spain. The Granada, Spain program is offered through Central College. Limited to four students per year; it is offered as a Valpo program only in the fall. One of Valparaiso University’s newest exchange programs with the Universidad de Zaragoza offers students the opportunity to enroll in Spanish courses at the Center of Spanish as a Foreign Language and take one or two additional courses from the university at large. For both programs, students must have completed Spanish 204 plus at least one other 200-level course before going with at least a 3.0 GPA overall and 3.0 in Spanish. It is also possible to go for a full academic year.

**Chile**
Students whose program interests include both Spanish and Latin American studies may apply to participate in the exchange program with the Universidad Viña del Mar, located on the Pacific coast next to Valparaiso, Chile. Students must have completed Spanish 204 plus at least one other 200-level course before going with at least a 3.0 GPA overall and 3.0 in Spanish.
India
Valparaiso University has exchange agreements with the **Ansal Institute of Technology** in northern India, just outside of New Delhi, and with **Karunya University** in southern India, just outside of Coimbatore. Students enroll in courses to fulfill general education requirements as well as specific options in business, engineering and the sciences. A grade point average of 3.0 and sophomore standing are required.

Thailand
Students can study at **Payap University** in Chiang Mai, Thailand as part of a new exchange agreement. Students enroll in Thai language and culture courses along with coursework in various fields including Economics, Fine Arts, Theology, History, and Sociology. A grade point average of 3.0 and sophomore standing are required. No prior knowledge of the Thai language is required.

Summer Programs
Over the years we have had programs in China, Italy, France, Kenya, Spain, Greece, and England. Some of these will continue to be offered from time to time.

Additional information about any of Valparaiso University's study abroad programs is available from:

**Office of International Programs**
Harre Union 209
1509 Chapel Drive
Valparaiso, IN 46383
Phone: (219) 464-5333 Fax: (219) 464-6868
Email: Julie.Maddox@valpo.edu
www.valpo.edu/studyabroad

Internships and Co-ops
Both internships and co-op positions provide excellent opportunities to gain work experience. According to employer information provided in the Michigan State University Recruiting Trends Report, it is critically important for college graduates to have internship (or co-op) experience before they graduate. The following will clarify the similarities and differences between internships and co-op positions. International students on student visas (F and J) must have work authorization to work off-campus. International students should contact an adviser at the Office of International Programs before starting any off-campus work.

**Internships**
- An internship may be for academic credit. The amount of credit varies by department and college.
- An internship for credit must have approval of the academic department.
- An internship MAY be paid, but many internships are not. It depends on the employer.
- Usually an internship is a one-time experience. Additional internships are usually done with another employer.
- Academic work is part of a credit-bearing internship. Students will write papers, keep a journal, or document their activities. Written work is submitted to the department or internship coordinator.
- Internships are supervised (at Valpo) by academic departments and/or internship coordinators. Students may ask the department chair of their major for clarification regarding adviser assignment. The Career Center director is also a valuable resource regarding internships.

**Co-op Positions**
- Co-op is for academic credit. The amount of credit varies by department and/or college.
- The co-op position must be approved by the appropriate co-op coordinator prior to the start of the co-op experience. Co-op positions are paid positions.
- Co-op is a repetitive program. The expectation is that each student will stay with the same employer for all co-op rotations.
- Academic work is part of the co-op experience. Specific guidelines exist for the written work students will complete. These guidelines are available in the Career Center. The written work itself is submitted directly to the co-op coordinator within the appropriate college or department.
- Co-ops are supervised (at Valpo) by faculty members identified as co-op coordinators.

**Cooperative Education**
Cooperative Education is a form of education that integrates classroom study with paid, planned, and supervised work experience in the public or private sectors.
Benefits of Co-op
Students participating in co-op (which generally begins at the end of the sophomore year) can expect the following benefits:

- Professional contacts in a particular career field
- Career-related, paid work experience
- Opportunities to clarify career goals
- Improved job search skills
- An income that can be applied to educational costs

Participation in Co-op
At Valpo, students experience Cooperative Education in two ways:

- Full time Alternating Program
- Part time Parallel Program

The full time Alternating Program intersperses a semester of full time employment with a semester of full time coursework. While this option delays graduation, students can continue coursework through various summer school and evening course offerings. This is the only option available to students in the College of Engineering.

The part time Parallel Program enables students to work for a co-op employer while attending classes at Valpo on a full time basis. This option is available to students of all majors in the College of Arts and Sciences, the College of Business, and the College of Nursing and Health Professions. In most cases, participating in the part time Parallel Program will not delay graduation.

Getting Started with Co-op
Students can learn more about co-op and its benefits at the Career Center.

Credit for Co-op
The college or department in which a student is enrolled grants academic credit. The number of credits for each experience and the total number of credits that count toward a major or a degree varies with each program. Students should consult their faculty co-op coordinator for specific information.

Tuition While on Co-op
Co-op students are charged for the number of credits in which they are enrolled for co-op, usually 2 credits. Although co-op students are considered to be full time students for purposes of loan deferment, they are not eligible for financial aid. Co-op students should budget for their tuition charges when planning co-op expenses.

GPA Requirements
The GPA requirement varies by college:

- Arts and Sciences - 2.5/4.0
- Business - 2.0/4.0
- Engineering - 2.4/4.0
- Nursing - 2.5/4.0

Co-op Salary
Co-op employers determine salaries. Wages are influenced by the major, college year, grades, market demand, and the geographic area of employment. Co-op is an educational program designed to provide students with opportunities to gain career-related work experience that complements classroom instruction. The program is NOT intended to replace financial aid packages, although many students are able to supplement their educational expenses through co-op earnings. Co-op per credit cost is the same as summer school tuition per credit cost.

Majors that Employers Seek for Co-op
Co-op students are often majoring in engineering, business, math/computer science, nursing, or some of the arts and sciences majors. If no employers seem to be an obvious potential fit, the Career Center may assist students in developing opportunities through networking and their own search.
Available Co-op Jobs

Co-op job listings are posted on the Career Center webpage [www.valpo.edu/career](http://www.valpo.edu/career) and in the Career Center Library. While reading the available job descriptions, pay close attention to the desired qualifications, application requirements, and work schedule required. Address any questions concerning these positions to the Career Center, Harre Union, which is open 8 a.m.-5 p.m. Monday through Friday. The Career Center phone number is (219) 464-5005 or email Career.Center@valpo.edu.

Co-op Student Comments

“I knew when I enrolled as an engineering student at Valpo, I would undoubtedly desire to have a time as an intern or co-op before I graduated. After some research, I decided to co-op for Soil and Materials Engineers, Inc. out of Lansing, MI. My experience was unlike any other I think I could have had. I was an engineering technician, which is on-site quality control and quality assurance. I tested soil compaction, concrete, and asphalt in several different specifications. I was able to see countless job sites and different types of project construction every day. Many times, I would see up to four job sites in one day. The tasks could be challenging, but with proper training and guidance, I was given responsibility to make sound engineering judgments. Virtually all of my time on site, I was working with a contractor and a construction superintendent. Due to the incredible responsibility, I learned to carry myself as a professional, and do my job in a manner that was beyond reproach. I had to know that the product being delivered under my supervision was going to hold paramount the safety, health, and welfare of the public. I learned countless skills and ideas that cannot be taught in the classroom. I was able to see real projects from beginning to end. I cannot imagine leaving Valpo and entering my career field without a true depiction of what I am getting myself into. That is exactly what a co-op job did for me.”

Jake Brunoehler, civil engineer/engineering technician at Soil and Materials Engineers

“Living and working in Germany is an important facet of my excellent Valpo education, even after I graduated this past spring. Studying abroad during my undergraduate years not only gave me new tools with which to study this world and the shared human condition, but also allowed me to make new friends and acquaintances who have become important in my fledging career. Along with the exciting mix of cultures inherent in any European university, my current work in the Reutlingen University International Office has exposed me to many nations’ differing views on education, gender roles, linguistics, and even the good old USA. I translate from English to German and vice versa, and find that concepts which we take for granted don’t apply elsewhere in the world. I also find that despite our many foibles, many people respect the United States and its citizens, as long as we work hard and act thoughtfully with our friends throughout the rest of humanity. My co-op position does not just mean typing documents, processing visas and paperwork, and organizing events; the work of this internship is most importantly a work of ambassadorship for Valpo, America, and our specific Weltanschauung, or world view. Graciously and openly moderating this world view with those of other peoples is not just the job of diplomats and presidents; it also falls upon students, faculty, and interns.”

Daniel Jarratt, communication: television and radio major and co-op at Reutlingen University International Office

Summer Sessions

Valparaiso University provides academic programs in the summer to meet the needs of a variety of undergraduate and graduate students.

Advantages of Summer Sessions

Students at Valparaiso University increasingly use the summer sessions to accomplish a variety of educational objectives. The following are some of the reasons for enrolling in summer courses.

- To take advantage of online summer classes, which enable completion of Valpo coursework using a distance-learning format. These courses typically require minimal or no class work while in residence at Valpo, thus permitting students to reside at home, save residence hall costs, and hold a summer job.
- To add a Fundamentals of Business Minor by enrolling in the Summer Business Program. Most of this minor may be completed by taking coursework during one or more summers, or by combining summer coursework with business courses during the fall and spring semesters.
- To take prerequisite courses for upper-division work that could not be taken or satisfactorily completed during the regular academic year.
- To earn enough credits to permit an international experience, such as a semester in Germany, England, China, Mexico, or one of Valparaiso University’s other international study opportunities, and still graduate in four years.
- To earn extra credits to allow for a full semester of cooperative education, internships, or practicums, and still graduate in four years.
- To develop a second major or additional minors.
- To complete a college degree within three years.
The College of Arts and Sciences provides a special program in specific majors (art, communication, foreign languages, geography, history, philosophy, political science, psychology, sociology, theatre, and theology) which enables qualified students to complete their baccalaureate program in three years, provided that they meet certain eligibility requirements (i.e., 3.0 GPA, declare their program by the end of the spring semester, freshman year, and enroll in three Valpo summer programs). More details can be obtained from the Office of the Dean of the College of Arts and Sciences.

**Structure of the Summer Session**

There are three summer terms, one lasting a full twelve weeks and two lasting six weeks (referred to as Full Summer, Summer I, and Summer II). The standard length of most courses is six or twelve weeks. Some courses are offered more intensively for a shorter length of time in order to meet special pedagogical considerations, such as the use of films, field trips, or other special instructional techniques. Courses that last four weeks begin at the same time as six-week courses but end earlier. A third group of courses have variable dates to meet unusual educational objectives.

In order to accommodate the variety of student needs, most courses are offered in the morning or in the evening. Most classes meet Monday through Thursday.

**Credit Hour Limits**

Students may earn as many as 14 credit hours during the combined summer terms. The normal limit is 7 credit hours for each six-week term. Students who take an intensive course may not simultaneously be enrolled in other courses without special permission.

**Registration**

Registration for the Summer Sessions begins in February. Preliminary course listings are available on the Office of the Registrar page of the university website. Occasional changes are made subsequent to distribution of summer schedules. Students must complete the registration form, which includes the signature of the academic adviser.

**Helpful Note:** Students who register for a summer class and subsequently need to drop or withdraw from it must formally do so by the stated deadlines to obtain the maximum refund.

On-campus housing is available. Students apply for summer housing directly with the Housing Office. Students who are not registered or enrolled may not stay in university residence halls.

Graduate students, whether commuter or residential, are under the same general non-academic policies and regulations that apply to undergraduate students, unless otherwise specified or indicated in either the [GENERAL CATALOG](#) or the [GRADUATE CATALOG](#). Graduate academic policies, including the Honor Code, are published in the [GRADUATE CATALOG](#).

**The College of Adult Scholars**

The College of Adult Scholars (CASc) is a special program designed to serve non-traditional students at Valpo. It has its own mission, students, admission criteria, and programs – all characteristics that define a distinctive “college.” This program enables eligible students to work toward a degree by taking up to 11 credits of day and evening classes each semester. CASc students may choose from nearly all of the regular academic majors and minors offered at Valpo. A special tuition rate is offered to CASc students.

**Eligibility for the College of Adult Scholars**

Part time students (11 credits or fewer), including transfer students, who meet any one of the following criteria are eligible for enrollment in CASc. These include:

- persons 24 years of age or older
- persons who have not attended college for three years
- persons with a baccalaureate degree who intend to seek a second degree or a certificate
- persons taking a Valpo course approved and offered by the College of Adult Scholars at an off-site location
- part time transfer students who qualify for the CASc program

Interested students should contact the Office of the Graduate School and Continuing Education, in person, by phone, or through their website. In addition to regular daily office hours, this office has special evening hours Monday through Thursday. After filing an application, the student will be advised academically by a special non-traditional student adviser. Assuming acceptance into CASc, most students can register for classes shortly thereafter.
Admission to the College of Adult Scholars

All CASc students apply for admission through the Office of the Graduate School and Continuing Education, which administers the College of Adult Scholars. Applicants must submit the following documentation:

1. A high school diploma or equivalent and
2. Records of any previous college work completed

If a student has accumulated more than 30 college credits, the requirement for the high school diploma may be waived.

Students having a bachelor’s degree or at least 30 credits of college work with a GPA of 2.00 or higher may be admitted directly into a degree or certificate program. Students having fewer than 30 credits of previous college work may be accepted as provisional non-degree students. After successful completion of 16 credits with a “C” average or better, these students may matriculate into a degree program. Where admission to a particular academic program calls for meeting specific criteria beyond those mentioned above, those same criteria apply to CASc students.

Applicants who do not meet the above admission criteria may be admitted on a conditional basis. Such applications will be considered on an individual basis and will require the applicant to demonstrate, during a trial period, his/her ability to succeed academically at Valpo. Conditional CASc students who do demonstrate this capacity will be considered for matriculation or “good standing” in CASc.

Becoming a Full Time Student

Students may continue in CASc as long as they meet the general standards (e.g., GPA requirements) of the university and the eligibility requirement of 11 or fewer credits as stated above. If they exceed 11 credits they will be required to pay regular full time tuition, although they may retain their status in CASc. If the student expects to continue full time on a more permanent basis, the student will typically transfer from CASc to the college in which the major or program is housed. In instances where a degree or certificate program is housed in CASc, the student will complete the degree through CASc, even if the student becomes full time and is charged the regular full time rate for tuition.

Academic Checkpoints

Important Academic Deadlines

<table>
<thead>
<tr>
<th>Fall Semester 2014</th>
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<tbody>
<tr>
<td><strong>September 2</strong></td>
<td>Tuesday</td>
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<td><strong>September 2</strong></td>
<td>Tuesday</td>
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<td><strong>September 23</strong></td>
<td>Tuesday</td>
<td>5:00 pm</td>
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<tr>
<td><strong>October 1</strong></td>
<td>Wednesday</td>
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<tr>
<td><strong>October 13</strong></td>
<td>Monday</td>
<td>5:00 pm</td>
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<tr>
<td><strong>October 15</strong></td>
<td>Wednesday</td>
<td>5:00 pm</td>
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<td><strong>October 20 – November 7</strong></td>
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<tr>
<td><strong>October 29</strong></td>
<td>Wednesday</td>
<td>5:00 pm</td>
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<td><strong>December 5</strong></td>
<td>Friday</td>
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</tr>
<tr>
<td><strong>December 12</strong></td>
<td>Friday</td>
<td>5:00 pm</td>
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Spring Semester 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14</td>
<td>Wednesday</td>
<td>5:00 pm</td>
<td>Deadline for late registration for spring semester</td>
</tr>
<tr>
<td>January 14</td>
<td>Wednesday</td>
<td>5:00 pm</td>
<td>Deadline to add or drop a course without grade of W</td>
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</tbody>
</table>

All requests for adding a course during the official drop-add period (first six class days) shall remain at the discretion of the appropriate academic dean or department chair.

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<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 6</td>
<td>Friday</td>
<td>5:00 pm</td>
<td>Deadline to file for S/U grade for regular courses</td>
</tr>
<tr>
<td>February 24</td>
<td>Tuesday</td>
<td>5:00 pm</td>
<td>Last date for partial refund of university charges</td>
</tr>
<tr>
<td>February 27</td>
<td>Friday</td>
<td>5:00 pm</td>
<td>Deadline for arranging course intensification</td>
</tr>
<tr>
<td>March 24</td>
<td>Tuesday</td>
<td>5:00 pm</td>
<td>Deadline for withdrawing from regular courses with grade of W</td>
</tr>
<tr>
<td>March 30 – April 17</td>
<td>Tuesday</td>
<td>5:00 pm</td>
<td>Advance registration for Fall Semester, 2015</td>
</tr>
<tr>
<td>April 1</td>
<td>Wednesday</td>
<td></td>
<td>Last day to file application of candidacy for the associate’s and bachelor’s degrees to be conferred in December, 2015</td>
</tr>
<tr>
<td>April 28</td>
<td>Tuesday</td>
<td></td>
<td>Last day for tests in courses of 3 credits or more. Last day to petition for change in date of final examinations</td>
</tr>
<tr>
<td>May 5</td>
<td>Tuesday</td>
<td>5:00 pm</td>
<td>Deadline to officially withdraw from the university for Spring Semester. Last day to file petitions to change registration</td>
</tr>
</tbody>
</table>

4-Week Freshman Checkpoint

In the 4th week of the Fall and Spring Semesters, instructors will review rosters of the freshmen enrolled in their sections and report on two topics: 1) Is this student attending class; and 2) Is this student participating in class? This information is sent to the academic deans and the students’ advisers to identify students who might be beginning to have trouble with their coursework.

Freshman Mid-Semester Grades

Just after the middle of the semester, freshmen will receive individual mid-semester grades. These grades are a valuable indicator of individual progress made in each course. Students whose grades are below expectations should meet with the instructor for advice about remedial work or tutoring.

See the entry for the ASC Center in this STUDENT GUIDE TO UNIVERSITY LIFE (page 12) to learn more about resources students can utilize to be a successful student at Valparaiso University.

Notice of Unsatisfactory Academic Performance

If, at any point in the semester, a student’s academic performance is unsatisfactory in a given course, the student’s instructor will send a Notice of Unsatisfactory Academic Performance to that student by Valpo email. It explains what is unsatisfactory about the student’s academic performance and provides suggestions about how to improve that performance. The “Notice” also requests that the student meet both with the instructor of the course and with the student’s academic adviser. The student’s academic adviser, the dean of the college, and the dean of students will each receive an electronic copy of the “Notice of Unsatisfactory Academic Performance.”

Final Examinations

Regular written final examinations are held at the close of each semester. Each examination is usually limited to 2 hours. The final examination schedule is available online (http://www.valpo.edu/registrar/exams.php) before registration each semester. Students are responsible for planning their vacation/travel arrangements with this schedule in mind. A student wishing to change the time for a final exam will need written approval from the dean of the college in which the course is offered. Exceptions to the final examination schedule are usually approved when a student has three or more final examinations scheduled on the same day.

If the course is offered in the College of Arts and Sciences, students must work individually with their professor to change the time for a final exam. A form is available for this purpose and can be picked up in the dean’s office. Students seeking exceptions for reasons other than having three or more exams scheduled on the same day should be aware that exceptions are not automatically approved.

Degree Audit

The program evaluation (also known as a degree audit) is a powerful tool on DataVU (see the DataVU for Students section) that matches the courses that students have taken, are taking, or have registered for, with the specific requirements for their major and degree. The degree audit can be checked online at any time with the results displayed on the screen. Students are strongly advised to print out a degree audit before their advising session and to check their degree audit both before and after pre-registration for a semester to see the results.
GPA Calculation

Grade point average (GPA) is calculated by dividing the total number of quality points (also called grade points) by the number of letter-graded credit hours. Credits for transferred courses, courses taken on the SU grading basis, or credit by examination (e.g., AP, CLEP) must not be included in the calculation.

The quality points earned for a course are calculated by taking the number of credits for the course times the numerical equivalent for the grade listed below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Equivalent:</th>
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<tbody>
<tr>
<td>A</td>
<td>= 4.0 quality points</td>
</tr>
<tr>
<td>A-</td>
<td>= 3.7 quality points</td>
</tr>
<tr>
<td>B+</td>
<td>= 3.3 quality points</td>
</tr>
<tr>
<td>B</td>
<td>= 3.0 quality points</td>
</tr>
<tr>
<td>B-</td>
<td>= 2.7 quality points</td>
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<tr>
<td>C+</td>
<td>= 2.3 quality points</td>
</tr>
<tr>
<td>C</td>
<td>= 2.0 quality points</td>
</tr>
<tr>
<td>C-</td>
<td>= 1.7 quality points</td>
</tr>
<tr>
<td>D+</td>
<td>= 1.3 quality points</td>
</tr>
<tr>
<td>D</td>
<td>= 1.0 quality points</td>
</tr>
<tr>
<td>D-</td>
<td>= 0.7 quality points</td>
</tr>
<tr>
<td>F</td>
<td>= 0.0 quality points</td>
</tr>
</tbody>
</table>

\[
\text{GPA} = \frac{\text{TOTAL QUALITY POINTS}}{\text{TOTAL CREDITS}}
\]

To Project a GPA:

To calculate the GPA needed to meet minimum scholarship GPA requirements, or to obtain honors, or to get off of academic probation, take the following steps:

1. Fill in the graded credits (no SU courses), quality points, and grade point average already earned.
2. Fill in current or projected credits (do not include SU graded credits).
3. Add earned and projected graded credits.
4. Fill in the goal GPA.
5. Fill in the projected quality points by multiplying the total graded credits (3) times the desired GPA (4).
6. Subtract the current quality points from the projected quality points to get the number of quality points needed to obtain the desired GPA.
7. Divide the projected quality points (6) by the projected credits (2) to obtain the GPA needed (7) in order to meet the goal. If this number is higher than 4.0, then it is impossible to meet the goal in the projected credits.
Academic Policies and Procedures

Adding/Dropping Courses
Regular courses may be added or dropped and sections changed, with no transcript record kept, by using DataVU on the web or by means of a drop-add card available in the Office of the Registrar, until 5:00 p.m. on the sixth class day of a semester. All requests for adding a course after the official drop-add period (first six class days) shall remain at the discretion of the appropriate academic dean or department chairperson.

Class Attendance
Students are expected to attend every class unless their absence has been approved in advance by the instructor concerned.

Absence from class is primarily a matter between the student and the instructor of the class. It is the student’s responsibility to discuss with the instructor the reason for their absence and to learn what makeup work may be required. In case of emergency or extended absences due to illness (more than three consecutive days), please notify the Dean of Students’ Office at (219) 464-5411.

Withdrawal from Courses
It is every student’s responsibility to know the deadline dates for adding or withdrawing from a class. Deadlines are published in the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG. A student who stops attending class without an official withdrawal from the class will receive a grade of “F” in that subject. Students may withdraw from a regular course with a grade of “W” by using the withdraw option available on DataVU or by filing a withdraw card with the Office of the Registrar between the seventh and the 45th class day of a semester. The card must be signed by the student’s academic adviser, the professor of the course, and the department chairperson. After the 45th class day, students withdrawing from a course will receive an “F.” They may petition the dean of their college for a “W,” but this is not automatically approved.

Petitions
It is a student’s responsibility to adhere to published requirements and regulations. A petition for approval to deviate from the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG requirements must be made on a CAPS form obtained from the Office of the Registrar or on the web (www.valpo.edu/registrar), and signed by the academic adviser and the dean of the college, who will route the petition to the committee. Students will be informed of committee decisions by the appropriate administrative office.

Withdrawal from the University
Students who wish to withdraw from the university for the remainder of a semester must obtain an Application for a Formal Withdrawal from the Office of the Vice President for Student Affairs. The application must be properly signed and returned to the Office of the Registrar. The Tuition Refund Schedule is available online. (http://www.valpo.edu/registrar/tuition.php) If students withdraw after the seventh week of the semester, they are ordinarily not granted readmission for the following semester unless an unusual circumstance, such as a severe illness, caused the withdrawal.

Students who voluntarily withdraw as a result of known psychological or medical concerns will ordinarily be required to undergo an assessment prior to being allowed to re-enroll for classes. This assessment will be performed by the director of the Counseling Center. Depending on the nature of the concerns at the time of withdrawal, additional actions (e.g., counseling) may be required of an individual before s/he is allowed to re-enroll for classes. In such cases, releases of information will ordinarily be required, in order to allow for on-going communication between a health care services provider and a counselor from the Counseling Center during the student’s time away from campus.
Leave of Absence
At the end of a semester, students who have completed at least one full semester of work in residence and who are in good academic standing may apply for a leave of absence. This absence requires approval of the academic adviser and the academic dean. The necessary form may be obtained from the Office of the Registrar. These students may return to Valparaiso University without formally applying for readmission within a period of two years following the start of the leave of absence. Leaves are not given to students who withdraw from the university during a semester. All leaves must be requested before the beginning of the semester in which they are to take effect.

Grade Grievance
If a student receives a course grade that is not what the student expected, the first thing to do is to check with the instructor to make sure that this is the grade that was recorded or turned in. If the instructor verifies that a different grade was turned in to the Office of the Registrar, then contact the Office of the Registrar to check that the grade was correctly entered. Sometimes clerical data entry errors do occur and those are easily corrected. If, however, the grade was correctly recorded and the student wishes to contest it, there is a formal procedure for doing so. For more information, please see Appendix J: Student Academic Fair Practices (SAFP).

International Students
International Students on student visas (F and J) must adhere to federal regulations governing their status. See an adviser in the Office of International Programs for guidance in this matter.
How can we be of help?
We think the best way is to help students establish their personal goals and understand what it takes to graduate with a degree from our college. Students in the College of Arts and Sciences are assigned an academic adviser. Students who have declared a major on their first registration form are considered a Declared Student. The list beginning on page 88 contains a listing by department of names, email addresses, office addresses, and phone numbers for advisers in every major and program.

Students who wish to explore for a major are called Exploratory Students. It’s okay for students to take some time to make a decision about their program at Valpo. Consider taking beginning-level courses in two or three major areas of interest to make a better-informed decision. Students can do this while they are taking General Education requirements. Exploratory Students are assigned an exploratory adviser through the Dean’s Office. They will meet with this advisor until they are ready to declare a major or program.

Students may declare or change their major or minor by filling out a curriculum change form, which is available online (http://www.valpo.edu/registrar/forms.php). A student’s current adviser can help them to fill out this form.

Keep an Advising Folder with the following information:

1. Registration schedule
2. Student Guide to University Life
3. Personal goals and a rough four-year plan of studies
4. Grades and transcripts

Bring this advising folder to all meetings with an academic adviser.

A student’s adviser has access to the student’s registration and evidence of academic progress, including grades. Advisers track general education credits and credits in a student’s major field or program. They help students to become informed about regulations governing their work at Valpo. Students and their adviser(s) can access academic records through DataVU (https://datavu.valpo.edu). Students can also check their academic progress through DataVU using the program evaluation (also called a degree audit).

It is the student’s responsibility to know the standards and regulations of the university. Consult the 2014-2015 Valparaiso University General Catalog if in doubt about those standards and regulations.

Please direct any questions to the College of Arts and Sciences office. The phone number is (219) 464-5318.
Core Requirements
The College of Arts and Sciences provides the university with its program of General Education for all students. General Education requirements will vary somewhat for different degrees in the College of Arts and Sciences and for degrees in the professional colleges of the university. Refer to the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG for detailed information about a specific program.

Each degree consists of three parts:
1. General Education Requirements
2. A major field of study
3. A minor and/or electives

The Valparaiso Core Course
The Valparaiso Core Course is a two-semester, ten-credit course required of all first-year students not enrolled in the Christ College Freshman Program. The primary subject of this interdisciplinary course is the human experience as great thinkers, writers, and artists have represented it. The primary object of the course is to welcome and initiate new students into this university community and academic life generally, by putting them in dialogue with great teachers and great texts, and of course, with each other, to explore together some of the most essential aspects of human existence, past, present, and future.

The course is interdisciplinary because knowledge is interdisciplinary, and in the global community in which we now live, the world depends increasingly on people able to make connections across disciplines, across cultures, across oceans, across town. To prepare our students to succeed in this world and live meaningful lives of leadership and service, we recognize the need to introduce them to cultures and traditions other than their own. Our reading list is multicultural and international because the world is multicultural and international. At the same time we also recognize the need to help students discover where they come from and where they are, which for the majority means exploring the Judeo-Christian intellectual tradition of the West, which produced among other great things this university. Hence, at the core of this Core Course, in the best spirit of Lutheran higher education, is the desire to create dialogues of texts and traditions, and to help our students grow in their understanding of how the past speaks to the present, how the sacred informs the secular.

Our first-year students need special skills to enter fully into this dialogue and become successful students in the fullest sense. Our Valpo Core is designed to help students develop those skills necessary for them to thrive in their studies; close reading, critical thinking, speaking, and especially in writing. Great opportunities also exist in the course for students to become more adept at retrieving, evaluating, and managing information, as they hook up to the rest of the world through our electronic information services.

Because of the interdisciplinary nature of the Core Course, some institutions experience difficulties in determining how to apply these credits toward their own general education requirements. CORE 110 may be distributed as 3 credits of English composition and 2 credits of philosophy/theology. CORE 115 may be distributed as 3 credits of non-U.S. History and 2 credits of philosophy/theology.

Valpo Core = 10 cr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 110</td>
<td>English Composition</td>
<td>3 Cr.</td>
</tr>
<tr>
<td></td>
<td>Philosophy/Theology</td>
<td>2 Cr.</td>
</tr>
<tr>
<td>CORE 115</td>
<td>Non U.S. History</td>
<td>3 Cr.</td>
</tr>
<tr>
<td></td>
<td>Philosophy/Theology</td>
<td>2 Cr.</td>
</tr>
</tbody>
</table>

General Studies 150 (GS 150):
Exploratory Studies
This one-credit course (required for exploratory students) emphasizes exploration of majors, careers, and vocations. Students will investigate different majors, reflect on their personal strengths and interests, complete career and personality inventories, look at job and employment trends, and consider examples of people finding their vocations and passions.
The Valparaiso University Exploratory Program

The Exploratory Program is designed for students who enter Valpo without declaring a major. It does not itself constitute a major course of study, but it is an important part of academic life at Valpo. The coordinator of the program and the exploratory advisers work together to advise students and plan events that will help exploratory students determine a fulfilling, meaningful course of study at Valpo. We encourage active searching and reflection in this process—thus the name “Exploratory.”

Students cannot graduate from Valpo without declaring a major, and are encouraged to declare a major by the end of the sophomore year at the latest. We will help students determine the right time to declare and will provide support as they seek out their major. We will not rush students, but we will remain in regular contact, to remind them that it is important to pay close attention to their academic choices and not wait too long to declare. Our hope is that our sustained conversation will result in the early and true discovery of the right academic path for students. Advisers are here to help students; we encourage frequent communication with them. All students are required to meet minimally once a semester with their adviser to review their progress towards graduation.

In addition to regular meetings with an adviser, exploratory students will:

- Meet other exploratory students and an adviser as the search for a major is launched – conducted at Fall Welcome
- Visit the Career Center which is located in the Harre Union and invites students to take interest/aptitude surveys. A specialist will meet individually with students to better understand the results and guide them to resources for further research.
- Take the Exploratory Studies (GS 150) course designed to aid exploratory students in considering majors, careers, and vocations.

Freshman Year Planning

While designing a plan of study, students should refer often to this handbook, 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG online, and the Schedule of Classes on DataVU. Keep a detailed set of notes. The 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG includes information on general education requirements for all degrees, requirements for all majors and minors, and course descriptions organized by college and by department for all courses offered.

Students are encouraged to register for 12-18 credits, which will be a full credit load of classes. While advisers help to guide students’ decisions and answer questions, advanced preparation will ensure the best use of time with an adviser.

Here are some suggestions to aid in planning:

- All students will register for either the Valpo Core (Fall: CORE 110 and Spring: CORE 115) or the Christ College Freshman Program (only for those students enrolled in Christ College).

Schedule the Core class after other courses have been selected, since Core is offered at numerous times of day.

- Physical Education. The requirement is KIN 100 or 101, a one-credit course taken in the freshman year, either fall or spring semester.
- Select course(s) within the declared major.

Some majors require a certain sequences of courses for freshmen. Advisers will inform students if this is the case.

- Select course(s) within a field of interest.
Explore the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG and try courses of interest. This may lead an exploratory student to a major or a declared student to a minor. Some of these courses will fulfill a General Education requirement, but students should limit themselves to those courses. Any course will count toward the 124 credits needed for a degree, and every degree includes a number of elective courses.

- Students may take courses for the Foreign Language requirement.
  A. 0-8 credits are required for the Bachelor of Arts (B.A.) degree. This means that students will take two semesters of one foreign language, unless they have placed into course 203 through CLEP, AP, or the Foreign Language Placement Exam at Valparaiso University. See the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG for specific details.
  B. Foreign Language is an option within the Cultural Diversity requirement for the Bachelor of Science (B.S.) and the Bachelor of Science in Physical Education (B.S.P.E.) degrees. See the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG for specific details.

- Students may wish to register for a Natural Science or Quantitative Analysis course. For Natural Science General Education students will need to take two courses with laboratories from two different subjects, totaling at least six credits.

- Students may wish to take a course in partial fulfillment of other General Education requirements:
  A. Social Science requirement. The requirement is two 3-credit courses from two different areas. Areas are economics, political science, sociology, gender studies, and some selected geography and social work courses.
  B. Humanities requirement. The requirement is two 3-credit courses from two different areas. Areas are:
    1. A fine or performing arts course
    2. A history course
    3. A literature course numbered 200
    4. A philosophy course except PHIL 145 and 150
  C. Cultural Diversity requirement. See the 2014-15 VALPARAISO UNIVERSITY GENERAL CATALOG for a list of suggested courses. Additional topics courses may be approved for the Diversity requirements.

Plan of Study Notes

DataVU

DataVU (https://datavu.valpo.edu) is a powerful resource for keeping track of academic progress. Through DataVU, students can check grades, view an academic/course record, register for classes, and view program evaluation (degree audit). The program evaluation shows requirements for a student's declared major(s), minor(s) and General Education. Students may also try a "What if" program evaluation to see how their courses would fit with a different major or degree program. Students should review their current program evaluation every semester with their academic adviser.

Residence Requirements:

- At least one-half of the credits required for any major(s) and minor(s) must be taken at Valparaiso University.
- At least 30 of a student’s last 40 credits must be taken at Valparaiso University.
- At least one 3-credit course in theology (THEO) must be taken at Valparaiso University.
- Any deviation from these requirements must be approved by the Committee on Academic and Professional Standards (CAPS). Petition forms are available in the Office of the Registrar and online (http://www.valpo.edu/registrar/forms.php).

Credit and GPA Requirements:

- A 2.0 cumulative GPA is required in course work at Valpo. A few programs require a 2.5 GPA. A 2.0 GPA in any major(s) and minor(s), based on work taken at Valpo, is also required. Again, a few programs require a 2.5 GPA. Consult an adviser about a specific degree and major.
- A minimum of 124 total credits is required for a B.A. degree. Requirements vary slightly for other degrees. Transfer students who still need to take courses for general education requirements may find it necessary to complete more than 124 credits.
- A maximum of 48 credits in any one subject area may be applied to the 124 credits required for graduation. Exceptions to this policy are found in the GENERAL CATALOG.
- A maximum of 30 credits from the professional colleges may be used toward a degree in the College of Arts and Sciences.
- A maximum of 16 credits of AFROTC may be used toward a degree.

For further information on registration and academic policies, please refer to the GENERAL CATALOG.
Transfer Students
Transfer students are invited to the assembly for all Arts and Sciences students at Valparaiso University. Please consult the Fall Welcome Schedule for complete information and details. The Arts and Sciences meeting is very important. Although most will have participated in the phone registration program, some will still have questions and last minute credits to evaluate. Please contact Assistant Dean Kathleen Gibson or Assistant Dean Nancy Scannell by calling (219) 464-5318 with questions related to the Statement of Equivalence.

If a student’s transcripts were not received by the Office of Admissions, we will not have a Statement of Equivalence prepared. We will meet with students individually to help decide which courses are necessary in the first semester.

Grades below “C-” are not accepted by Valparaiso University for transfer credit. Courses of fewer than 3 credits will not count as fulfilling general education requirements. Natural science courses transferred from another school may require proof of laboratory work. If there are questions regarding the Statement of Equivalence, please make an appointment to speak with Assistant Dean Kathleen Gibson, or Assistant Dean Nancy Scannell by calling (219) 464-5318.

Refer to the list of Arts and Sciences Academic Advisers in this Guide (beginning on page 88) for names and office numbers of major (or exploratory) adviser(s).
College of Business

Dean James D. Brodzinski, Ph.D., SPHR
Urschel 230 — (219) 464-5040

Assistant Dean Toni Spaliaras, MBA
Urschel 230 — (219) 464-5474

Academic Adviser Joy Davis
Urschel 206 — (219) 464-6943

Assessment Center Coordinator Karen Carlson
Urschel 210 — (219) 464-5407

Advising and Practical Experience Coordinator Deborah Singer
Urschel 204 — (219) 464-5969

Thinking about a business degree?

Considering a degree program in accounting or business? Many business firms, the state and federal governments, and nonprofit organizations are looking for bright, energetic, young professionals for challenging careers in public and private accounting, systems management, international business, investment banking, financial management, commercial banking, marketing, sales and promotion management, and human resource management. Those who are the entrepreneurial type who would like to run their own business should explore the degree programs available in the College of Business. They provide a solid foundation for a wide range of rewarding careers and high-level professional responsibilities as well as a strong base for entry into quality business, law, and other graduate programs.

AACSB Accreditation

The college’s degree programs are fully accredited by AACSB International—The Association to Advance Collegiate Schools of Business. AACSB is the largest and most recognized specialized accreditation worldwide for degree programs in business administration and accounting. AACSB Accreditation is the hallmark of excellence in business education, and has been earned by less than five percent of the world’s business programs. Today, there are more than 15,000 programs in the world.

AACSB accreditation serves as a special external recognition of the college’s quality. This means students will have improved access to top quality employers, better access to the nation’s best graduate schools and programs, and – for those who are honor students – the opportunity to be recognized by the prestigious national business honorary, Beta Gamma Sigma. Valparaiso University business students receive an externally recognized quality education and enjoy close access to an outstanding faculty of top-quality educators!

Professional Preparation

Although students are well prepared for a career and a first job after graduation from Valpo’s business school, the education goes beyond that. A strong background in the liberal arts is developed primarily in the freshman and sophomore years before entering the challenging, upper-division, professional business courses.

In the college’s computer classroom, students learn to integrate up-to-date analytic and management concepts and procedures into academic course work. The management briefings which students present in business classes are designed to develop oral as well as written communication skills. Students work with and are advised by caring faculty with graduate degrees from outstanding domestic and international universities as well as years of management experience. In addition, student organizations form a social setting in which to meet business managers from the region—Beta Gamma Sigma, the business honorary; Alpha Iota Delta, the Decision Sciences honorary; Delta Sigma Pi, a professional business fraternity open to men and women business students; Future Business Leaders of America (FBLA/PBL); and the Financial Management Association (FMA).
Admission/Transfer into the Business College
Students are admitted into the College of Business directly from high school. Any incoming freshman who has not been admitted into the CoB, but who desires to enroll in a business degree program, should contact the Office of Admissions. Many freshmen do not declare a business major immediately. The adviser and faculty members work closely with the student helping to determine interests, strengths, and goals in guiding the student’s major decision. In that sense, the student can be considered “exploratory” in business.

Any student at Valparaiso University enrolled in the colleges of Arts and Sciences, Engineering, or Nursing who desires to transfer into the CoB should make an appointment with the college’s academic adviser. Students from outside Valparaiso University who wish to transfer to Valpo’s College of Business must contact the Admissions Office. The CoB’s academic adviser will evaluate credits earned from other colleges or universities by transfer students.

Business Degree Programs
The College of Business offers a Bachelor of Science in Business Administration (BSBA – 125 Cr.) degree.

The BSBA degree offers majors in Accounting, Business Analytics, Finance, International Business, Management, and Marketing. Degree requirements for these programs can be found in the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG.

Double Majors for Business Students
Many students in the CoB pursue a double major program by completing all the requirements for two majors. The second major can be from within the CoB or from a program within the College of Arts & Sciences (e.g., foreign languages, English, math, political science, economics, sports management, etc.). No course used to fulfill the requirements for one major (including major field requirements in business majors) may be used to fulfill requirements for the second major, unless the course is required for both majors; however, there cannot be any more than a seven (7) credit hour overlap between the two majors.

Minors for Business Students
While a minor is not required in the CoB, students may decide to complete a minor to supplement their business degree by using elective credits available in their program. An International Business and Global Studies Minor, available only to business majors, provides the opportunity for students to focus on the inter-dependent global environment in which business is being carried out. The College of Business also offers a Business Analytics Minor and a Certificate in Business Spanish. Of course, business students may earn any minor offered in the College of Arts and Sciences – for example, in foreign languages, psychology, economics, English, etc. In addition, business students may pursue one of the two minors in the Reserve Officer Training Corps: Military Leadership Minor – Air Force or Military Leadership Minor – Army. Details regarding the requirements for all of these programs can be found in the 2014-2015 VALPARAISO UNIVERSITY GENERAL CATALOG.

Assessment Center
The CoB Assessment Center evaluates student performance on realistic business tasks. Students are assessed on their problem solving, communication, leadership, teamwork, and interpersonal skills. The increased importance of behavioral skills in the workplace emphasizes the necessity of being able to assess these abilities of our students. CoB students participate in the Assessment Center activities during their freshman year in conjunction with BUS 100 and their senior year in conjunction with MGT 475.
College of Engineering

Dean and Professor of Electrical & Computer Engineering
Eric W. Johnson, Ph.D.
GEM 103 — (219) 464-5085

Interim Chair & Professor of Civil Engineering
Peter Weiss, Ph.D.
GEM 129 — (219) 464-5220

Chair & Associate Professor of Electrical & Computer Engineering
Mark Budnik, Ph.D.
GEM 129 — (219) 464-5117

Chair & Associate Professor of Mechanical Engineering
Peter Johnson, Ph.D.
GEM 129 — (219) 464-5185

Assistant Dean for Student Success & Director of the Hesse Learning Resource Center
Laura Sanders
GEM 123 — (219) 464-5210

Accreditation
Bachelor of Science degree programs in Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering are accredited by the Engineering Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, (410) 347-7700, www.abet.org.

Valparaiso University International Engineering Programs (VIEP)
VIEP is a five-year program that combines a major in one of the four engineering fields with a major or minor in German (VIEP-German), French (VIEP-French), Spanish (VIEP-Spanish), or a minor in Chinese (VIEP in China). The program allows students to gain multicultural experience and language proficiency, along with technical engineering skills, and prepares them for careers with one of many international firms located in the U.S. and around the world.

Cooperative Education
This optional, five-year program starts with summer employment after the sophomore year. The student typically works five periods (i.e., three summers and two semesters) with the same employer and functions as a paid para-professional. Positions are available with manufacturing firms, consulting businesses, and government agencies throughout the U.S.

Typical Co-op Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School</td>
<td>School</td>
<td>Summer Job</td>
</tr>
<tr>
<td>2</td>
<td>School</td>
<td>School</td>
<td>Work</td>
</tr>
<tr>
<td>3</td>
<td>Work</td>
<td>School</td>
<td>Work</td>
</tr>
<tr>
<td>4</td>
<td>School</td>
<td>Work</td>
<td>Work</td>
</tr>
<tr>
<td>5</td>
<td>School</td>
<td>School</td>
<td></td>
</tr>
</tbody>
</table>

To participate in the Cooperative Education Program, the student must maintain an overall GPA of 2.4. Students in this program can earn from three to six credit hours of academic credit for their participation in this program.

To learn more about the Cooperative Education Program, contact the Coordinator, Engineering Cooperative Education and Internships, John Steffen, Ph.D., P.E., via email at John.Steffen@valpo.edu, or by scanning the Career Center website for available co-op positions.

Order of the Engineer
Since 2001, Valparaiso University has had a link of the Order of the Engineer, an organization that emphasizes pride, ethics, and responsibility in the engineering profession. Students are encouraged to consider this opportunity. For more information contact Prof. Doug Tougaw via email at Doug.Tougaw@valpo.edu or go to http://www.order-of-the-engineer.org.
Introduction

Historical Background
At the opening convocation of the 1968-69 academic year, President Albert G. Huegli proclaimed the official opening of the College of Nursing. That proclamation marked the culmination of the vision and labors of many members and supporters of Valparaiso University who recognized the harmony of professional nursing education with the university's goals.

The first administrator of the college, Dorothy Paulsen Smith, Ph.D., assumed the deanship in the fall of 1967, before the college was a reality, and served as dean for 15 years. Sharing the university's goal of providing the highest level of nursing education, Dean Smith helped to bring the College of Nursing into existence.

The College of Nursing opened in the fall of 1968 with an enrollment of 55 freshmen and added a new freshman class each year. In the spring of 1972 the first class, which then numbered 30, was graduated with a B.S.N. In the interim the college moved into its newly constructed building, LeBien Hall. The Bachelor's program in nursing (B.S.N.) was initially accredited by the Indiana State Board of Nurses' Registration and Nursing Education in 1969 and by the National League for Nursing in 1974. The Master's program in nursing enrolled its first class in 1989 and graduated its first M.S.N. graduates in December 1991 under the leadership of Freda Scales who served as dean from 1982-2000. The Master's program in nursing (M.S.N.) was accredited by the National League for Nursing Accrediting Commission in 1993. The college instituted a Post-Master’s Family Nurse Practitioner program in 1994. Both the graduate and undergraduate programs were accredited by the Commission on Collegiate Nursing Education in 2000. Janet Brown was named as dean of the College of Nursing July 1, 2000. The Post-Master’s track of the Doctor of Nursing Practice program was added in 2008. Students were admitted to the BSN-DNP Program Fall 2009. In the fall of 2012, a Bachelor of Science in Health Care Leadership was added to the programs offered. A Bachelor of Science in Health Science, a Master’s in Physician Assistant Studies, and undergraduate and graduate programs in public health will be added. The undergraduate programs are slated to begin fall 2015 and the graduate programs in 2018.

In fall 2013 the name of the college was changed to College of Nursing and Health Professions. The new name better reflects the vast array of health programs housed in the college.

Throughout its history the College of Nursing has maintained high academic and professional standards that guide its ongoing response to the changing educational requirements of a changing nursing profession. The robust combination of nursing and health science degree programs under one roof ensures that graduates will possess a range of skills essential to meeting health care needs on a variety of contexts and be ready to continue the work of making the world healthier for generations to come.

Mission
The mission of Valparaiso University College of Nursing and Health Professions at the undergraduate and graduate levels is to prepare critically inquiring and competent professional nurses and other healthcare providers who embrace truth and learning and who respect Christian values while promoting health for persons in dynamic health care environments.

Nursing

Purpose and Objectives
The purpose of the nursing programs is to prepare beginning and advanced professionals of nursing and to provide an educational base for graduate study based on professional standards. The BSN graduate will:

1. Enter the profession as a critically inquiring, competent, professional nurse who uses the processes of critical thinking, communication, change, and lifelong learning.
2. Engage in the role components of provider of care, teacher, manager, and research consumer wherever persons live, work, play, and/or worship.
3. Appreciate how the environmental influences of culture, economics, ethics, law, policy, politics, society, and technology impact a person’s health.
In accordance with the philosophy of Valparaiso University, the faculty of the nursing program believes its responsibility is to foster intellectual, emotional, and spiritual growth of the student as an educated person and as a competent professional nurse. The curriculum, therefore, includes a wide variety of foundational courses in the natural and social sciences and the liberal arts as well as courses related to the principles and practice of nursing. Permeating the curriculum is cultivation of the spirit of the university’s Christian tradition in the student’s quest for excellence in all areas of personal and professional life.

**Organization**

**Student Organizations and Activities**

The Student Nurses Association (S.N.A.) serves as a central student governing body for students in the nursing program. This organization develops and implements activities that promote professional growth, community service, and socialization. Membership in the S.N.A. is open to all students enrolled in the BSN Program. One of the social events sponsored by the S.N.A. is the annual student-faculty Christmas lunch.

**College of Nursing and Health Professions Committees**

Committees established by the Faculty Organization develop and implement policies that promote the best interest of the nursing and healthcare professions, the College of Nursing and Health Professions, and the university.

**Student Representation**

Full time students who are in good standing in the College of Nursing and Health Professions are eligible for election to the Student-Faculty Concerns Committee. Ad hoc committees, appointed by the dean or elected by the faculty as necessary, include students as members whenever feasible. The student members are elected by their classmates for a one (1) year term and have voting privileges. In the event of a student vacancy, the dean appoints a class member to fill the unexpired term.

**Student-Faculty Concerns Committee**

Two faculty and nine student members comprise the committee; a representative from each BSN class, a representative from the HCL program, one RN-BSN student, one MSN student, one DNP student, and the president of the Student Nurses Association. The CoNHP student representative to the University Student Senate is an ex-officio member. The committee, which serves as a forum for exchange of ideas, explores issues and recommends policies related to student-faculty concerns, coordinates the student recruitment and retention program, and coordinates special social functions.

**CoNHP Student Academic Fair Practices Committee**

When a student grievance is filed, the committee provides a governing board for hearing and ruling on academic grievances and appeals. Membership includes a total of six (6) members; three (3) student members: a sophomore, a junior, and a senior with three (3) alternate members and three (3) faculty members. Student members are appointed by the dean in September of each year.

**Honors and Awards**

Honors and awards encourage and recognize outstanding achievement. The College of Nursing and Health Professions honors and awards listed below are exclusive of scholarships.

**Sigma Theta Tau International**

Nursing students who have demonstrated superior scholastic achievement and evidence of professional leadership potential may be elected to membership in this international honor society of nursing. Candidates must have a cumulative grade point average of at least 3.0 and must have completed at least one half of the required nursing courses. The Zeta Epsilon Chapter of Sigma Theta Tau was installed at Valparaiso University in 1983. Elected and transfer members of the chapter include students, alumni, faculty, and community nurse leaders. The chapter presents two annual scholarly programs which are open to all students.
Honors and Awards
The following honors and awards are presented at various recognition events:

Bluemel Award
In 1980 Professor Emeritus Gertrude Bluemel established the Bluemel Award to be given to a graduating senior. The faculty selects as the recipient the graduating senior who consistently has demonstrated the qualities that the award recognizes: determination, perseverance, a sense of humor, a desire to elevate the standards of nursing, recognition of the importance of the nurse’s role in prevention, and concern for human worth and dignity regardless of race, creed, or culture.

Dorothy Paulsen Smith Award
An annual faculty award established in 1983 is presented to the graduating senior whose quest for excellence as a student has reflected to an eminent degree the spirit of the nursing program. The faculty selects the recipient of the award on the basis of demonstrated scholarship and leadership, openness and enthusiasm, energy and creativity, empathy and compassion.

Distinguished Student Award
Established by the University Alumni Association in 1986, it recognizes the senior student who is distinguished in scholarship, leadership, service, and character.

The Donna Spanopoulos Memorial Scholarship in Pediatric Nursing
Presented each spring to a student entering the senior year in memory of the founder of Infant and Child Special Care, Inc., Valparaiso (now part of Children’s Memorial Hospital), the $1,000 award was established to encourage interest in the practice of pediatric nursing. The student must demonstrate academic and clinical excellence in the nursing care of children and an expressed interest in specializing in pediatric nursing.

Health Care Leadership

Purpose and Objectives
The purpose of the Health Care Leadership degree is to prepare students to be health care leaders by providing theoretical and experiential learning focused on critical knowledge associated with setting vision, guiding change, leading teams and inspiring people within health care. The HCL graduate will:

1. Demonstrate proficiency in the knowledge and skills required for positions of professional leadership in the health care industry.
2. Characterize leadership skills of service-minded, purpose driven, ethical decision-making, empowering individuals and visionary perspectives.
3. Appreciate how the environmental influences of culture, economics, ethics, law, policy, society, and technology impact the intersection of individuals within the health care industry.
4. Promote the health of persons in dynamic health care environments.

In accordance with the philosophy of Valparaiso University, the faculty of the health care leader program believes its responsibility is to foster intellectual, emotional, and spiritual growth of the student as an educated person and as a competent leader in health care. The curriculum, therefore, includes a wide variety of foundational courses in the natural and social sciences and the liberal arts as well as courses related to the principles and practice of health care and leadership. Permeating the curriculum is cultivation of the spirit of the university’s Christian tradition in the student’s quest for excellence in all areas of personal and professional life.
Organization
Christ College is the interdisciplinary honors college of Valparaiso University. Christ College students are concurrently enrolled in one of the university’s undergraduate colleges – Arts and Sciences, Business, Engineering, or Nursing and Health Professions – where they earn their bachelor’s degrees. Study in Christ College complements all academic programs. Most Christ College (“CC”) courses fulfill the university’s general education requirements, thus enabling students to earn honors college transcript designations without course overloads or extra semesters. More than 45% of Christ College students study abroad.

Completion of four-year programs of study in Christ College leads to graduation with the honors designation Christ College Scholar (38 credits of CC courses, including the writing of an honors thesis) or Christ College Associate (30 credits of CC coursework). A student may also earn a complementary major or an academic minor in Christ College humanities course work.

Membership in Christ College
A student formally admitted to Christ College is designated a member of Christ College. For continuing membership, requirements include satisfactory academic progress toward the college’s stated goals and contribution to the common life of the college and the university. In general, a Christ College student should expect to maintain a grade point average of 3.3 or better in all coursework, and a 3.3 GPA or better in Christ College coursework.

Christ College Advisers
First-year students are assigned faculty advisers. Sophomores, juniors, and seniors are advised by the associate dean (Margaret.Franson@valpo.edu), who also advises freshmen during FOCUS summer orientation and registration.

Christ College students see both their major academic adviser and their CC adviser prior to registering for courses each semester.

Christ College Freshman Program
Approximately 85 freshmen are accepted into Christ College each fall. The nationally respected Christ College Freshman Program includes a two-semester course in the great traditions of humankind with readings in history, literature, philosophy, and religion from the earliest recorded thought to the present day. Coursework emphasizes close reading, thoughtful discussion, and critical writing. Special Freshman Program activities include drama, music, and debate.

A few second-semester freshmen and sophomore students may be invited to join Christ College, but incoming freshmen who are invited to enroll in Christ College are strongly encouraged to do so at the start of the freshman year for maximum advantage of the program.

Sophomore Curriculum
The Christ College sophomore curriculum fulfills the university’s general education requirements in social sciences, humanities, and theology, and offers courses students may take as electives.

Junior/Senior Curriculum
As juniors and seniors, Christ College students select from ten or more topic seminars offered each semester. Recent seminars include: Consumer Culture; Shakespeare’s World; Portraits of Jesus; The Scientific Endeavor; Medical Missions; Environmental History of the American West; Human Rights: Politics, Ethics, Law; Japanese Visual Culture; The Devil and the Problem of Evil; Music and Meaning. Seminars may in some cases fulfill requirements for a major or minor, or fulfill general education requirements. CC seniors take a one-credit colloquium in which they reflect on their lives through autobiographical narratives and prepare for the transition from college.

Humanities Minor
Any Valparaiso University student, whether or not a member of Christ College, may pursue a minor in humanities through Christ College course work.

Complementary Major in Humanities
Any Valparaiso University student, whether or not a member of Christ College, may pursue a complementary major in humanities through Christ College course work.
Student Life

Student Affairs Programs

Division of Student Affairs

Embracing Valparaiso University’s heritage of scholarship, freedom, and faith, the Division of Student Affairs provides significant opportunities for students to grow in many dimensions, including intellectually, psychologically, emotionally, socially, physically, and spiritually. Student Affairs is comprised of six campus centers and services:

Career Center
Counseling Services
- Office of Alcohol and Drug Education
- Office of Sexual Assault Awareness and Facilitative Education

Dean of Students Office
- Assistant Dean of Students / First-Year Students and Commuter Programs
- Assistant Dean of Students / Greek Life, Leadership, and Volunteer Programs
- Assistant Dean of Students / Residential Life

Harre Union
Health Center
Multicultural Programs

Each center is staffed by professional personnel and supported as appropriate by trained student aides and peer educators.

Vice President for Student Affairs
Office of Student Affairs
Kretzmann Hall 128
(219) 464-5411

The vice president for Student Affairs serves as chief administrative officer for the Division of Student Affairs and reports to the provost. Charged with the overall responsibility to provide effective and efficient services to support the learning and development of university students, the Office of the Vice President for Student Affairs maintains close liaison with many campus offices and individuals, including especially:

- Leaders of student government, campus organizations, and interest groups to encourage and support co-curricular and extra-curricular activities and learning opportunities;
- Academic units to facilitate integration of academic and student affairs concerns;
- Staffs of the Chapel of the Resurrection and other centers of campus worship to support opportunities for students to live faithfully and to grow spiritually;
- Admission personnel to recruit, enroll, and retain a student body that reflects Valparaiso University’s character.

Career Center
Harre Union
www.valpo.edu/career
(219) 464-5005
Career.center@valpo.edu

The Career Center is a comprehensive career services facility offering a wide array of services to all students and employers. The Career Center houses a resource library, conference/workshop room, student lounge, interview rooms, and staff offices.
Career Center services include:

- Career guidance and exploration
- Career advising and counseling
- Internship and job search assistance
- Resume and cover letter assistance
- On-campus interviews with employers
- Listings of full-time, part-time, co-op, internship, and summer job opportunities
- Mock interviews
- Comprehensive library of career resources, graduate school directories, and internship information
- Workshops, panels, webinars, and special events such as Speed Networking, Career & Internship Fairs, Etiquette Dinner, Occupational Panels, Receptions, and much more!

Career Center workshops and events prepare students for internships, cooperative education, on-campus interviewing, networking, job searching, and job fairs. The center is open 8 a.m. to 5 p.m. Monday through Friday.

Each fall the Career Fair provides opportunities for students to interact with employers. There is also a Graduate & Professional School Fair in October and a Career & Internship Fair during spring semester.

Students seeking teaching jobs should consult the Professional Development and Placement Office for teachers, located in Miller Hall. This office provides assistance to beginning and experienced candidates who have completed requirements for certification under the supervision of the Department of Education at Valparaiso University. The telephone number of the Professional Development and Placement Office is (219) 464-5458.

**Counseling Center (CC)**
Alumni Hall
1602 LaPorte Avenue, across from Lankenau Hall
(219) 464-5002

The Counseling Center provides counseling and psychotherapy services to full-time undergraduate and law students with personal, interpersonal, family, and academic performance issues. The confidential services are provided by professional psychologists, counselors, social workers, and graduate interns. In addition to individual counseling and consultation, Counseling Center staff offer numerous educational presentations through outreach services; psychiatric availability for students in counseling who require medications; and psychological crisis coverage for the university community. While all counseling and educational services are free of charge, a minimal fee may be required for some psychological tests. Psychiatric medication consultation sessions are also without charge, but the student is responsible for covering the costs of medication prescribed.

The Counseling Center hours are 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Monday through Friday. Appointments can be made in person or by calling (219) 464-5002. The website for the Counseling Center is [www.valpo.edu/counseling](http://www.valpo.edu/counseling) and the email address is Counseling.Center@valpo.edu.

**Office of Alcohol and Drug Education (OADE)**
Alumni Hall
1602 LaPorte Avenue, across from Lankenau Hall
(219) 464-6820

The Office of Alcohol and Drug Education offers substance abuse prevention efforts at Valparaiso University. Among its services are the peer-facilitated SUDDS program, the CARE program which assists at risk students through a program of assessment and education, outreach programming to residences and classrooms, and counseling and referral services for students who are experiencing problems with alcohol and other drugs. This office also supports local BACCHUS and GAMMA chapters, national organizations that promote alcohol awareness and responsibility on college campuses.

To schedule an appointment with OADE, please call (219) 464-6820 or stop by between 8 a.m. and 5 p.m. Monday through Friday. The website for OADE is [www.valpo.edu/counseling/oade](http://www.valpo.edu/counseling/oade) and our email address is OADE.Office@valpo.edu.
Sexual Assault Awareness and Facilitative Education (SAAFE)
Alumni Hall
1602 LaPorte Avenue, across from Lankenau Hall
(219) 464-6860

The Sexual Assault Awareness and Facilitative Education (SAAFE) Office provides peer facilitative education as a means to broaden awareness of healthy relationships and lifestyles and to aid in the prevention of sexual assault. The SAAFE Office resource center contains videos and written materials available to students. All student organizations and campus groups may request a variety of programs ranging from informational to interactive workshops such as safety issues: sexual assault, sexual harassment, sexual misconduct, and stalking; relationship issues: healthy and unhealthy relationships, gender issues, body image, STDs; wellness issues, and past issues involving sexual abuse. SAAFE Advocates provide outreach programs for students through campus sponsored programs and events. Information and outreach material can be found on our webpage as well as information regarding SAAFE and Empowering Organizations (SEO), their members and SAAFE Advocates. The SAAFE Office provides advocacy services to individuals (male and female) who are survivors of sexual assault. Advocates meet with survivors at their request at a confidential location and provide the survivors with information about their rights, options that exist in dealing with the assault, and support in their decision making. All of this occurs within the realm of confidentiality. The SAAFE Office also provides support services to the victim’s parents, friends, and any significant others. The SAAFE Office Coordinator is a sponsor for the SAAFE and Empowering Organizations Board and the SAAFE Advocates.

To schedule an appointment with SAAFE, please call (219) 464-6860, or email the coordinator at Paula.Dranger@valpo.edu, or stop by between 8 a.m. and noon Monday through Friday. We also encourage students to volunteer to become SAAFE Advocates. This position involves certified training in crisis management and facilitation and attending meetings. The website for SAAFE is www.valpo.edu/saafe and our email address is SAAFE.Office@valpo.edu. Emergency access is available by calling (219) 464-6789.

Dean of Students Office

Dean of Students
Harre Union, Suite 250
(219) 464-5411

The dean of students is responsible for supervising the assistant dean for residential life, the assistant dean for first-year students and commuter programs, and the assistant dean for greek life, leadership, and volunteer programs. The dean of students is involved with developing policies, procedures, and programs that support student life initiatives. The dean also co-advises the student senate, administers the campus judicial process, and develops supportive linkages between student affairs and academic offices.

Assistant Dean of Students for First-Year Students and Commuter Programs
Harre Union, Suite 250
(219) 464-5411

The assistant dean of students for first-year students and commuter programs is responsible for directing the programmatic and administrative initiatives related to orienting first-year students, and has a key role in the institution’s broader retention efforts. The assistant dean is also responsible for building and maintaining comprehensive commuter student services with outreach initiatives and programs to help better connect commuter students with the university community and to provide support for their particular needs.

Assistant Dean of Students for Greek Life, Leadership, and Volunteer Programs
Harre Union, Suite 250
(219) 464-5411

The assistant dean of students for Greek life, leadership, and volunteer programs serves as the university liaison and advisor to Greek letter organizations (fraternities and sororities) and to the fraternity and sorority governing bodies of the Panhellenic Council, Interfraternity Council, Fraternity and Sorority Judicial Board, and Fraternity and Sorority Risk Management Committee. The assistant dean also coordinates leadership programs and the volunteer programs area.
Assistant Dean of Students for Residential Life
Harre Union, Suite 250
(219) 464-5413

The assistant dean of students for residential life has administrative responsibility for all areas of residential life, including room assignments; selection and training of resident assistants (RAs), assistant coordinators (ACs), residential learning coordinators (RLCs), and the assistant director for residential life; developing positive educational environments in residence halls; and implementing residential life programs that maximize student learning and development.

Harre Union
1509 Chapel Drive
(219) 464-5007
www.valpo.edu/union

The Harre Union provides a comprehensive program of social, cultural, recreational, spiritual, and educational activities and services that complement the mission of the university. As the community center for the university’s campus life, the union is a dynamic, innovative, inclusive, and inviting gathering place for students, faculty and staff, the extended university family, and guests.

University Programming Council (UPC) sponsors a variety of activities including films, lectures, concerts, outdoor recreation trips, coffeehouses, trips to Chicago, and much more. The Harre Union staff also plans the annual Jazz Festival, lounge sales, Union Late Night Programs, and other events throughout the year. Students are provided the opportunity to explore and develop their leadership potential, making the union an important place where co-educational experiences occur.

The Harre Union offers a variety of facilities and services throughout the building which includes the games and recreation area, the Marion Breen Founders Table Dining Room, Campus Café, welcome desk, Adworks copy shop, meeting rooms, 24-hour Student Organization Suite and computer lab and lounge, Event Management/Room Reservations, ATM, Bookstore, Career Center, and the Gandhi-King Center for Diversity and Global Engagement.

Health Center
(219) 464-5060

The Health Center provides professional health care and educational wellness programs for full time undergraduate, graduate, law, international, and interlink students. The Health Center is open 8 a.m. to noon and from 1:00 p.m. to 4:30 p.m. Monday through Friday during the fall and spring semesters. During the summer, the Health Center will close at noon. Appointments are recommended. Walk-ins are taken as time permits. All visits to the Health Center are confidential. No medical information will be released without written authorization from the patient, except in rare instances, as specified by law.

Services covered by student fees include evaluation and treatment by a nurse practitioner and/or physician. Wellness screening is also offered. Illnesses or accidents that require further treatment are referred to local specialists or the emergency room at Porter Hospital. There is a nominal fee for specialized physical exams, immunizations, immunotherapy, and prescriptions. Lab tests and x-rays ordered by the Health Center will be billed to the student, but may be submitted to the Student Medical Plan. The student is responsible for completing an insurance claim form. Students and/or their legal guardian are responsible for the costs of treatment not covered by the Student Medical Plan.

In case of an emergency, students may seek care at Porter Hospital emergency room. For information on after hours or weekend care, please visit the Health Center website: www.valpo.edu/healthcenter.

Multicultural Programs Office
Gandhi-King Center for Diversity and Global Engagement
Harre Union, Room 203
(219) 464-6769

The mission of the Office of Multicultural Programs (OMP) is to promote the academic, personal, and social success of students, particularly those from under-represented populations. In collaboration with the campus community and other offices, the Office of Multicultural Programs (OMP) accomplishes its mission through planning and coordinating a variety of support programs and services that support the holistic development of historically under-represented groups attending Valparaiso University. The Office of Multicultural Programs also coordinates educational programs that promote cultural awareness, cross cultural/intercultural communication, and inclusiveness.
Additional Campus Services

Valparaiso University Police Department
816 Union Street
Non-emergency service hours:
8:00 a.m. - 4:00 p.m.
(219) 464-5430
Emergency contact: 24 hours a day
Campus Emergency 911

The Valparaiso University Police Department provides educational and professional police services for the campus to help protect the students, faculty, staff, and properties owned by Valparaiso University. This office registers vehicles and enforces campus parking and traffic regulations. The lost and found office is also located here.

The university police department can be contacted any hour of the day or night for any type of emergency. If it is a situation not directly handled by the university police department, the proper authority will be notified of the problem.

Auxiliary Services

Our Mission
Valparaiso University’s Auxiliary Services Department works in continuous support of the mission of the university by providing the campus and the community with state-of-the-art programs and services. Using strategic targets to continually enhance and improve the overall experience of our students, Auxiliary Services provides return on investments that financially support the university and its programs. We pride ourselves to provide the highest level of hospitality and services to meet your everyday needs.

Auxiliary services are comprised of:
- Dining Services
- University Bookstore
- OneCard Services
- Parking and Transportation Services (see page 86, Vehicle Registration)
- Mail Services (see page 78)
- Adworks Printing Services
- Vending, laundry, events, and residence hall amenities

Dining Services
Harre Union, Room 170
(219) 464-5016
www.valpo.edu/dining

Dining Services provides both dining and catering for the campus. A variety of dining locations are available for students. The primary venues for dining are located in the Harre Union which features two dining locations, Founders Table and the Campus Café. In addition, Grinders coffee shop is located in the Christopher Center and the Law School Bistro is in Wesemann Hall. All dining plans are a la carte, which means all items are purchased on a declining balance and are priced on an individual basis. All students living in the residence halls, except seniors and sorority members living in Scheele Hall, purchase one of three dining plans. Any special dietary needs such as medical restrictions or vegetarian/vegan diets can be accommodated by contacting Dining Services.

Valparaiso University Bookstore
The Valparaiso University Bookstore is a division of Follett Higher Education Group
Harre Union
(219) 464-5421

The Valparaiso University Bookstore provides new, used, rental, and digital course materials required for Valparaiso University courses. The Valparaiso University Bookstore also sells Valpo clothing and gift items. The bookstore accepts cash, check, credit card, campus cards, and Crusader Cash as payment.

Additional services include book buy-back, check cashing, and a U.S. Postal Service. Students may also buy and rent textbooks online by visiting the store’s website at www.valpo.bkstr.com. Clothing, gifts, and supplies may be purchased online as well. Online purchases can be picked up in-store or shipped to a student’s location.
Valparaiso University's OneCard ID Office strives to provide the university community with a convenient form of identification that offers the ability to function as a key to access a variety of university systems and services. We are continually seeking new and expanded uses of the card and its services through advanced technology. A dedicated and professionally-trained staff is committed to providing the university and its members of the community with courteous, timely, and resourceful services. The Valparaiso University OneCard ID is your one-stop shop.

Your OneCard ID allows you to:

- Access the buildings that you need on campus
- Make use of your Dining Dollars and Bookstore Credit
- Utilize facilities and amenities offered to cardholders
- Make the most of your Crusader Cash both on and off campus
- Check out materials at both libraries on campus
- Gain access to various campus events
- Use printing and copying services
Worship and Pastoral Care

There are few places with a greater range of worship styles and opportunities than the campus of Valparaiso University. And it’s not variety for variety’s sake, but out of respect for the varied backgrounds of students and their changing needs as they grow on our campus.

Chapel of the Resurrection
(219) 464-5093

Centered in Christ, the ministry of the Chapel of the Resurrection proclaims God’s love, serves students, faculty, staff, and the wider community, and welcomes all.

Two university pastors serve the needs of students, faculty, and staff, especially when issues of faith, relationships, or vocation may arise. The campus pastoral staff also works closely with the counseling department.

When classes are in session, there is one service every Sunday morning (10:00 a.m.) and one on Sunday evening (10:00 p.m.), called Candlelight. Our Sunday morning service embodies the best of the western liturgical tradition. Sunday morning services vary with the season and mark the whole life and ministry of Jesus over the course of the year, with Holy Communion offered every Sunday morning. Candlelight evening prayer features a message and moving music sung by candlelight.

The single most frequent worship opportunity is Morning Prayer, a 20 minute service that begins at 10:00 a.m. each class day during Chapel Break. Worship styles change from day to day, season to season, with music ranging from ancient to contemporary. Morning Prayer is a time for students, faculty, and staff to gather as a community of faith, hear God’s word, pray, and give praise.

For those preferring contemporary worship and praise with a casual style, Celebrate! is the place. Holy Communion is celebrated each Wednesday night at this service at 10:00 p.m. when classes are in session.

Special services are also offered throughout the year, including a variety of Vespers services, Ash Wednesday, Holy Week, and more.

Students take active roles in all of the chapel’s worship services. There are also leadership opportunities for students through SALT, Peer Ministry, BRO (Brothers Reaching Out), SIS (Sisters In Spirit), and Chapel ACTS (Activate Community Through Service). The Social Action Leadership Team (SALT) is the chapel’s social justice ministry. Students in SALT serve as the leadership team that invites Valpo students to engage in Christian service both near and far. SALT is involved in local volunteering, spring break service trips, and church-based community organizing. Peer ministers serve as mentors, a caring presence, and role models to first year students, being available to peers, fostering relationships, creating program and spiritual growth opportunities, and connecting students in need of spiritual care with the pastoral staff of the chapel. Peer ministers live in the freshman residence halls and are an integral part of both the residential life team and the chapel ministry. BRO and SIS offer Bible study, community service projects, and intentional Christian community for men and women. Chapel ACTS is a student-initiated group that works to strengthen the bonds between members of the chapel’s worshipping community, providing refreshments and fellowship opportunities.

In addition, the chapel works with a variety of ecumenical and parachurch partners on campus through the Christian Ministry Network.

St. Teresa of Avila
1511 LaPorte Avenue
(219) 464-4042

St. Teresa of Avila is the Catholic student center serving the Valparaiso University community. The center serves as a place of worship and as a place where students can gather in fellowship to nurture their Catholic Christian identity and to affirm and assist the overall Christian mission and vision of the university. Students can get involved in a variety of activities including book and Bible studies, social events, retreats, and service opportunities. Christian counseling also is available through the pastoral staff at the Catholic student center.

Other Places of Worship

Information regarding churches in the city of Valparaiso is available from the Office of Church Relations, (219) 464-5417.
Valparaiso University has created procedures and structures to accomplish its goals in an atmosphere of mutual confidence, good order, academic freedom, respect for human dignity, and a commitment to the Christian faith in the Lutheran tradition. Ultimate responsibility for the proper functioning of the university rests in the person of the president. The following governing bodies are responsible to recommend policy for the president’s approval or disapproval in various matters. (A complete chart of the committees involved in university governance can be found on the next page.)

University Council
The University Council consists of fifty-four members, composed of twenty-six faculty members from the Faculty Senate, thirteen undergraduate student representatives (twelve being elected by the Student Senate, plus the student body president serving ex officio) one law student, thirteen staff and administrative representatives, and the president of the university serving ex officio. There are a variety of standing committees and special committees, each of whose members represent certain university constituencies.

Student Senate
Harre Union, Suite 230
(219) 464-6937

The Student Senate provides a forum to discuss student concerns and issues, and to take action in a positive, effective fashion. Student senators are elected from various constituencies including freshmen, sophomores, juniors, seniors, minority students, international students, and “at large” from the general student population.

The Student Senate, except when meeting in plenary session, delegates its advisory, administrative, and legislative sanctions to the Executive Committee, which consists of the following officers:

- President
- Vice President
- Executive Secretary
- Executive Treasurer
- Public Relations Chair
- Parliamentarian
- Finance Committee Chair
- Administration Committee Chair
- Screening Committee Chair
- Committee on Media Chair
- Committee on Residence Chair
Figure 1: Valparaiso University Governance Structure

- President
- Steering Committee
  - University President
  - Faculty Senate Chair
  - Student Body President
- Student Senate
  - Executive Committee
    - Executive Committee
    - Administration Committee
    - Finance Committee
    - Screening
    - Grievance
    - Media
    - Residence
    - Elections
    - Health Center
    - IT Advisory
- University Council
  - Executive Committee
    - Diversity Concerns Committee
    - Agenda Committee
    - Academic Student Fair Practices Committee
    - Campus Community Policy (CCPC)
    - Policy Subcommittee
    - Traffic and Safety Subcommittee
    - Campus Grounds and Living Environment Subcommittee
    - Intercollegiate Athletic Committee
- Faculty Senate
  - Executive Committee
    - Committee on Academic and Professional Standards (CAPS)
    - Creative Work and Research Committee
    - Committee to Enhance Learning and Teaching
    - Academic Freedom and Tenure Committee
    - Committee on Assessment
    - Educational Policy Committee (EPC)
    - Faculty Concerns Committee
    - Faculty Grievance Committee
    - Graduate Educational Policy Committee
    - General Education Committee
General Tenets of Student Behavior

Christian Ethos
In fostering and supporting a Christian ethos, Valparaiso University actively seeks to promote within its community personal freedom, trust, justice and creativity, as well as all necessary conditions for intellectual work.

The university calls its members to seek and practice a personal morality, which expresses the best aspirations and judgments of the Christian and civic communities and affirms the foundation of community.

The Valparaiso University Community
The conviction that the university has the obligation to assist each student in the development of a responsible lifestyle necessitates adopting guidelines for conduct. The unique character of university academic and campus life assists students to develop a responsible lifestyle that is rewarding to the individual student, respectful to the rights of others, and compatible with the legal norms of the society.

Valparaiso University is committed to the active promotion of racial and ethnic diversity.

Community Conduct
As members of the Valparaiso University community, students assume obligations of conduct reasonably imposed by the institution relevant to its objectives and mission.

In all relationships, students are expected to treat others with the dignity given them by their Creator and Redeemer and should be guided by mutual concern for others’ dignity, integrity, needs, and feelings. Such concern dictates sensitivity and a sense of responsibility.

Students are expected to be honest in their classwork, in following academic procedures, in furnishing accurate information to the university, in the use of identification cards, and in respect for public and private property.

Personal Integrity Code
The Valparaiso University community is dedicated to personal and academic excellence. All Valparaiso University community members are encouraged to commit to certain ideals and to strive for the level of achievement and virtue suggested by the following:

I will act with integrity and respect the dignity, rights, and property of all persons.
I will strive to learn from ideas and opinions that differ from mine and from people different from me.
I will affirm the ideals of Valparaiso University in my response to bigotry or inappropriate behaviors whenever or wherever encountered.

Commitment to these ideals:

- requires academic honesty as defined in the Valparaiso University Honor Code
- precludes all forms of theft and destruction of property
- pledges affirmative support for equal rights and opportunities for all regardless of gender, disability, race, color, age, national origin, or ancestry
Appendices

General University Policies

Appendix A: Statement on Equality of Opportunity
Valparaiso University provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The university does not discriminate with respect to hiring, continuation of employment, promotion and tenure, other employment practices, applications for admission, or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation, or (as qualified herein) religion. An institution committed to its Lutheran tradition, the university reserves its right to promote the teaching of the church and to exercise preferences in admissions and employment-related practices in favor of Lutherans.

Appendix B: Communicable Diseases Policy
Valparaiso University acknowledges that Acquired Immunodeficiency Syndrome (AIDS) and other dangerous communicable diseases present significant health hazards to the Valparaiso University community and the community at large. Therefore, the university has developed a policy statement as follows: Students and employees of Valparaiso University who are infected with dangerous communicable diseases, including AIDS, AIDS-related complex (ARC), or who test positive for the Human Immunodeficiency Virus (HIV) antibody, may be protected by State and/or Federal laws by virtue of said infections. In dealing with infected students and employees, Valparaiso University will comply with all applicable laws.

Students who have been diagnosed with AIDS or other dangerous communicable diseases, or who have reason to believe they are so infected, are urged to share this information with the Student Health Center Director for an appropriate response to their needs. Employees who have been diagnosed with AIDS or other dangerous communicable diseases, or who have reason to believe they are so infected, are urged to share this information with the Director of Human Resources.

The confidentiality of infected students and employees will be respected. However, where it is deemed necessary for the well-being of other members of the Valparaiso University community, a request may be made for the release of the information by a voluntary written consent to the Health Center director, university physician and/or other appropriate university official(s). The Health Center is obligated, by law, to disclose to public health officials information about confirmed cases of acute Acquired Immunodeficiency Syndrome (AIDS) and the HIV infection.

Valparaiso University acknowledges its responsibility to inform students and employees of their rights and is committed to providing educational programs about AIDS and other dangerous communicable diseases and their relationship with sexuality, based on current public health information.

Appendix C: Policy Regarding Prohibition of Pets on Campus
Due to safety, health, and sanitation reasons, pets of any type are not allowed in any university owned or leased buildings.

Exceptions:

- Service animals as defined by the Americans with Disabilities Act of 1990 or any other law or regulations that allow a person to utilize a service animal to reasonably accommodate a disability.
- Fish will be allowed in residence halls. Aquariums may be a maximum of 10 gallons.

Any dogs or other domestic animals on university grounds must be in the control of their owners. An owner will be deemed to be in control of a domestic animal if it is on a leash held by the owner or caged.

Any infractions or complaints should be brought to the attending of campus police, (219) 464-5430.

Any questions regarding this policy may be referred to the university’s vice president and general counsel.
Appendix D: Family Education Rights and Privacy Act of 1974 (FERPA)

Student Records
Valparaiso University provides students with access to their official records under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Family Education Rights and Privacy and Privacy Act of 1974
FERPA affords students certain rights with respect to their education records. These rights begin on the first day of class following a student’s admission. They are:

1) The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access
   (Exceptions are records in the Health Center, the Student Counseling and Development Center, and the Chapel Counseling Center to the extent such records are made, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student’s choice. Exceptions also include records maintained by the Valparaiso University Police Department that were created by the VUPD for the purpose of law enforcement. Students are also generally not allowed access to financial records of their parents or any information contained therein. Other exceptions may also apply).

   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Parents of dependent students have the right to request information about their children without having to gain students’ consent.

   Official transcripts of academic records are released only upon the written request of the student.

2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading

   Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent

   The university must obtain the written consent of present or former students before releasing personally identifiable data about them from records (other than to a specified list of exceptions in the Act). When information is released from students’ files, the written consent, the reason(s) for the release, and the name of the recipient of the release must be attached to the copy of the data released which is kept in the file. The recommendation or data released must include a statement that the information is not to be released to anyone else without student’s written consent.

   FERPA regulations do include an exception that permits disclosure without consent if the disclosure is to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic advising, academic research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use, restriction, and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA

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.

The university hereby gives public notice of its intention to disclose directory information of the following type:

- Name, Address, Telephone/Cell phone number
- Student’s email address
- Student’s photograph
- Date and place of birth
- Enrollment Status
- Grade Level
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended

A parent or eligible student has a right to refuse to let Valparaiso University designate any or all of these types of information about the student as directory information. Specific requests to limit the disclosure of directory information of a particular student must be filed with the Office of the Registrar in writing within two weeks of the beginning of a semester and must state that the student and/or parent does not want any or all of the directory information about the student disclosed.

Appendix E: Acceptable Use Policy for Computing and Network Resources

Acceptable Use Policies - Summary
This is a digest of the Valparaiso University Acceptable Use Policy for computing and networking resources. It is not a complete statement, nor does it necessarily cover or even mention all aspects of the policy.

Students, faculty, staff, and anyone else authorized to use Valparaiso University computing facilities are responsible for reading, understanding, and complying with the full Acceptable Use Policy which may be found in the Resource Guide or on the Valpo website at www.valpo.edu/it/aup. The Acceptable Use Policy may be revised at any time in response to new or changed laws, regulations, or other circumstances. The policy printed here may be used as a guide, but the version posted on the IT website supersedes this version in any case where the two do not agree.
Who Can Use Valpo Resources:
- Current students, faculty, and staff
- Persons integrally associated with official programs of the university
- Visitors and guests integrally associated with official university activities
- Retired staff as deemed appropriate by the administration on a case-by-case basis

Requirements for Use of Resources:
- Read and understand the complete set of usage policies
- Understand and agree that use of Valparaiso University resources is tantamount to signing the Acceptable Use Agreement Form
- (Administrative users) Sign Administrative System Agreement on Privacy and Confidentiality Form
- Obtain necessary accounts

Valparaiso University computing and information technology resources are to be used appropriately and in a manner consistent with the instructional, research, and administrative objectives of the university.

Acceptable Use of Resources Includes:
- Instruction
- Independent study
- Official work of faculty, staff, students, offices, departments, recognized student and campus organizations, and agencies of the university
- Occasional or incidental, noncommercial, personal use by authorized users

Valparaiso University and the internet computing resources are shared resources that need to be used collegially.

Collegial Use Includes:
- Using common sense
- Using resources responsibly, for authorized purposes, and in an approved manner
- Observing standards of decency
- Respecting the privacy of others
- Respecting the rights and wishes of others in the use of sounds and visuals in public areas
- Practicing good stewardship of connect time, information storage space, and other resources and services

Examples of Unacceptable Use May Include, but Are Not Limited To:

Any use that violates
- Local, state, and/or federal laws
- Copyrights or other intellectual property rights (see Copyright Compliance section of the Acceptable Use Policy, which contains a full discussion of copyrights and individual obligations; in brief, students may not use or distribute anything that isn’t theirs by authorship or by agreement.)
- License and purchase agreements
- Acceptable use agreements of any other entity traversed or used through Valparaiso University resources

Posting, distributing, and/or propagating
- Unsolicited advertising
- Computer worms or viruses
- Chain letters
- Material copyrighted by another
- Fraudulent or misleading information
- Libelous, slanderous, threatening, or harassing materials of any description
- Any materials that demean, defame, or ridicule another person on the basis of gender, race, ethnic background, national origin, religion, or (actual or presumed) sexual orientation
- Obscene, pornographic, sexually explicit, or patently offensive materials
- Any materials contrary to the mission or values of the university
Attempting, whether successful or not

- To enter another network node without authorization
- To enter another’s account, files, or file space without authorization
- To modify any software or information without authorization
- To conceal or falsify one’s identity in any electronic communication or activity
- To intercept network traffic intended for other nodes
- To set up, operate, or maintain a server, network analysis tool, or network management tool on the Valpo network without authorization
- To use any Internet Protocol (IP) address inside or outside the Valpo domain(s) without prior approval
- To damage or destroy any equipment, software, or data

Any use that

- Is illegal, immoral, unethical, or dishonest in nature
- Unreasonably denies or could deny access or service to others, including excessive use for recreational games or personal purposes
- Is for commercial purposes or personal gain
- Promotes a political position or cause célèbre
- Interferes with the university’s activities or the university-related activities of any authorized user
- Is, or could reasonably be expected to be, damaging to the reputation of the university

Responsibilities of Users

Account holders are responsible for adhering to the Acceptable Use Policy.

Account holders are responsible for anything done with their accounts. Therefore, passwords should never be displayed or shared, should be chosen judiciously and changed often. If a user suspects account security has been violated, the password should be changed and IT notified immediately.

Guest users of Valparaiso University technology resources are also responsible for adhering to the Acceptable Use Policy and are responsible for anything done with their guest account.

Responsibilities of the University

The university, through the Office of Information Technology, is responsible for providing central system and network security, and for taking reasonable steps to protect central systems and networks and the information stored thereon from excessive or inappropriate use, damage, or destruction.

Security of Information and Transmission

Valparaiso University assumes users are aware that electronic files and transmissions are not necessarily secure.

Users of electronic mail systems should be aware that electronic mail in its present form is generally not secured and is extremely vulnerable to unauthorized access, modification, and forgery.

Users of the World Wide Web should be aware that information sent or received via the Internet is not necessarily secure. It is possible for software on a website to explore and retrieve information from the user’s computer without the user being aware of the invasion.

Anyone who downloads software, certain applications or certain file types (such as Microsoft Word documents) should be aware of the possibility that such material could incorporate viruses, worms, or other destructive materials.

Confidentiality of Accounts and Communication

Valparaiso University provides computers, networks, network connections, and other telecommunication services to support the work of teaching and learning, conduct research, complete university tasks, and to conduct the affairs of the university. The university reserves the right to access, review, and monitor electronic communications, computer files, and computer usage in any case where there is cause to believe these resources are being used for activity that is illegal or in violation of the Valparaiso University Honor Code or the Valparaiso University Acceptable Use Policy.

The university specifically disclaims responsibility for the content of any individual’s communications and files that are not manifestly related to university business.

In the normal course of managing computer and network resources, an IT staff member may incidentally become aware of content of certain communications or files, or of certain usage patterns. In the event an IT staff member becomes aware of any information
that suggests activity that is illegal or in violation of the Honor Code or the Acceptable Use Policy, that staff member is honor-bound to report it to proper authority.

University employees must understand that university computing and communication accounts (including, but not necessarily limited to file spaces, email accounts, and voice mail accounts) are presumed to be used for university business. In situations where an employee leaves the employ of the university, that employee’s accounts and any information remaining therein shall be considered the property of the university as of the departure date of that employee.

In addition, in circumstances where university business requires immediate access to information known to exist in an employee’s account and that employee is not available, access to the employee’s accounts may be granted for the sole purpose of gaining access to the needed information.

Jurisdiction
Violations of the Acceptable Use Policy may be of many different characters and the procedures to be followed may be governed by different university policies, depending on the nature of the offense and the status of the offender.

In cases where the violation is primarily a violation of other university policies as set forth in official university documents including, but not limited to, the Student Handbook, the Faculty Handbook, the Salaried Staff Handbook, the Hourly Staff Handbook or the Honor Code (university violation), the procedures and sanctions set forth in those documents shall apply.

In cases where the violation is primarily a civil violation of federal, state, or local laws or regulations (Civil Violation), the matter should be referred to the appropriate university official – dean of students, provost, copyright officer, etc. – (whether or not the violator is a member of the Valparaiso University community) and the normal policies and procedures of the office having jurisdiction should be followed.

In cases where the violation is primarily a criminal violation of federal, state, or local laws or regulations (Criminal Violation), the matter should be referred to the Valparaiso University Police Department (whether or not the violator is a member of the Valparaiso University community) and the normal policies and procedures of VUPD should be followed.

In cases where the violation is a simple violation of the Acceptable Use Policy, with no other ramifications (Simple Violation), the matter should be referred to IT.

Procedures
Violations will be referred to the appropriate jurisdiction, following the procedures set forth in the Violations section of the Acceptable Use Policy.

In addition, as soon as IT becomes aware of a violation of these policies, the IT staff will take appropriate measures to halt the violation, secure the network and resources, and comply with applicable laws and regulations pending resolution of the matter. These measures may include halting a program running on central systems; disconnecting remote systems from the network; removing offending material from Valpo systems or rendering it inaccessible; disabling user accounts; or any other measures necessary to accomplish cessation of the violation, preservation of the integrity of university resources and compliance with legal and regulatory mandates.

Sanctions
In addition to sanctions, disciplinary action or legal action that may be imposed by the authority having jurisdiction over the violator, violations of Acceptable Use Policy may lead to suspension or loss of computing privileges.

Disclaimer
Services available through the Valparaiso University campus network include access to a large number of conferences, lists, bulletin boards, and internet information sources. The university takes no responsibility for the truth, accuracy, or nature of the content found within those information sources which are not affiliated with, endorsed by, edited by, or reviewed by Valparaiso University.

Appendix F: Social Media Policy

Introduction
At Valparaiso University (university), we understand the dynamic role that social media can play in the private and professional lives of members of the university community. Social media has changed, and continues to change, the way in which people interact with each other. Therefore, we believe that it can be effectively utilized to further the university’s mission by providing channels of interaction and engagement between the university and students, parents, faculty, employees, alumni, fans, media, the surrounding community, potential students and donors, etc.
Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media includes, but is not limited to:

- Virtual worlds/social networking sites (e.g. Facebook, YouTube, blogs, wikis, audio/video file sharing, Twitter)
- Video and photo sharing websites (e.g. YouTube, Flickr)
- Blogging sites (including university blogs, personal blogs or blogs hosted by media publications, Twitter)
- Forums, discussion boards (Yahoo Groups, Google+, Google Groups), news article comments and online encyclopedias (e.g. Wikipedia)

The purpose of this policy is to encourage the use of social media by institutional users while making sure usage is in line with applicable state and federal laws and regulations, and to provide protection to the university’s reputation and other members of its community. While this policy mostly focuses on the social media accounts that are university-owned and university-controlled, it will also provide a few general guidelines regarding personal use as well.

Because of the rapidly-changing world of social media, the university will be continuously monitoring this policy and its strategies in handling social media.

Nothing herein is designed to be so far reaching that it might foreclose any legal rights of an employee or student, including an employee’s right to discuss conditions of employment.

**Employee Use of the University’s Social Media Accounts**

This section outlines Valparaiso University’s rules of engagement and expectations when you are using university owned and controlled social media on behalf of the university within the scope of your employment. This section does not apply to an employee’s use of their personal social media accounts.

1. **USE COMMON SENSE!**
2. Represent the university in a positive light. Keep in mind that a non-active or poorly managed social media account can and will reflect negatively on the university.
3. Administrators of university-owned and controlled social media accounts must observe all other university policies while utilizing social media.
4. Do not disseminate confidential information. This is especially important in relation to the federal HIPAA and FERPA laws and regulations.
5. Be mindful of copyright and intellectual property rights of others and the university.
6. If you are representing the university when posting on social media platforms, acknowledge this.
7. Have a plan. Departments should consider their messages, audiences, and goals as well as strategy for keeping information on social media sites up-to-date. Integrated Marketing and Communications can assist and advise you with your social media planning.
8. Protect the institutional voice. Posts on social media sites should protect the university’s institutional voice by remaining professional in tone and in good taste.
9. Use good judgment with content. Valparaiso University will not tolerate content that is threatening, defamatory, illegal, obscene, infringing of intellectual property rights, invasive of privacy, profane, libelous, discriminatory, harassing, bullying, abusive, hateful, or embarrassing to any person or entity, or otherwise injurious or objectionable. The university reserves the right to take down any content it deems intolerable. However, the university does not intend this paragraph to limit opposing ideas and viewpoints in the course of legitimate social media interactions.
10. Strive for accuracy and give credit where credit is due. When using the thoughts, ideas, quotes, pictures, videos, etc. of other parties, give them credit for their work. Provide a link when possible.
11. If using social media in the recruitment of potential student-athletes, do so in accordance with NCAA rules and regulations.

**Personal Use of Social Media**

This section applies to an employee or student’s personal use of social media. Further, it outlines the potential impact of personal social media use to your employment or student relationship with Valparaiso University.

1. Think first, post second. The things that can get you in trouble in “real life” with the university can also get you in trouble in the realm of the internet and social media. Some examples include: sexually harassing a colleague, inappropriate interactions with students, derogatory statements, threatening or intimidating others, or defamation.
2. Generally, employees should manage their personal social media accounts on their own time. There may be de minimis personal use of social media while utilizing university resources but only to the extent such use does not hinder an employee’s job productivity. However, it is acknowledged that faculty may choose to use their personal social media accounts in furtherance of their academic endeavors and employment with the university and this policy is not intended to hinder that option.
3. Computers, hardware, and information technology infrastructure are property owned and operated by the university. As a result, the law does not grant you an expectation of privacy in your usage of them.

4. You are prohibited from using the Valparaiso University name or image to endorse an opinion, product, cause, business, or political candidate or otherwise holding yourself out as a representative of the university when you are not. When expressing a personal opinion, acknowledge this, especially if your statement could be reasonably interpreted by the message receiver that you are speaking on behalf of the university. You can use the following statement to help dissociate your opinions from those of the university: “The views expressed herein are my personal opinions and are not necessarily those of Valparaiso University.”

5. Only authorized institutional staff members may recruit potential student-athletes. The university may be held in violation of NCAA rules and regulations if you use your personal social media accounts to contact potential student-athletes in an attempt to recruit or entice them to attend Valparaiso University.

Non-Compliance/Breach of Policy
Non-compliance with this policy by university employees will result in a review of the incident. Disciplinary action may involve a verbal or written warning, suspension, or potentially termination of employment or privileges with Valparaiso University. This section is not a substitute for any applicable university processes that implement employee or student disciplinary proceedings.

Appendix G: Valparaiso University Webpage Policy

Valpo Web Policy Summary

Web Pages
In addition to the Valparaiso University Acceptable Use Policies, webpages linked to the Valpo Web Space are expected to conform to the Valparaiso University Policies for internet and intranet.

Briefly, the additional conditions on webpages are as follows:

All pages
- are subject to all applicable university policies and local, state, and federal laws and regulations
- must have a designated approved page manager
- must not be used for personal gain or to promote cause célèbre
- must be good stewards of Valpo resources
- should be designed for inclusive access
- are expected to be in good taste, consistent with university culture and values

Departmental and Organizational Pages
- are available only to university departments and recognized university organizations
- must be approved by the faculty or staff member responsible for the department or organization
- should follow applicable guidelines as issued by Integrated Marketing and Communications (IMC) and Information Technology (IT) for such properties as format and layout
- should be located on a Valpo server or be accessed via a page that specifically states the pages are not located in the Valpo domain

Personal Pages
- must bear a standard disclaimer
- must not generate undue traffic on the Valpo network
- must be approved by Student Senate before they are added to the Valpo CMS (for student organizations)
Appendix H: Prohibitions of Weapons on Campus

To the extent allowed by law and except as otherwise provided herein, weapons are prohibited on the campus of Valparaiso University or at any university sponsored event. This prohibition includes weapons that are stored in a person’s locked or unlocked vehicle, whether they are kept in the trunk, glove compartment, or elsewhere. Nothing in this section shall be read to prohibit weapons on campus to the extent necessary to conduct university approved academic programs, activities, construction projects, or by university police or security officers while acting within the scope of their employment. For the purpose of this policy, "weapons" mean:

1. Any object or device which will, is designed to, or may be readily converted to expel a bullet, shot, or shell by the action of an explosive or other propellant and has the propensity to pose a reasonable apprehension of fear to another when expelled;
2. Any handgun, pistol, revolver, rifle, shotgun, or other firearm of any nature and ammunition for any firearm of any nature but nothing herein shall prohibit a student from properly storing a legally owned firearm or ammunition with the university police pursuant to other university policies and procedures;
3. Any BB gun, pellet gun, air/CO2 gun, stun gun, or blow gun;
4. Any incendiary or explosive material, liquid, solid, or mixture equipped with a fuse, wick, or other detonating device, or capable of causing an explosion as the result of a chemical reaction;
5. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
6. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any straight-blade knife such as a dagger, dirk, dangerous knife, or stiletto; except that an ordinary pocket knife or culinary knife designed for the preparation or service of food or a supervisor approved cutting object used within the scope of an employee’s employment shall not be construed to be a weapon for the purposes of this policy;
8. Any martial arts weapon such as nun chucks or throwing stars;
9. Any bow and arrows, or other projectile that could cause serious harm to any person; or
10. Any object designed to perform essentially the same function or reasonably appear to perform essentially the same function as any of the prohibited objects above.

Academic Policies

Appendix I: Honor Council Policies

Reporting a Possible Violation:

- Students have 10 academic days from the date when the alleged violation occurred to report to the Honor Council.
- To report the alleged violation, please fill out the form on the website under Honor System (http://www.valpo.edu/student/honor).
- If the alleged violation warrants a hearing, the hearing date will be set within 25 academic days from the date of the report.
- The accusing student will be expected to appear in front of the council on the day of the hearing, but they will not be seen and their testimony will not be heard by the accused. The accusing student will not be notified of the outcome in order to maintain complete confidentiality.

What Will Happen to Students Accused of a Violation:

- Students accused of a violation will be contacted by the chair of Honor Council who will inform them of the course in which the alleged violation occurred. The chair will also inform the student of the name and phone number of the investigator of their case. The accused student will not be informed of their accuser due to reasons of confidentiality.
- The investigator will then set a time to meet with the student and give further details of what unauthorized aid they are accused of using. The student will also be required to read and sign their rights sheet. One of these rights is to a counselor with Honor Council experience who would act as an adviser, if requested. The investigator will also ask the student to enter their plea after which the student will sign a form to explicitly state their position.
- The investigator will collect any information the student can give and report back to the chair who will then decide if a hearing will be held.
- If a hearing is deemed necessary, it must be scheduled within 25 academic days from the date of the report. At the hearing the student will be asked to state their case to the attending students and up to three faculty Honor Council members. The student also has the right to one character witness to speak at the hearing and two letters that testify to their character, which the council will read.
• A decision will be made at the hearing, and the student will be informed by the chair of the outcome.

• The standard penalty for the first offense of a student found in violation is an F in the course. The penalty for a second offense is an F in the course and suspension for a semester from the university. The penalty for the third offense is an F in the course and expulsion from the university. The council retains the right to deviate from these penalties only in very unusual extenuating circumstances.

• A student found in violation will be sent an official letter of notification from the Provost’s Office. With this letter the student will receive the grounds for appealing either the decision or the penalty. However, these grounds are strictly followed and the student must show that one of these grounds was overlooked. Appeals must be based on the following grounds:
  o that a procedural error has occurred
  o that new evidence has arisen which has a direct bearing on the case
  o that evidence was inaccurate or disregarded; and/or
  o that a biased decision by the Honor Council was made.

• If a student wishes to appeal, he or she must notify the chair of the Honor Council Appeals Board within 10 academic days of the date on the letter from the provost. All evidence the student wishes the Appeals Board to consider must be included with the appeal.

Appendix J: Student Academic Fair Practices (SAFP)

Principles and Procedures

Preamble
Valparaiso University is a scholarly community whose aim is to create an environment for humane learning. Toward this end, students and faculty, working together in close relationship, pursue not only knowledge but wisdom. In their mutual devotion to intellectual discovery, each stimulates the other. The prerequisite for the continuing success of this endeavor is academic freedom – the freedom to teach and to learn. As full members of the college community, therefore, students, like faculty, are encouraged to develop their capacity for critical judgment and to engage in a sustained and independent search for the truth. The rights, freedoms, and responsibilities of students outlined below are essential for the realization of this goal.

The vitality of academic freedom depends on appropriate conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and maintain these conditions is shared by the students, faculty, and administration.

The character of an institution of higher learning, furthermore, finds expression in the criteria it approves in offering admission to prospective students, and these criteria become significant factors in the safeguards of appropriate freedoms of students on campus. It is therefore fitting that they receive mention in this document.

Valparaiso University is a selective university. It chooses to offer admission to students who are intellectually qualified and whose presence in the campus community can be expected to contribute to a desired diversity of interests, talents, and backgrounds. No applicant is denied admission on the basis of race, color, creed, or sex, or other factors that have no bearing on a candidate’s potential academic success. Admission is competitive and limited by the availability of facilities, programs, and other resources of the university. Subject to reasonable regulations and the rule of the university, the facilities and services of Valparaiso University are open to all enrolled students.

I. Guiding Principles
Students are responsible for learning and demonstrating an understanding of the content and skills of any course of study in which they enroll. Furthermore, students are free to express careful and reasoned criticism of data and opinion offered in any such course.

Students are entitled to objective professional evaluation of their academic work and to fair equitable treatment in the course of their academic relationships with members of the faculty. Members of the Valparaiso University faculty observe these criteria as part of their professional responsibilities. Misunderstandings have been and are to be resolved informally, in discussion between students and professors, and this manner of resolving problems and concerns continues to be deemed appropriate in this academic community.

In order to assure that students are accorded courteous, fair, and reasonable treatment by members of the faculty, the following statements of principles, students’ rights and responsibilities, and grievance procedures are set forth as part of the policies and practices of the university. Thus the document intends to be consistent both with other official statements
and goals of members of the university community as published in the Student Guide to University Life and the Faculty Handbook and with rights guaranteed in the Constitution of the United States as applied in this institution.

The Statement of Students’ Rights and Responsibilities that follows outlines the rights and responsibilities of students attending this university. The academic rights of students, by their definition, imply certain responsibilities of the faculty. The objectives of the procedures delineated here are intended to encourage prompt and informal resolution of both concerns and complaints and to provide a recourse, when necessary, to orderly formal procedures for the satisfactory resolution of a grievance.

II. Students’ Rights and Responsibilities
A. Students’ Rights
1. Students have a right to pursue an education free from unrelated factors that have no bearing on a candidate’s potential academic success.
2. Students have a right to fair and regular academic evaluation.
3. Students have a right to a classroom environment conducive to intellectual freedom.
4. Students have a right to be free from improper disclosure of their views, beliefs, and political association that professors or administrators may acquire in the course of their work as advisers and counselors. Such information shall be considered confidential unless the student gives permission to release the information or a law or an event requires public disclosure.

B. Students’ Responsibilities
1. Students have a responsibility to help maintain the academic standards established by the university by participating fully in the learning process.
2. Students have a responsibility to act in a manner that does not infringe upon the rights of other members of the university community.
3. Students have a responsibility to contribute to an educational atmosphere that promotes respect for learning and human dignity.

III. Student Grievance Procedures
A. Definitions
1. Student grievance: A student grievance shall exist when a student alleges that a faculty member has infringed upon student rights as described in Section II.A. of this document.
2. Student: A student is any person who has officially enrolled for academic credit at Valparaiso University.
3. Faculty member: A faculty member is any person at Valparaiso University holding an academic appointment.
4. Student: A student that believes they are discriminated against must follow the processes set forth in the university’s Nondiscrimination, Harassment, and Sexual Assault Policy (See Appendix Q: Nondiscrimination, Harassment, and Sexual Assault Policy on page 80.)

B. Grievance Resolution Process

Informal Procedure
Level I: Student and Faculty Discussion
Students must, if they have a concern or complaint, contact the faculty member involved (or department chairperson if the faculty member is not available) no later than the end of the first full week of classes following the semester in which the alleged grievance occurred. At this discussion level the student shall have access to the final examination or any other material that has been evaluated and that the student has not received. If the instructor is absent from campus, the departmental chairperson will have access to the appropriate documents. If at this level of information and calculation, the faculty member acknowledges an error, misjudgment, or unfair bias has occurred, the faculty member is expected to respond appropriately either by altering subsequent classroom practice or by changing the student’s grade or both. It is expected that most, if not all, problems will be resolved at this level. If a satisfactory solution is not reached at this level, the student may proceed to Level II.

Formal Procedure
Level II: Mediation Within the College
Within seven (7) academic days of the completion of the discussion at Level I, the student must send a letter to the appropriate dean (dean of the college in which the course is taught) and a copy to the faculty member, informing the dean of the nature of the unresolved grievance and of the student’s intent to proceed with Level II. For informational purposes, the student shall also forward a copy of the letter to the chairperson of the Student Academic Fair Practices Committee (SAFPC). The procedure within Level II shall be tailored by each college to meet its needs. (For a specific college, refer to section after Level III.) The procedures adopted by each college will become the official policy of that college and together they will also become a part of these Principles and Procedures.
These procedures shall be consonant with the preamble of this document.

The following guidelines shall aid the colleges in their development of appropriate procedures: The purpose of this level is to provide an opportunity for mediation between the aggrieved student and the faculty member to whom the grievance is addressed.

The college shall provide a procedure for the selection of a mediator or mediators, either faculty or students or both, who shall seek to clarify misunderstandings and to provide objective evaluation of the grievance.

At this level the student may also seek the help of an advocate from the college in which the course is taught or from the greater university community, such as an ombudsman, faculty member, or fellow student. The faculty member also has a right to choose an advocate to be present at this level.

If the mediation process at Level II does not resolve the grievance to the satisfaction of the student, the student may proceed with Level III.

**Level III: Valparaiso University Student Academic Fair Practices Committee (SAFPC)**
The committee shall consist of four (4) faculty and four (4) students as follows: The Colleges of Arts and Sciences, Business, Engineering, and Nursing each shall have one (1) student and one (1) faculty representative. The president of the university and the president of the Student Senate shall jointly appoint faculty and student representatives. When necessary, the president of the university and the president of the Student Senate shall appoint alternates, especially in the case of absences and possible conflict of interest. The chairperson shall be elected by the committee and shall preside at meetings with voice and vote.

Robert’s Rules of Order will prevail if there are procedural questions.

A petition stating the nature of the grievance and giving relevant data must be submitted by the student to the chairperson of the SAFPC within seven (7) academic days after exhausting the procedures in Level II. The student shall also forward a copy of the petition to the faculty member.

The chairperson of the SAFPC shall call committee members to a preliminary hearing within seven (7) academic days after receiving the petition. The committee may determine that there is no cause for further consideration of the grievance. If, however, the committee chooses to consider the grievance, the student, the faculty member involved, and their representatives may be invited as resource people for a more formal consideration of the grievance. The committee also solicits the opinions of the Level II participants.

All committee meetings shall be private and all committee documents shall be confidential. Any committee opinion, including a recommendation for a change of grade, shall be given to the student, the faculty member involved, and the provost/vice president for academic affairs, orally and in writing. The opinions and recommendations of the committee shall be retained in a confidential committee file kept by the provost/vice president for academic affairs. It is expected that the faculty member and the student involved will accede to the committee’s recommendation.

Appeals from Level III by the student must be made in writing to the provost/vice president for academic affairs within seven (7) days after receiving the committee’s written opinions and recommendations. The provost/vice president shall deal with the student appeal in a manner appropriate to the specific requirements of the case. If there is any question about the student’s academic status during the appeal process, the provost/vice president shall determine the student’s status during the process.

**College of Arts and Sciences**

**Level II Procedure**

**Composition:** The Committee shall consist of:

1. The dean of the College of Arts and Sciences
2. Three faculty members, one appointed by the dean from each academic area within the college (social sciences, humanities, natural sciences)
   
   Faculty alternates shall be appointed from each area. Faculty committee members involved in any grievance before the committee shall request an alternate attend the meeting in their place.
3. Two student members appointed by the dean
   
   Student members must be full time students in the College of Arts and Sciences and elected members of the University Council. Each student representative shall also have an appointed alternate. Student committee members involved in any grievance before the committee shall request their alternate attend the meeting in their place.
4. Assistant and associate deans in the College of Arts and Sciences shall be ex-officio members of the committee
**Procedure:**

1. When the student’s letter of grievance is received in the Dean’s Office, College of Arts and Sciences, the dean will set a hearing date and notify the committee members and the faculty person or persons involved. This date shall be set within ten (10) class days of receipt of the notification.

2. The student’s letter of grievance shall include at least these areas of information but not be limited to these:
   a. a statement of the problem or complaint
   b. concrete evidence to support the student’s case
   c. necessary background documentation
   d. a statement of the desired outcome of the grievance procedure

3. At this level, the student and the faculty member may each bring an advocate from the university community, such as an ombudsman, a counselor, a faculty member, or another student.

4. The dean will chair a hearing of the situation before the committee. Both the student and the faculty member involved will be given a fair opportunity to make a statement and to ask and answer questions.

5. The involved student, faculty member, and their advocates shall then be excused. The committee will discuss the grievance and formalize their conclusions in a written recommendation to the dean adopted by a majority vote.

6. The dean will inform both parties of the decision verbally within 72 hours of the meeting and confirm the decision in writing within seven (7) days.

7. If the mediation process at Level II does not resolve the grievance, the dean should be notified that the student is proceeding to Level III.

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**College of Business**

**Level II Procedure**

**Composition:** The Committee shall consist of:

1. Three faculty members, one of whom shall be appointed by the dean of the College of Business to serve as chair. Members shall be appointed by the dean from within the College of Business in September of each year. Faculty members who are a party in any grievance before the committee must request that an alternate be appointed in their place.

2. Two student members shall be appointed by the dean in September of each year. Student members must be full time students in the College of Business. Student committee members who are a party in any grievance before the committee must request that an alternate be appointed in their place.

**Procedure:**

1. Within ten (10) calendar days of the completion of the procedure provided at Level I, the student must notify the dean of the College of Business and the involved faculty member in writing of the nature of the unresolved grievance and of the student’s intent to proceed with Level II.

2. Upon receipt of written notice from the aggrieved student, the dean shall set a hearing date and notify all parties in writing of the time and date. The date for the hearing shall be within fifteen (15) calendar days of receipt of the written notice of the student’s intent to proceed to Level II.

3. The student’s written notice of grievance shall include but not be limited to these areas of information:
   a. a statement of the problem or complaint
   b. evidence to support the student’s case
   c. necessary background documentation
   d. a statement of the desired outcome of the grievance procedure

4. At this level, the student and the faculty member may each bring an advocate from within the university. Examples include an ombudsman, a counselor, a faculty member or another student.

5. The chair shall provide for a hearing of the grievance before the committee. Both the student and the faculty member involved shall be given a fair opportunity to make statements and to ask and answer questions concerning the alleged grievance.

6. The involved student and faculty member (and their advocates, if present) shall then be excused. The committee will discuss the grievance and formalize their conclusions in a written recommendation to the dean. All actions and recommendations of the committee shall be by majority vote. Written recommendations shall be forwarded to the dean within ten (10) calendar days after the hearing.

7. The dean shall notify both parties of their decision in writing within ten (10) calendar days after receipt of the committee’s recommendation.
8. If the mediation process at Level II does not resolve the grievance the dean must be notified in writing by the student that she/he is proceeding to Level III. (Appeal to the Valparaiso University Student Academic Fair Practices Committee).

9. If the faculty member is no longer employed by the university or is not available for an unreasonable amount of time, the faculty/student grievance committee may represent the absent faculty member or appoint another person to do so.

Steps in the Process:
1. The process begins when a student “complains” to a faculty member or to the dean of some “unfairness” or lack of fair, proper, or consistent grading/feedback in a business course.
2. The student is asked if s/he has discussed the matter with the faculty member involved (a necessary first step). If s/he has, s/he is instructed that to proceed with the SAFP process they must submit a complaint in writing to the dean.
3. When the dean receives a written complaint requesting SAFP grievance resolution, the dean immediately gives a copy of the complaint to the faculty member and inquires about the situation, the nature of the discussion between the faculty member and the student, and whether there are some ways to resolve the situation without convening the SAFP committee.
4. Typically after the meeting with the faculty member, the dean meets with the student. The student may be instructed to meet with the faculty member again to see if there is some possible resolution outside the committee.
5. If the student and faculty member have not agreed on what they mutually consider a satisfactory resolution of the matter outlined in Level I, the dean gives a copy of the complaint to the chair of the SAFP committee who proceeds with convening the committee and scheduling the hearing process.
6. After the hearings are completed, the dean receives from the SAFP committee chair a written summary of the findings of fact as well as the recommendations for resolution.
7. The faculty member is expected to comply with the committee’s recommendation. If the student is not satisfied with the committee’s recommendation and/or the faculty member does not heed the committee’s suggestion, the student may appeal to the next SAFP level, the university-wide SAFP committee. Other remedies to resolve the matter may be pursued.

College of Engineering
Level II Procedure
Composition: The Committee shall consist of:
1. The dean of the College of Engineering.
2. One faculty member and one alternate from each of the three departments, appointed by the dean. A faculty committee member involved in any grievance before the committee shall request that an alternate attend the meeting.
3. Two student members and two alternates appointed by the dean in September of each year. Student members and alternates must be full time students in the College of Engineering and elected officers of the student chapters of A.S.C.E., I.E.E.E., or A.S.M.E. A student committee member involved in any grievance before the committee shall request that an alternate attend the meeting.

Procedure:
1. When the student’s letter of grievance is received by the dean of the College of Engineering, the dean will set a hearing date and notify the committee members and the faculty person or persons involved. This date shall be set within ten (10) class days of receipt of the notification.
2. The student’s letter of grievance shall include at least these areas of information but not limited to these:
   a. a statement of the problem or complaint
   b. concrete evidence to support the student’s case
   c. necessary background documentation
   d. a statement of the desired outcome of the grievance procedure
3. The dean will chair a hearing of the situation before the committee. Both the student and the faculty member involved will be given a fair opportunity to make a statement and to ask and answer questions.
4. At this level, the student and the faculty member may each bring an advocate from the university community, such as an ombudsman, a counselor, a faculty member, or another student.
5. The involved student, faculty member, and advocates shall then be excused. The committee will discuss the grievance and formalize its conclusions in a written recommendation to the dean adopted by a majority vote.
6. The dean will inform both parties of the decision verbally within 72 hours of the meeting and confirm the decision in writing within seven (7) days.

7. If the mediation process at Level II does not resolve the grievance, the dean should be notified that the student is proceeding to Level III.

College of Nursing and Health Professions
Level II Procedure
Grievance
Composition:
1. When a grievance is filed, the academic officer shall convene two faculty members in addition to him/herself. A faculty committee member involved in any grievance before the committee shall request that an alternate attend the meeting.

2. Three student members and three alternates are selected by the dean from each of the sophomore, junior, and senior classes. Student members and alternates must be full time students in the College of Nursing and Health Professions. A student committee member involved in any grievance before the committee shall request that an alternate attend the meeting.

Procedure:
1. When the student’s letter of grievance is received by the academic officer, he/she will set a hearing date and select the faculty participants. This date shall be set within ten (10) class days of receipt of the student’s letter of grievance.

2. The student’s letter of grievance shall include at least these areas of information but not limited to these:
   a. statement of the problem or complaint
   b. concrete evidence to support the student’s case
   c. necessary background documentation
   d. statement of the desired outcome

3. At this level, the student and the faculty member may each bring an advocate from within the university, such as an ombudsman, counselor, faculty member, or student.

4. The academic officer will conduct a hearing of the grievance before the committee. Both the student and the faculty member involved shall be given a fair opportunity to make statements and to ask and answer questions.

5. The involved student, faculty member, and advocates shall then be excused. The committee will discuss the grievance and formalize its conclusions in a written recommendation to the dean adopted by majority vote.

6. The dean will inform both parties of the decision verbally within 72 hours and confirm the decision in writing within seven (7) days.

7. If the mediation process at Level II does not resolve the grievance, the dean should be notified that the student is proceeding to Level III.

College of Nursing and Health Professions Procedure:
Appeal of Academic Policy
Composition: The Committee shall consist of:
   1. Two faculty members selected for service plus the academic officer.

Procedure:
1. The student who wishes to appeal academic policy must submit a written petition to the academic officer within ten (10) class days after receiving written notice of academic deficiency, conditions, or dismissal from the College of Nursing and Health Professions.

2. The student's letter of appeal shall include at least these areas of information but not limited to these:
   a. any extenuating circumstances
   b. substantiating evidence
   c. a statement of the desired outcome

3. The student who wishes to appear before the committee to present additional evidence verbally must include the request in the letter of appeal.

4. The committee will discuss the appeal and formalize its conclusions in a written recommendation to the dean adopted by majority vote.

5. The dean will inform the student of the decision verbally within 72 hours and confirm the decision in writing within seven (7) days.
Appendix K: Alcohol Use Policies

The use or possession of alcoholic beverages on campus is prohibited. This includes all administrative and academic buildings, athletic fields or functions, student residences, university-owned or leased apartments, houses governed by residential life regulations, and uncontrolled outside areas (parking lots, lawns, etc). Students will be held accountable for the way or ways in which they use or abuse alcoholic beverages. It is expected that student use of alcoholic beverages will be in conformance with applicable state laws as noted below.

If student groups violate university policies regarding the use of alcoholic beverages they will be disciplined by appropriate university disciplinary and judicial procedures. All fraternities and sororities are expected to follow state statutes regarding the use of alcoholic beverages, as well as university alcohol policies and regulations. Fraternities and sororities also are expected to comply with national office guidelines.

Students who misuse or abuse alcohol in violation of campus policies and/or applicable laws may receive counseling, diagnostic, and assessment services from the university’s Office of Alcohol and Drug Education (OADE).

Students may generally expect the following actions to be taken:

1. Following a violation of the alcohol policy for the first time, or when another type of policy is violated and this violation was alcohol-related, a student will ordinarily be referred to the SUDDS (Substance Use Discussion and Decision Session) program. This one-hour session is facilitated by Peer Educators from the OADE. It is designed to assist students with personal behavior assessment, and to introduce them to low risk decision making. These discussions are confidential.

2. For a referral of two or more alcohol policy violations, or when different types of policies have been violated and these violations have been alcohol-related, or for an arrest by legal authorities, a student will ordinarily be required to meet with the OADE coordinator for assessment. This assessment includes a drinking and other drug use history, family history of chemical use and dependency, and a psychological history in order to determine if alcohol or other drug use has caused significant problems with academic or work performance, with legal authorities, or with interpersonal relationships.

3. When a pattern of abuse is not identified through the assessment, a student is ordinarily referred to the CARE (Chemical Awareness Responsibility Education) program. This program consists of one set of three, two-hour classes held monthly on three concurrent days. There is a $75.00 fee for these classes. Following a student’s satisfactory completion of these classes, a notice is sent to the referral source.

4. If a pattern and/or history of abuse is apparent, if a student appears to be at risk, or if violations continue, a student may:
   • be referred to the Porter County Alcohol and Drug Offender Services (PCADOS), for a further assessment and extended class/group participation. The fee for this (eight (8) to twelve (12) week) program is $300.00. Students arrested for a second time are automatically referred to this program by the courts.
   • be directed to become involved in an individual counseling program provided by the OADE and/or Student Counseling and Development Center, or an off campus therapist.
   • be recommended for a structured, local, intensive outpatient program.
   • be recommended to enter an inpatient program specializing in addictions.

5. Except in the SUDDS program, students should expect to sign a release of information to the referring party. In cases of chemical dependency, involvement in AA or NA is strongly recommended.

6. Failure to comply with sanctions will ordinarily result in further disciplinary action.

In all cases involving student discipline (including alcohol and drugs), the dean of students or his/her designate has absolute discretion to utilize other procedures and/or penalties as s/he deems appropriate.

State of Indiana Alcoholic Beverage Statutes
The following is a summary of Indiana laws pertaining to alcoholic beverages:

a. It is unlawful for a minor (a person under the age of 21) to make a false statement of his age, or to present or offer false or fraudulent evidence of majority or identity, to a permittee for the purpose of ordering, purchasing, attempting to purchase, or otherwise procuring or attempting to procure an alcoholic beverage.
b. It is unlawful for a person to sell, give, or furnish to a minor false or fraudulent evidence of majority or identity with the intent to violate a provision of the alcoholic beverage laws.

c. It is unlawful for a minor to have in his possession false or fraudulent evidence of majority or identity with the intent to violate a provision of the alcoholic beverage laws.

d. It is unlawful for a minor to knowingly:
   1) possess an alcoholic beverage;
   2) consume it; or
   3) transport it on a public highway when not accompanied by at least one (1) of his parents or guardians;
   In addition to other penalties, the minor’s driver’s license may be suspended for up to one (1) year.

e. It is unlawful for a person to sell, barter, exchange, provide, or furnish an alcoholic beverage to a minor.

f. It is unlawful for a minor to recklessly be in a tavern, bar, or other public place where alcoholic beverages are sold, bartered, exchanged, given away, provided, or furnished. In addition to other penalties, the minor’s driver’s license shall be suspended for up to one (1) year.

g. It is unlawful for a person twenty-one (21) years of age or older to knowingly encourage, aid, or induce a minor to unlawfully possess an alcoholic beverage.

h. It is unlawful for a person to be in a public place or a place of public resort in a state of intoxication caused by the person’s use of alcohol.

**Fraternity and Sorority Alcohol Policies**

All fraternities and sororities are responsible for complying with Indiana laws regarding the use of alcoholic beverages. In addition to state statutes, the following regulations also apply:

1. Alcoholic beverages and containers for alcoholic beverages may not be displayed outside chapter facilities.
2. Alcoholic beverages may not be consumed outside chapter facilities.
3. Alcoholic beverages may not be provided or consumed at any fraternity or sorority event to which more guests than the established capacity for that facility are invited or are present in the facility.
4. Fraternities must provide door monitors at all major entrances/exits to the facility while events are in progress. These door monitors shall perform the following functions:
   1) Prohibit persons from entering the facility if the maximum capacity of the facility has been reached.
   2) Prohibit alcoholic beverages from being carried out of the facility.
   3) Prohibit non-university, Valparaiso area persons not of legal age from entering the facility. Guests of Valparaiso University students (not from the Valparaiso area) must be accompanied by their host/hostess and present proper identification before being admitted into the chapter facility.
5. Fraternities and sororities must provide non-alcoholic alternative beverages at all social events sponsored by the fraternity or sorority at which alcoholic beverages are available.
6. Fraternities are required to “police” the grounds of their property, up to and including the sidewalks and curbs abutting their property, following all events sponsored by the fraternity in order to remove trash, debris, and litter.
7. Under no circumstances may alcoholic beverages be sold.
8. Alcoholic beverages may not be available at any event where an admission fee is charged.
9. No alcohol may be dispensed at fraternity or sorority sponsored events after 2:00 a.m.
10. Fraternities receiving complaints from the university or Valparaiso city police departments regarding noise disruptions are expected to respond positively and reduce or eliminate the noise.
11. No drinking games are permitted on campus or at events associated with the university, and this is to include any and all events with any form of liquid substance, regardless of alcohol content.
12. Sorority housing facilities are alcohol free.

**Appendix L: Drug Use Policies**

So as to foster the personal health and development of students and to assist in the establishment of an environment which is wholesome and supportive of the growth of students, Valparaiso University seeks and supports a campus environment in which there is abstinence from use of illicit drugs. The use of illicit drugs is harmful and potentially life threatening. The use of these substances at a minimum can lead to an impairment of physical and mental capacities and at a maximum may lead to physical addiction and death.

**Policies** -- In order to support the type of environment indicated above, it is the policy of Valparaiso University that the unlawful possession, use, or distribution of illicit drugs and/or drug paraphernalia is prohibited. Students found to be intending to distribute, possessing, using, buying, or selling illicit drugs will be subject to university disciplinary action which may include mandatory counseling, disciplinary probation, suspension, or expulsion from the university.
State and Federal Statutes — The use of cannabis, stimulants (cocaine, crack, amphetamines), methamphetamine, opiates, barbiturates, gamma-hydroxybutyrate (GHB), and hallucinogens is prohibited by state and federal law. The classification of drugs, Schedule I through V, can be found in the Indiana Code § 35-48-2. Indiana state statutes regarding the illegal use of these substances are as follows:

35-48-4-0.5. Controlled substance analog; schedule I controlled substance.
For purposes of this chapter, a “controlled substance analog” is considered to be a controlled substance in schedule I if the analog is in whole or in part intended for human consumption.

35-48-4-1. Dealing in cocaine or narcotic drug.
(a) A person who:
   (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of cocaine or a narcotic drug, pure or adulterated, classified in schedule I or II, or
   (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of cocaine or a narcotic drug, pure or adulterated, classified in schedule I or II; commits dealing in cocaine or a narcotic drug, a class B felony except as provided in subsection (b).
   (b) The offense is a class A felony if:
      (1) the amount of the drug involved weighs three (3) grams or more;
      (2) the person delivered or financed the delivery of the drug to a person under eighteen (18) years of age at least three (3) years junior to the person; or
      (3) the person manufactured, delivered, or financed the delivery of the drug on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

35-48-4-1.1. Dealing in methamphetamine.
(a) A person who:
   (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of methamphetamine, pure or adulterated, or
   (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of methamphetamine, pure or adulterated; commits dealing in methamphetamine, a class B felony except as provided in subsection (b).
   (b) The offense is a class A felony if:
      (1) the amount of the drug involved weighs three (3) grams or more
      (2) the person delivered or financed the delivery of the drug to a person under eighteen (18) years of age at least three (3) years junior to the person; or
      (3) the person manufactured, delivered, or financed the delivery of the drug on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

35-48-4-2. Dealing in a schedule I, II, or III controlled substance.
(a) A person who:
   (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule I, II, or III, except marijuana, hash oil, hashish, or salvia, or a synthetic cannabinoid; or
   (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule I, II, or III, except marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid; commits dealing in a schedule I, II, or III controlled substance, a class B felony except as provided in subsection (b).
   (b) The offense is a class A felony if:
      (1) the person delivered or financed the delivery of the substance to a person under eighteen (18) years of age at least three (3) years junior to the person; or
      (2) the person delivered or financed the delivery of the substance on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

35-48-4-3. Dealing in schedule IV controlled substance.
(a) A person who:
   (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule IV; or
   (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule IV; commits dealing in a schedule IV controlled substance, a class C felony except as provided in subsection (b).
(b) The offense is a class B felony if:
   (1) the person delivered or financed the delivery of the substance to a person under eighteen (18) years of age at least three (3) years junior to the person; or
   (2) the person delivered or financed the delivery of the substance on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

35-48-4-4. Dealing in a schedule V controlled substance.
(a) A person who:
   (1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule V; or
   (2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of a controlled substance, pure or adulterated, classified in schedule V; commits dealing in a schedule V controlled substance, a class D felony except as provided in subsection (b).
(b) The offense is a class B felony if:
   (1) the person delivered or financed the delivery of the substance to a person under eighteen (18) years of age at least three (3) years junior to the person; or
   (2) the person delivered or financed the delivery of the substance on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

35-48-4-4.1. Dumping controlled substance waste.
(a) A person who dumps, discharges, discards, transports, or otherwise disposes of:
   (1) chemical, knowing the chemicals were used in the illegal manufacture of a controlled substance or an immediate precursor; or
   (2) waste, knowing that the waste was produced from the illegal manufacture of a controlled substance or an immediate precursor; commits dumping controlled waste, a class D felony.
(b) It is not a defense in a prosecution under subsection (a) that the person did not manufacture the controlled substance or an immediate precursor.

35-48-4-4.5. Dealing in a substance represented to be a controlled substance.
(a) A person who knowingly or intentionally delivers or finances the delivery of any substance other than a controlled substance or a drug for which a prescription is required under federal or state law, that:
   (1) is expressly or impliedly represented to be a controlled substance;
   (2) is distributed under circumstances that would lead a reasonable person to believe that the substance is a controlled substance; or
   (3) by overall dosage unit appearance, including shape, color, size, markings, or lack of markings, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe the substance is a controlled substance commits dealing in a substance represented to be a controlled substance, a class D felony.
(b) In determining whether representations have been made, subject to subsection (a)(1), or whether circumstances of distribution exist, subject to subsection (a)(2), the trier of fact may consider, in addition to other relevant factors, the following:
   (1) Statements made by the owner or other person in control of the substance, concerning the substance's nature, use or effect.
   (2) Statements made by any person, to the buyer or recipient of the substance, that the substance may be resold for profit.
   (3) Whether the substance is packaged in a manner uniquely used for the illegal distribution of controlled substances.
   (4) Whether:
      (A) the distribution included an exchange of, or demand for, money or other property as consideration; and
      (B) the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

35-48-4-4.6. Unlawful manufacture, distribution, or possession of a counterfeit substance.
(a) A person who knowingly or intentionally manufactures, finances the manufacture of, advertises, distributes, or possesses with intent to manufacture, finances the manufacture of, advertises or distributes a substance described in section 4.5 of this chapter commits a class C felony.
(b) A person who knowingly or intentionally possesses a substance described in section 4.5 of this chapter commits a class C misdemeanor. However, the offense is a class A misdemeanor if the person has a previous conviction under this section.
(c) In any prosecution brought under this section it is not a defense that the person believed the substance actually was a controlled substance.
(d) This section does not apply to the following:
   (1) The manufacture, financing the manufacture of, processing, packaging, distribution, or sale of non-controlled substances to licensed medical practitioners for use as placebos in professional practice or research.
   (2) Persons acting in the course and legitimate scope of their employment as law enforcement officers.
   (3) The retention of production samples of non-controlled substances produced before September 1, 1986, where such samples are required by federal law.

35-48-4-5. Dealing in a counterfeit substance.
A person who:
   (1) Knowingly or intentionally creates, delivers, or finances the delivery of a counterfeit substance; or
   (2) Possesses, with intent to deliver or finances the delivery of, a counterfeit substance; commits dealing in a counterfeit substance, a class D felony.

35-48-4-6. Possession of cocaine or narcotic drug.
(a) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner’s professional practice, knowingly or intentionally possesses cocaine (pure or adulterated) or a narcotic drug (pure or adulterated) classified in schedule I or II, commits possession of cocaine or a narcotic drug, a class D felony, except as provided in subsection (b).
(b) The offense is:
   (1) a class C felony if the amount of the drug involved (pure or adulterated) weighs three (3) grams or more or the person was in possession of a firearm (as defined in IC 35-47-1-5);
   (2) a class B felony if the person in possession of the cocaine or narcotic drug possesses less than three (3) grams of pure or adulterated cocaine or narcotic drug on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center, and
   (3) a class A felony if the person possesses the cocaine or narcotic drug in an amount (pure or adulterated) weighing at least three (3) grams on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

35-48-4-6.1. Possession of methamphetamine.
(a) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner’s professional practice, knowingly or intentionally possesses methamphetamine commits possession of methamphetamine, a class D felony, except as provided in subsection (b).
(b) The offense is:
   (1) a class C felony if the amount of the drug involved (pure or adulterated) weighs three (3) grams or more or the person was in possession of a firearm (as defined in IC 35-47-1-5);
   (2) a class B felony if the person in possession of the methamphetamine possesses less than three (3) grams of pure or adulterated methamphetamine on a school bus or on, in, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center; and
   (3) a class A felony if the person possesses the methamphetamine in an amount (pure or adulterated) weighing at least three (3) grams on a school bus or on, in, within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

35-48-4-7. Possession of a controlled substance; Obtaining a schedule V controlled substance.
(a) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner’s professional practice, knowingly or intentionally possesses a controlled substance (pure or adulterated) classified in schedule I, II, III, or IV, except marijuana, hashish, salvia, or a synthetic cannabinoid, commits possession of a controlled substance, a class D felony. However, the offense is a class C felony if the person in possession of the controlled substance possesses the controlled substance on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.
(b) A person who, without a valid prescription or order of a practitioner acting in the course of the practitioner’s professional practice, knowingly or intentionally obtains:
   (1) More than four (4) ounces of schedule V controlled substances containing codeine in any given forty eight (48) hour period unless pursuant to a prescription;
   (2) A schedule V controlled substance pursuant to written or verbal misrepresentation, or
   (3) Possession of a schedule V controlled substance; other than by means of a prescription or by means of signing an exempt narcotic register maintained by a pharmacy licensed by the Indiana State Board of Pharmacy; commits a class D felony.
A person who manufactures, finances the manufacture of, or designs an instrument, device, or other object that is intended to be used primarily for:

(1) introducing into the human body a controlled substance
(2) testing the strength, effectiveness, or purity of a controlled substance; or
(3) enhancing the effect of a controlled substance, in violation of this chapter, commits a class A infraction for manufacturing paraphernalia.

(b) A person who:
(1) knowingly or intentionally violates this section; and
(2) has previous judgment for violation of this section; commits manufacture of paraphernalia, a class D felony.

A person who possess a raw material, an instrument, a device, or other object that the person intends to use for:

(1) introducing into the person’s body a controlled substance;
(2) testing the strength, effectiveness, or purity of a controlled substance; in violation of this chapter commits a class A infraction for possessing paraphernalia.

(b) A person who knowingly or intentionally violates subsection (a) commits a class A misdemeanor. However, the offense is a class D felony if the person has a prior unrelated judgment or conviction under this section.

(c) A person who recklessly possesses a raw material, an instrument, a device, or other object that is to be used primarily for:

(1) introducing into the person’s body a controlled substance;
(2) testing the strength, effectiveness, or purity of a controlled substance; or
(3) enhancing the effect of a controlled substance; in violation of this chapter commits reckless possession of paraphernalia, a class B misdemeanor. However, the offense is a class D felony if the person has a previous judgment or conviction under this section.

A person who keeps for sale, offers for sale, delivers or finances the delivery of a raw material, an instrument, a device or other object that is intended to be or that is designed or marketed to be used primarily for:

(1) ingesting, inhaling, or otherwise introducing into the human body marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance;
(2) testing the strength, effectiveness, or purity of marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance;
(3) enhancing the effect of a controlled substance
(4) manufacturing, compounding, converting, producing, processing, or preparing marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance;
(5) diluting or adulterating marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance by individuals; or
(6) any purpose announced or described by the seller that is in violation of this chapter; commits a class A infraction for dealing in paraphernalia.

(b) A person who knowingly or intentionally violates subsection (a) commits a class A misdemeanor. However, the offense is a class D felony if the person has a prior unrelated judgment or conviction under this section.

(c) A person who recklessly keeps for sale, offers for sale, or delivers an instrument, a device or other object that is to be used primarily for:

(1) ingesting, inhaling or otherwise introducing into the human body marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance;
(2) testing the strength, effectiveness or purity or marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance;
(3) enhancing the effect of a controlled substance
(4) manufacturing, compounding, converting, producing, processing or preparing marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance;
(5) diluting or adulterating marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance by individuals; or
(6) any purpose announced or described by the seller that is in violation of this Chapter; commits reckless dealing in paraphernalia, a class B misdemeanor. However, the offense is a class D felony if the person has a previous judgment or conviction under this section.
(d) This section does not apply to the following:

(1) Items marketed for use in the preparation, compounding, packaging, labeling, or other use of marijuana, hash oil, hashish, salvia, a synthetic cannabinoid, or a controlled substance as an incident to lawful research, teaching, or chemical analysis and not for sale.

(2) Items marketed for or historically and customarily used in connection with the planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, or inhaling, of tobacco or any other lawful substance.

35-48-4-10. Dealing in marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid.

(a) A person who:

(1) Knowingly or intentionally manufactures, finances the manufacture of, delivers, or finances the delivery of marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid, pure or adulterated; or

(2) Possesses, with intent to manufacture, finances the manufacture of, delivers, or finances the delivery of marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid, pure or adulterated; commits dealing in marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid, a class A misdemeanor except as provided in subsection (b).

(b) The offense is:

(1) A class D felony if:
   (A) The recipient or intended recipient is under eighteen (18) years of age;
   (B) The amount involved is more than thirty (30) grams but less than ten (10) pounds of marijuana or more than two (2) grams but less than three hundred (300) grams of hash oil, hashish, salvia, or a synthetic cannabinoid; or
   (C) The person has a prior conviction of an offense involving marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid; and

(2) A class C felony if the amount involved is ten (10) pounds or more of marijuana or three hundred (300) or more grams of hash oil, hashish, salvia, or a synthetic cannabinoid; or the person delivered or financed the delivery of marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid on a school bus or in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

35-48-4-11. Possession of marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid.

A person who:

(1) Knowingly or intentionally possesses (pure or adulterated) marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid;

(2) Knowingly or intentionally grows or cultivates marijuana; or

(3) Knowing that marijuana is growing on his premises, fails to destroy the marijuana plants; commits possession of marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid, a class A misdemeanor. However, the offense is a class D felony (i) if the amount involved is more than thirty (30) grams of marijuana or two (2) grams of hash oil, hashish, salvia, or a synthetic cannabinoid, or (ii) if the person has a prior conviction of an offense involving marijuana, hash oil, hashish, salvia, or a synthetic cannabinoid.

35-48-4-12. Conditional discharge for possession as first offense.

If a person who has no prior conviction of an offense under this article or under a law of another jurisdiction relating to controlled substances pleads guilty to possession of marijuana, hashish, salvia, or a synthetic cannabinoid as a class A misdemeanor, the court, without entering a judgment of conviction and with the consent of the person, may defer further proceedings and place him in the custody of the court under such conditions as the court determines. Upon violation of a condition of the custody, the court may enter a judgment of conviction. However, if the person fulfills the conditions of the custody, the court shall dismiss the charges against him. There may be only one (1) dismissal under this section with respect to a person.

35-48-4-13. Visiting or maintaining a common nuisance.

(a) A person who knowingly or intentionally visits a building, structure, vehicle, or other place that is used by any person to unlawfully use a controlled substance commits visiting a common nuisance a class B misdemeanor.

(b) A person, who knowingly or intentionally maintains a building structure, vehicle, or other place that is used one (1) or more times:

(1) By persons to unlawfully use controlled substances; or

(2) For unlawfully manufacturing, keeping, offering for sale, selling, delivering or financing the delivery of controlled substances, or items of drug paraphernalia as described in IC 35-48-4-8.5; commits maintaining a common nuisance, a class D felony.

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35-48-4-13.3. Taking juvenile or endangered adult to location used for drug sale, manufacture, or possession.
A person who recklessly, knowingly, or intentionally takes a person less than eighteen (18) years of age or an endangered adult (as defined in IC 12-10-3-2) into a building, structure, vehicle, or other place that is being used by any person to unlawfully possess drugs or controlled substances; or unlawfully manufacture, keep, offer for sale, sell, deliver, or finance the delivery of drugs or controlled substances; commits a class A misdemeanor. However, this offense is a class D felony if the person has a prior unrelated conviction under this section.

35-48-4-14. Offenses relating to registration labeling and prescription forms.
(a) A person who:
   (1) Is subject to IC 35 48 3 and who recklessly, knowingly, or intentionally distributes or dispenses a controlled substance in violation of IC 34 48 3;
   (2) Is a registrant and who recklessly, knowingly, or intentionally manufactures or finances the manufacture of a controlled substance not authorized by his registration or distributes or dispenses a controlled substance not authorized by his registration to another registrant or other authorized person;
   (3) Recklessly, knowingly, or intentionally fails to make, keep, or furnish a record, a notification, an order form, a statement, an invoice, or information required under this article; or
   (4) Recklessly, knowingly, or intentionally refuses entry into any premises for an inspection authorized by this article; commits a class D felony.
(b) A person who knowingly or intentionally:
   (1) Distributes as a registrant a controlled substance classified in schedule I or II, except under an order form as required by IC 35-48-3;
   (2) Uses in the course of the manufacture of, the financing of the manufacture of, or distribution of a controlled substance a federal or state registration number that is fictitious, revoked, suspended, or issued to another person;
   (3) Furnishes false or fraudulent material information in, or omits any material information from, an application, report, or other document required to be kept or filed under this article; or
   (4) Makes, distributes, or possesses a punch, die, plate, stone, or other thing designed to print, imprint, or reproduce the trademark, trade name, or other identifying mark, imprint, or device of another or a likeness of any of the foregoing on a drug or container or labeling thereof so as to render the drug a counterfeit substance; commits a class D felony.
(c) A person who knowingly or intentionally acquires possession of a controlled substance by misrepresentation, fraud, forgery, deception, subterfuge, alteration of a prescription order, concealment of a material fact, or use of a false name or false address commits a class D felony. However, the offense is a class C felony if the person has a prior conviction of an offense under this subsection.
(d) A person who knowingly or intentionally affixes any false or forged label to a package or receptacle containing a controlled substance commits a class D felony. However, the offense is a class C felony if the person has a prior conviction of an offense under this subsection. This subsection does not apply to law enforcement agencies or their representatives while engaged in enforcing IC 16-42-19 or this chapter (or IC 16-6-8 before its repeal).
(e) A person who duplicates, reproduces, or prints any prescription pads or forms without the prior written consent of a practitioner commits a class D felony. However, the offense is a class C felony if the person has a prior conviction of an offense under this subsection. This subsection does not apply to the printing of prescription pads or forms, upon a written, signed order placed by a practitioner or pharmacist, by legitimate printing companies.

35-48-4-14.5. Possession or sale of drug precursors.
(a) As used in this section, “chemical reagents or precursors” refers to one (1) or more of the following: (1) ephedrine; (2) pseudoephedrine; (3) phenylpropanolamine; (4) the salts, isomers, and salts of isomers of a substance identified in subdivisions (1) through (3); (5) anhydrous ammonia or ammonia solution (defined in IC 22-11-20-1); (6) organic solvents; (7) hydrochloric acid; (8) lithium metal; (9) sodium metal; (10) ether; (11) sulfuric acid; (12) red phosphorous; (13) iodine; (14) sodium hydroxide (lye); (15) potassium dichromate; (16) sodium dichromate; (17) potassium permanganate; (18) chromium trioxide; (19) benzyl cyanide; (20) phenylacetic acid and its esters or salts; (21) piperidine and its salts; (22) methylimine and its salts; (23) isosafrole; (24) safrole; (25) piperonal; (26) hydroiodic acid; (27) benzaldehyde; (28) nitroethane; (29) gamma-butyrolactone; (30) white phosphorus; (31) hypophosphorous acid and its salts; (32) acetic anhydride; (33) benzyl chloride; (34) ammonium nitrate; (35) ammonium sulfate; (36) hydrogen peroxide; (37) thionyl chloride; (38) ethyl acetate; (39) pseudoephedrine hydrochloride.
(b) A person who possesses more than ten (10) grams of ephedrine, pseudoephedrine, or phenylpropanolamine, pure or adulterated, commits a class D felony. However, the offense is a class C felony if the person possessed:
(1) a firearm while possessing more than ten (10) grams of ephedrine, pseudoephedrine, or phenylpropanolamine, pure or adulterated; or
(2) more than ten (10) grams of ephedrine, pseudoephedrine, or phenylpropanolamine, pure or adulterated, in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

(c) A person who possesses anhydrous ammonia or ammonia solution (as defined in IC 22-11-20-1) with the intent to manufacture methamphetamine or amphetamine, schedule II controlled substances under IC 35-48-2-6, commits a class D felony. However, the offense is a class C felony if the person possessed:
(1) a firearm while possessing anhydrous ammonia or ammonia solution (as defined in IC 22-11-20-1) with intent to manufacture methamphetamine or amphetamine, schedule II controlled substances under IC 35-48-2-6; or
(2) anhydrous ammonia or ammonia solution (as defined in IC 22-11-20-1) with intent to manufacture methamphetamine or amphetamine, schedule II controlled substances under IC 35-48-2-6, in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

(d) Subsection (b) does not apply to a:
(1) licensed health care provider, pharmacist, retail distributor, wholesaler, manufacturer, warehouseman, or common carrier or an agent of any of these persons if the possession is in the regular course of lawful business activities; or
(2) person who possesses more than ten (10) grams of a substance described in subsection (b) if the substance is possessed under circumstances consistent with typical medicinal or household use, including;
   (A) the location in which the substance is stored;
   (B) the possession of the substance in a variety of strengths, brands, or types; or
   (C) the possession of the substance with different expiration dates or in forms used for different purposes.

(e) A person who possesses two (2) or more chemical reagents or precursors with the intent to manufacture a controlled substance commits a class D felony.

(f) An offense under subsection (e) is a class C felony if the person possessed:
(1) a firearm while possessing two (2) or more chemical reagents or precursors with intent to manufacture a controlled substance; or
(2) two (2) or more chemical reagents or precursors with intent to manufacture a controlled substance in, on, or within one thousand (1,000) feet of school property, a public park, a family housing complex, or a youth program center.

(g) A person who sells, transfers, distributes, or furnishes a chemical reagent or precursor to another person with knowledge or the intent that the recipient will use the chemical reagent or precursors to manufacture a controlled substance commits unlawful sale of a precursor, a class D felony.

Drug Free Work Place
Valparaiso University is required, under the Drug Free Workplace Act of 1988, to certify to Federal contracting or granting agencies that it has established certain requirements to keep its workplace free of illegal drugs. The unlawful manufacture, distribution or intent to distribute, dispensing, possession, or use of a controlled substance is prohibited for employees of Valparaiso University during the performance of requirements.

Valparaiso University employees, as a condition of employment, are required not only to abide by the policy, but also to report any criminal convictions for drug related activity in the workplace no later than five (5) days after a conviction. Valparaiso University will make every effort to maintain a drug free workplace.

Appendix M: Fraternity and Sorority Risk Management Policy
The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity and sorority entities and all levels of fraternity and sorority membership.

Alcohol and Drugs
The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, or during a fraternity event in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education and must comply with either the BYOB or Third Party Vendor Guidelines.

No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, (i.e., kegs or cases) is prohibited.
OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”).

The possession, distribution (or intent to distribute), sale, or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

No chapter may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.

All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

No member, pledge, associate/new member, or novice shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor, or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares,” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

No alcohol shall be present at any pledge/associate member/new member/novice program, activity, or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother-little brother” events or activities,”“big sister-little sister” events or activities, “family” events or activities and initiation.

Sexual Abuse
The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, activities, or events whether on chapter premises or an off-site location which are demeaning to women or men including, but not limited to, verbal harassment or sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

Fire, Health, and Safety
All chapter facilities should meet all local fire and health codes and standards.

All chapters should post by common phones and in other locations emergency numbers for fire, police, and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

The possession and/or use of firearms or explosives or incendiary devices of any kind, within the confines and premises of the chapter facility, is prohibited.

Education
Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Appendix N: Fraternity and Sorority Life Information
Inter/National sororities and fraternities provide interested students the opportunity to become part of a group which shares common ideals and promotes community service, scholastic excellence, and philanthropic endeavors, as well as opportunities for leadership development and social activities. Sorority and fraternity life at Valparaiso University can offer training, guidance, friendship, and lasting inspiration to their members, to the campus, and to the Valparaiso community.

As recognized organizations, fraternities and sororities are responsible to the university. They are expected to regulate their own lives within standards which apply to all students, to retain a quantity and quality of membership to insure their continued success,
and to maintain their own internal discipline at a level to assure continued recognition as an organization and a recognized housing unit. The university reserves the right to remove this recognition at its discretion. The fraternities and sororities govern themselves through their own constitutions and policies and collectively through the Interfraternity Council and the Panhellenic Council.

Sororities and fraternities are responsible for a positive contribution to the primary functions, mission, and goals of the university, and therefore are under an obligation to encourage the intellectual, physical, social, and spiritual development of their members. In this regard, the university has established the following norms and expectations for fraternities and sororities:

- Objectives and activities that are in accord with the goals and purposes of the university.
- Conduct consistent with Christian morals and civil laws.
- An atmosphere which stimulates substantial intellectual progress and achievement.
- Maintenance of safe, sanitary, and wholesome physical conditions in their housing areas.
- Sound business practices both in chapter finances and business relations of their members.

As members of the Valparaiso community, fraternities and sororities are directly subject to civil and criminal laws. The university expects them to function responsibly in the community and to obey civil and criminal laws.

**Hazing**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual, or policy, or the regulations and policies of the educational institution or applicable state law.”

**Social Events**

Fraternities and sororities are expected to support and comply with the policies and procedures governing fraternity and sorority social events as outlined by the Fraternity and Sorority Risk Management Policy. Under these provisions, all fraternity/sorority events involving the use of alcoholic beverages are to be closed functions, open only to invited guests who may bring beverages only in accordance with state law and university policies. All persons attending such functions will be checked at the door and may not use alcoholic beverages at the function if they are not of legal age (21 years). A complete copy of the Fraternity and Sorority Risk Management Policy document may be obtained at www.valpo.edu/greek.

Fraternities and sororities are also responsible for the behavior of any individual attending their functions.

**Misconduct**

Violations of fraternity and sorority regulations will be handled by the procedures outlined in the Fraternity and Sorority Risk Management Policy and Fraternity and the Sorority Judicial Board Policy. Violations of university policies and regulations will be dealt with by the Office of Student Affairs and/or the Fraternity and Sorority Judicial Board. Violations of civil or criminal laws will normally be handled by civil authorities although such violations may, in addition, be dealt with by the Office of Student Affairs if it is felt that the university’s best interests are involved. The involvement of the Office of Student Affairs in violations of civil or criminal laws may occur regardless of the action taken by civil authorities in such matters.

Sororities and fraternities are subject to the above mentioned documents and regulations. Fraternities and sororities are further governed by the Fraternity and Sorority Risk Management policies.
Sanctions
The following sanctions may be imposed by the university against fraternities and sororities for violations of policies and regulations. Recommendations about sanction imposition may be made to the university by the Fraternity and Sorority Judicial Board.

Warning – A written warning that a regulation has been violated and that any further misconduct may lead to more severe disciplinary action.

Disciplinary Probation – A fraternity or sorority may be placed on disciplinary probation and informed that any further misconduct may lead to more severe disciplinary action. A probation may involve restrictions of various types:

- Restriction on Activity – from certain activities, such as intramural sports.
- Social Probation – a restriction on social activities for a designated period of time.
- Restriction on Members – from limited pledging of new members to no pledging of new members for a specified period of time.
- Removal of the Privilege as a Recognized Housing Unit – The university may remove recognition as a housing unit.
- Removal of University Recognition – The university may remove official recognition as an approved social organization.

Sanctions may be viewed as cumulative within any given period of time. The severity of the misconduct will also affect the kind of sanction implemented. Misconduct occurring during the latter part of the academic year or the summer session may result in sanctions being imposed during the following academic year.

Appendix O: Residential Life Policies and Information

Residential Life Philosophy
Valparaiso University is by design a residential university. It is our belief that residence halls provide living and learning experiences which, in turn, can lead to students’ growth and development and an enhancement of their total educational experience. For this reason all freshmen, sophomores, and juniors are required to live in university operated residence halls (specific exemptions to this policy are determined by the Office of Residential Life). Living in a residence hall is also a privilege and, as such, this privilege may be revoked whenever doing so is in the best interests of the university.

In the residence halls, students are encouraged to take the responsibility for determination and self-enforcement of hall policies. Within each community students are expected to work together in a spirit of mutual respect and confront one another when appropriate. Efforts are made to develop communities by interest and personal choice; to encourage educational, social, and recreational functions; and in many ways to provide the climate for growth. To help achieve these goals, the university provides professional residential learning coordinators (RLCs) and student resident assistants.

Student Senate Regulations for University-Operated Residence Halls
The Student Senate has been given responsibility for a system of internal regulation for the residence halls. This system allows residence halls to determine their own hall policies within guidelines established by the University Senate. At the beginning of the fall semester, the RLC and resident assistants are responsible for organizing and directing the affairs of the residence hall until the House Council and Judicial Board are elected and functioning. After that time they serve as advisers to insure that the residence halls function according to university policy.

The RLC and resident assistants of each residence hall, in conjunction with the Student Senate, will conduct hall elections no later than the third week of the fall semester. The hall president may be chosen at large or by the elected House Council. Corridors may elect their representatives before or after the residence hall election. Each residence hall begins the year using the constitutions for House Council and Judicial Board approved during the previous year.

Freshman Hours
Although freshmen are not required to return to their residence halls prior to certain hours, first year students are still encouraged to return to their halls by the following hours for the first four weeks of the semester:

- Sunday - Thursday 12:00 midnight
- Friday - Saturday 2:00 a.m.

These hours are established in order to provide a supporting framework for freshmen.
Room Visitation Policy
Each university operated residence hall or living unit within it, may arrange visitation hours (guest privileges) during which students may have a member of the opposite sex in their room, within the following limits:

**Freshmen Visitation Hours**

<table>
<thead>
<tr>
<th></th>
<th>First Four Weeks of Fall Semester</th>
<th>After First Four Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday-Thursday</td>
<td>10:00 a.m.-11:00 p.m.</td>
<td>10:00 a.m.-1:00 a.m.</td>
</tr>
<tr>
<td>Friday-Saturday</td>
<td>10:00 a.m.-1:00 a.m.</td>
<td>10:00 a.m.-2:00 a.m.</td>
</tr>
</tbody>
</table>

Freshmen are expected to comply with freshmen specific hours whether they are in their own rooms, the rooms of other freshmen, or the rooms of upperclassmen.

**Upperclassmen Visitation Hours**
Sunday - Thursday 10:00 a.m. to 1:00 a.m.
Friday - Saturday 10:00 a.m. to 2:00 a.m.

**Visitation in Floor Lounges**
Floor lounges may be designated as a 24-hour visitation area with an 85% affirmative vote of floor residents. Only those lounges that are fully enclosed and possess a closeable door may be designated as 24-hour visitation areas. Overnight sleeping is not permitted in any residence hall lounges, unless the space has been designated as temporary housing.

**Guest and Escort Policy**
Guests, whether they are Valpo students or not, must be escorted by their hosts at all times within the residence halls. Guests and hosts are responsible for signing in and signing out with the residence hall main desk using the Guest Sign in Sheet.

Students wishing to host an overnight guest of the same sex in their room may only do so with consent of their roommate(s) at least 24 hours in advance. All guests must be registered at the front desk of the residence hall using the Guest Sign in Sheet. Students may host no more than one guest per bed in the applicable room. Guests are limited to no more than three consecutive nights in the residence hall. Guests are expected to abide by all regulations which apply to their hosts. Hosts must escort their guests at all times within the residence halls and are responsible for the actions of their guests within the residence halls and on campus. If a guest violates a university policy, it will be adjudicated in accordance with the appropriate judicial procedures. Since the host is responsible for their guest(s), the host may be held responsible for the actions of their guest(s).

**Quiet Hours**
Quiet hours for residence halls are:
10:00 p.m. to 8:00 a.m. (Quiet Hours) – A level of quiet should be maintained so that noise from student rooms or common areas cannot be heard by residents in another room with the door closed.

8:00 a.m. to 10:00 p.m. (Respect Hours) – A spirit of mutual respect and concern should guide one’s actions in determining a level of noise that is acceptable to the various members of the community. Residents should respect others’ needs for an acceptable level of quiet to allow for sleep and study.

A 24-hour quiet is maintained during final exams. The 24-hour quiet period begins at 10:00 p.m. on the day before Reading Day, and continues until 6:00 p.m. on the last day of final exams each semester.

Because the residence halls are located near academic buildings, students should exhibit courtesy and conscientiousness in regard to activities outside of the residence halls. In addition, at no time are speakers to be placed in or near windows in order to amplify music or other sound to the outside.

**Intensive Study Community**
One wing of the 5th floor of Alumni Hall (female) and Lankenau Hall (male) is reserved for freshman students who prefer a more quiet and focused atmosphere for their studies. In these communities the quiet hours are established at a minimum of 7 p.m. until 10:00 a.m. each day. Students may increase the number of scheduled quiet hours based upon their needs and the academic schedule, with an 85% affirmative vote of floor residents.

**Residence Hall Telephone Service**
A telephone jack is provided in each student room in university owned residence halls.

* Incoming freshmen during their first year
† The extended freshmen hours begin the fourth Sunday following the opening convocation.
**Vacating Residence Halls**

The residence halls close at 12:00 noon on the day following the last day of classes or exams prior to each vacation period or at the end of the semester. Residence hall students are expected to vacate the building no later than 24 hours after their last final examination at the end of the fall and spring semesters and summer sessions, unless an exception is made in advance by the RLC. Should a student withdraw from the university, or be suspended or expelled, the student must vacate university residence halls no later than 24 hours from the suspension, expulsion, or withdrawal or immediately within the sole discretion of the vice president for student affairs. Students who do not vacate by established deadlines are subject to a monetary fine and/or reinforcement by law enforcement officers.

Residence halls are closed during vacation periods according to the undergraduate calendar, except for those residence halls which remain open for international students, student teachers, and other students approved by the Office of Residential Life. All students requesting vacation housing must apply at the Office of Residential Life prior to each vacation period.

**Residence Hall Storage**

For international students and those students who live 500+ miles away, limited storage facilities are available at the university to store possessions during the academic year or the summer. The RLC will determine which items may or may not be kept in storage areas. Any possessions stored on university premises are stored at the student’s risk. The university cannot guarantee their safety. The university accepts no financial responsibility for the personal property of students. University room furnishings may not be removed from a student’s room and/or placed in to storage.

**Residence Hall Security**

Students are encouraged to assist in insuring that the exterior doors of residence halls remain closed and locked. In addition, students are encouraged to lock the door to their rooms when they are absent from the room or when they are sleeping. Students who compromise the safety of other residence hall students will be subjected to disciplinary action. Examples of such behavior include but are not limited to, propping open exterior doors, intentionally allowing non-residents access to the building, failure to escort guests, duplicating and/or loaning keys, and damage to lock mechanisms or other security devices.

For safety reasons, certain additional behaviors are also prohibited in the residence halls. These include, but are not limited to:

- removal of window screens
- entrance to roof areas
- sporting activities in corridors or other areas of the hall not designated for such activities
- throwing or dropping objects from windows
- sealing windows or doors closed that would prevent entry in cases of emergency

The residents of a particular room are responsible for what happens in their room. Therefore, it may not be in one’s best interest to allow others to have unsupervised access to his or her room or to leave one’s room unlocked.

**Lost Keys**

For security reasons, lost student room keys will necessitate a lock core change. A work order will be provided to Facilities Management by the RLC for the appropriate building. The appropriate fee will be charged to the student account to cover the cost of the new keys, a new lock core for the student room, as well as external and internal building access keys, and mailbox keys where appropriate. The student is responsible for making payment for this fee to the Finance Office. Specific costs related to lock core and key charges for each individual building are available from the RLC.

**Locking of Residence Halls**

University residence hall main entrances are locked 24 hours a day.

**Fire Safety**

For reasons of fire safety, the burning or possession of burnt candles and incense is not allowed in residence halls. Candles or incense that have burnt residue will be confiscated. Students residing in university-operated apartments may use outdoor grills on the ground at a minimum of five (5) feet from the building. Grills may not be used on decks or landings. Storing of charcoal and other flammable products is not permitted in university-operated residence halls and apartments.

Fire alarms and firefighting equipment are to be used only for their intended purpose. The setting off of false fire alarms or the starting of fires will result in disciplinary action. Periodic fire drills are required by Indiana State law. The following rules are to be followed in the event of a fire drill or an actual fire.

- At the sound of the fire alarm, evacuate the building as quickly as possible.
- Be sure windows are closed, drapes open, and the room door is closed and locked.
c. Take along a towel and coat and wear some kind of shoes.
d. After evacuation, move to a safe distance away from the building.
e. Return to the building on the all-clear signal.

[Note: Students who violate policies related to fire safety will ordinarily be required to pay a monetary fine and participate in an educational program, which may include a fire safety demonstration sponsored by the Valparaiso Fire Department.]

**Tornado Alert**
Procedures in case of tornado alert:

a. A tornado watch or warning will be announced through local radio and television.
b. Proceed to the lowest floor which can be reached before high winds or the tornado strikes. **Never use the fire alarm for notification purposes.**
c. Sit in central corridors covering your head with folded arms.
d. **Stay away from windows.**
e. **Remain calm.** Try to prevent panic amongst fellow residents.
f. If a tornado strikes, do not move to see the damage until the storm is well out of the area.
g. In open country, move away from the tornado’s path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.

**Care of Facilities**
Residents are responsible for the cleanliness of their rooms and for proper and careful use of its furniture and equipment. Furniture and equipment are not to be removed from an assigned place of use (including window screens) or used in a manner contrary to its intended purpose. Students may be charged for the cost of repairing the room or property or replacing any items accidentally or intentionally damaged or removed from university property, including telephones. Occupants will be assessed a $50 fine (in addition to the cost of materials) for a room which has not been returned to its original condition with the room furnishings in place.

If damage is done to any public area of a residence hall, such as lounges, lavatories, corridors, etc., or the personal property of staff members or students, which cannot be attributed to a specific person or persons, the cost of the damage will be assessed on a pro rata basis to the group responsible. Such a “common damage” assessment may be charged to the residents of a wing, a floor, the residence hall, or another residence hall, depending upon where the responsibility for damages lies. In university-operated apartments, staff will conduct regularly scheduled health and safety inspections each semester. These inspections will be publicized in advance so students may be present.

**Room Decoration**
Students may decorate their rooms with posters, wall hangings, etc. provided no permanent damage is done to walls, floors, etc. The use of masking tape and/or poster putty is recommended. However, all residue from tape and other materials must be completely cleaned off of walls or a student may be billed. Students may not paint their rooms.

For reasons of fire safety, decorations may not be affixed to the ceiling or suspended overhead. Decorations on the door or door frame that may interfere with the proper closing, opening and locking of a door are not permitted. No decorations may run under a door or in-between the frame and the door. All door decorations must be at least 24” off of the floor. Live Christmas trees and other flammable decorations are prohibited.

The outside of one’s room door is considered a public area. Students may be asked to remove any materials from the outside of the door which are considered lewd or offensive. This policy also includes the patio and deck areas of university-operated apartments.

Alcohol beverage containers; alcohol-related signs, posters, and promotional items; and other materials which refer or allude to alcohol consumption may not be displayed in rooms or university operated apartments so that they are visible from the outside of the building.

**Pets**
For reasons of health and sanitation, pets are not permitted in residence halls, with the exception of fish. Aquariums may be a maximum of 10 gallons.

**Waterbeds**
Waterbeds are not permitted in residence halls.

**Appliances**
High load, heat producing appliances, such as space heaters, hot plates, electric fry pans, etc.; and “octopus” electrical outlets are not permitted in residence hall rooms. Microwaves are allowed only in Wehrenberg, Guild, and Memorial Halls. Students are
restricted to cooking and preparing food in floor lounges and kitchenette areas of the residence halls, unless prepared in a microwave in approved rooms.

One small refrigerator per room may be used. It must be energy efficient, be no more than 3 cubic feet in size, and draw no more than 5.0 amperes of electricity.

Due to their high heat production, halogen floor lamps and light bulbs are prohibited. Halogen desk lamps may not exceed 50 watts, and must have a protective glass lens over the bulb.

**Smoking Policy**

All residence hall and university operated apartment facilities are designated non-smoking including student rooms and common areas of the building. Common areas include restrooms, kitchens, lounges, computer labs, recreation rooms, and lobbies, etc. Violations of this policy will be subject to disciplinary action. Further, the Tobacco Free Campus Policy is also applicable to all students.

**Decks and Lofts**

For student safety, lofts and decks are prohibited in all residence halls.

**University Housing Policy**

The university requires all freshman, sophomore, and junior students to live in university-operated residence halls. Exceptions are made for students who meet one or more of the following criteria:

- Are 22 years of age by September 1 of the appropriate fall semester.
- Possess senior status (88 or more total earned credits) by the first day of classes for the appropriate fall semester. Students are classified as seniors based only on total earned credits (88 or more) and not by number of semesters in residence, anticipated date of graduation, or any other criteria.
- Are commuting from the permanent home and primary residence of a parent or legal guardian. Residential students who wish to become commuters must complete a Commuter Student Agreement form and submit a signed statement from the parent or guardian confirming that the student is commuting from their home. The commuting address must be within a “reasonable” distance of Valparaiso, generally defined as no more than 50 miles or one hour, whichever is shorter.
- Are veterans of active duty in the U.S. Armed forces.
- Are married.
- Are the parents/legal guardians of a minor child with plans to live with the child.
- Are sophomore or junior active members of a Valparaiso University fraternity and living in recognized fraternity housing.

Students will not be allowed to complete their class registration until they comply with the university housing policy.

Valparaiso University maintains its residence halls for occupancy primarily by full time undergraduate students. Part time, graduate, and law students are welcome to apply to live on-campus, however first priority for housing is given to full time undergraduates. The university reserves the right to deny housing to individuals who are not full time undergraduate students.

**Length of the Housing Agreement**

The Housing Agreement is a binding contract that obligates the student to live in university operated residence halls for the full academic year (fall and spring semesters) or remaining portion thereof, exclusive of vacation periods. Students are released from the Agreement only if they graduate in December, withdraw from the university, or participate in off-campus study programs (co-op, overseas study, etc.) during the spring semester.

Students are not excused from the agreement because they meet age requirements or attain senior status mid-year. Students are also not automatically excused from the agreement if they drop below 12 credit hours or wish to commute. Students with co-op or student teaching assignments during the spring semester may petition to be released from the agreement only if their placement site is beyond a reasonable commuting distance from Valparaiso.

**Single Room Policy**

When sufficient space makes it possible, the university may rent single rooms at an additional charge to upper-class students. Single rooms are awarded on a class standing, space available basis, using procedures established for room selection the previous spring semester. Once a student contracts for a single room, he or she is obligated to maintain the single for the remainder of the academic year. The student cannot change from “single” to “double” status, nor can he or she have another student move into his or her room unless that student does not already live in university residence halls.
**Room Consolidation**

Students who have not been granted a designated single room, but find themselves without a roommate during the first eight weeks of the semester, will be subject to room consolidation. Students in these circumstances will be given three options (provided no students have yet to be moved from temporary housing):

- pay for a single room on a pro-rated basis for the remainder of the academic year (upper class students only).
- have another student who is living alone move in with him/her.
- move into a room which is occupied by another student living alone who has not paid for a single room.

When conflicts as to moving occur, the student with the least number of earned credits will be required to move.

First-year students DO NOT have the option of paying for a single room but must consolidate with another student living alone. Students who lose their roommates after the eighth week of the semester will not be subject to consolidation.

Students living in three- and four-person rooms which are not filled to capacity will also be subject to consolidation.

Students who deliberately attempt to remove a roommate in order to obtain a single may be required to move from the existing room into another double occupancy arrangement, and may also be subject to disciplinary action. Students who fail to consolidate may be billed retroactively for a single room, and/or may be subject to disciplinary action.

The university reserves the right to make changes in the residence hall assignments, if necessary, for the most effective accommodation of the student body.

**Room Changes**

A request for a room change within a student’s current residence hall must be made on the appropriate Room Change Request form with a student’s RLC. If a student wishes to request a room change to a residence hall other than his or her current building, he or she must submit a request form to the Office of Residential Life. Room Change Request forms must be approved by the RLC for both buildings involved in the move. Students who change rooms without proper authorization may be subject to disciplinary action and/or a monetary fine, and may be required to move back to their original room assignment. No room changes are permitted during the first two weeks of the semester.

**Mail Services**

Incoming mail to students should be addressed as follows:

Student Name
1509 Chapel Drive, Unit (#)
Valparaiso, Indiana 46383

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Hall</td>
<td>1605 Campus Drive East</td>
</tr>
<tr>
<td>Brandt Hall</td>
<td>1710 Campus Drive East</td>
</tr>
<tr>
<td>Guild Hall</td>
<td>1210 Union Street</td>
</tr>
<tr>
<td>Kade/Duesenberg</td>
<td>822 Mound Street</td>
</tr>
<tr>
<td>Lankenau Hall</td>
<td>1515 Campus Drive East</td>
</tr>
<tr>
<td>Memorial Hall</td>
<td>1200 Union Street</td>
</tr>
<tr>
<td>Mound St. Hall</td>
<td>807 Mound Street</td>
</tr>
<tr>
<td>Scheele Hall</td>
<td>1505 Campus Drive East</td>
</tr>
<tr>
<td>Wehrenberg Hall</td>
<td>1810 Campus Drive East</td>
</tr>
</tbody>
</table>

All student mail and packages are delivered to the Harre Union. Each residential student has a mailbox located at the Harre Union. There is no mail or package delivery in the residence halls.

**Commuter Student Policy**

A commuter student is defined as a full-time, undergraduate student who lives with his/her parent or legal guardian at his/her primary residence. This address must be within the “reasonable distance” limit, which is the shorter of 50 miles or one-hour commute time from the Valparaiso University campus. A student who otherwise would be required to live on campus, may not reside at another off campus address after registering as a commuter student. Questions related to the Commuter Student Policy should be directed to the Office of Residential Life.
Appendix P: Student Activities Information

The experiences in which students participate outside the classroom are highly significant with respect to learning. It is through these experiences that students learn and practice leadership, programming, management, social responsibility, and interpersonal skills. The university encourages students to participate in educationally purposeful activities, and employs staff who provide support services for student organizations and programs, encourage creative campus activities and programs, and develop and present a variety of leadership programs and workshops. The staff assists students to meet their needs and build a strong campus community by developing a diverse program of activities, and a comprehensive variety of student organizations.

Definition

A co-curricular activity is an activity which the university or a student organization sponsors for which no academic credit is granted and which is not required for graduation. An activity could be co-curricular for one student and not for another if they are in different academic departments of the university. Examples of activities include University Programming Council, University Council, Student Senate, intramural and intercollegiate athletics, student publications, fraternities and sororities, residence hall organizations, public performances on and off campus, volunteer service, etc.

Responsibilities

Student organizations are expected to adhere to all applicable university regulations. The university reserves the right to determine the appropriate time, place, content, and manner for organizations to conduct activities or post and distribute materials on campus. Therefore, the university may deny or restrict the activities of student organizations. Student organizations are expected to exercise good judgment in planning and promoting their activities. Failure to do so may result in disciplinary action being taken against the organization.

Recognition

To be recognized and gain permission to use the Harre Union and other university facilities, a student group should seek official recognition from Student Senate. The group should submit a statement signed by the organization president and faculty adviser which specifies that membership will be on the basis of individual merit, free from discrimination because of race, national origin, or disability. After the group has completed an application form, the Student Senate will review each petition and vote on its recognition. If recognized by Student Senate, the action is forwarded to the president (via the Office of the Vice President for Student Affairs) for final approval.

Scheduling Events

Requests to use Harre Union facilities, the Christ College Refectory, the CCLIR, or other academic buildings for meetings and events should be made in advance to the director’s office in the Harre Union. Requests to use the facilities of the chapel should be made to the chapel office, and requests to use the facilities of the Athletics Recreation Center should be made to the athletic director’s office. Permission to use out of doors space on campus should be requested from the event manager. If food is to be served at an event, the university Dining Services Office in the Harre Union should be contacted. No outside catering services are allowed on campus. Groups bringing their own food must sign a food release form in advance from the Dining Services Office.

Advertising Events

The Harre Union can assist groups with advertising their events. Posters and flyers can also be printed through Adworks printing service. Groups are also encouraged to use the online calendar.

Students are expected to exercise good judgment in advertising their events. Advertising may not be attached to walls or buildings in a way that will cause permanent damage. Outside chalk signs on sidewalks are permitted only in areas accessible to rainfall, thereby eliminating the necessity of university personnel to wash off the writing. Writing on the sides of buildings and references to alcohol are not permitted. Please check with the staff person responsible for posting notices in each building to determine individual building posting policies.

Student Eligibility

Students are academically eligible for co-curricular activities if they are carrying twelve (12) credit hours or more. Some activities such as intercollegiate athletics, fraternities and sororities, and student senate may have additional standards. Academic deans may advise students with academic difficulties against participation in co-curricular activities. Students or organizations on disciplinary probation may be declared ineligible for participation in co-curricular activities.
Types of Student Organizations
A wide variety of student organizations are available to students. The Student Senate funds and is responsible for organizations such as University Programming Council (programs and activities), Beacon (yearbook), The Torch (student newspaper), WVUR (student radio station), and The Lighter (student literary magazine). Other organizations include social fraternities and sororities, service organizations, religious groups, honorary and professional societies, and special interest groups. Further information concerning these organizations may be obtained from the Harre Union director’s office.

Appendix Q: Nondiscrimination, Harassment, and Sexual Assault Policy
The Nondiscrimination, Harassment, and Sexual Assault Policy for the university is maintained by the Office of the General Counsel and can be found online using the following link: Nondiscrimination, Harassment, and Sexual Assault Policy

Appendix R: Student Judicial System
Definitions

Student: For the purposes of this process, the term “student” includes all persons taking courses at the university. Persons who withdraw after allegedly violating the STUDENT GUIDE TO UNIVERSITY LIFE, who are not officially enrolled for a particular term but who have a continuing relationship with the university, or who have been notified of their acceptance for admission are considered “students,” although not enrolled in the university. Persons are considered “students” and are responsible for complying with the STUDENT GUIDE TO UNIVERSITY LIFE, even between periods of their actual enrollment (such as summer, winter, and spring breaks), periods of deferred enrollment, and periods of non-actual enrollment, but with intent to enroll in the future.

Jurisdiction: The STUDENT GUIDE TO UNIVERSITY LIFE shall apply to conduct that occurs on university premises or property, at university sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives, or when otherwise required by law. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The STUDENT GUIDE TO UNIVERSITY LIFE shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The dean of students shall decide whether the student judicial system shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion. The term “university property” or “university premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).

Principles

Each privilege of an individual places a reciprocal responsibility upon others: the responsibility to permit the individual to exercise the privilege. The student, as a member of an academic community, has both privileges and responsibilities. Within this community, the student’s most essential privilege is the privilege to learn. The student also has responsibilities to the members of the academic community, the most important of which is to refrain from interference with those privileges of others which are equally essential to the purposes and processes of the university.

The important consideration in judicial proceedings is not merely the determination of whether a policy has been violated, or the imposition of a penalty. These elements are involved, but the ultimate consideration is the welfare of the members of the academic community. To achieve this goal, honesty, cooperation, trust, and responsibility of the highest order are called for among students, faculty, staff, and administrators.

I. Authority and Scope

The campus judicial system applies to all students, whether they are full time or part time, undergraduate, graduate, or enrolled in the law school. Students are expected to be responsible citizens, and to be accountable for their conduct and behavior. Students are also expected to follow all university regulations, as well as local, state, and federal laws. When these expectations are not met, the university reserves the right to terminate or suspend a student’s enrollment, revoke the student’s privilege to reside in university residence halls or fraternity houses, or otherwise discipline a student whenever, in its opinion, it is in the best interests of the university.

A. Alleged violations of the following non-academic university regulations may be adjudicated through the judicial system:
   1. University Council regulations, including those which may also be local, state, or federal law.
   2. Student Senate regulations (including regulations of the governing boards which derive their authority from the Student Senate, e.g., House Councils, Interfraternity Council, Panhellenic Council, etc.).
   3. University residence hall and student life regulations.
B. The following components characterize the judicial system.
1. **Administration**: The dean of students administers the judicial system. S/he also serves as the adviser of the Campus Judicial Board.

2. **Knowledge of Regulation**: It is each student’s responsibility to know academic and student life policies, regulations, procedures, and deadlines, as well as local, state, and federal laws.

3. **Confidentiality**: All hearings are closed. Only students, faculty, or staff members of the university, as they are directly related to a specific case (as determined by the dean of students or the vice president for student affairs), may be present at a hearing. If it is alleged that a university student has harmed a person who is not a student, faculty, or staff member of the university, the person who is alleged to have been harmed may be allowed to attend and participate in a hearing, at the discretion of the dean of students or the vice president for student affairs. The hearing officer or members of hearing boards will not discuss the proceeding outside of the hearing, unless such discussion is with the dean of students or the vice president for student affairs. Either of these two individuals have the discretion to publish or disclose information about judicial proceedings, including the outcome(s), in a form and manner they deem appropriate.

4. **Impartiality**: A complainant or respondent may challenge a hearing officer or hearing board member on the basis of bias or prejudice. The dean of students will determine the validity of a challenge concerning a residence hall judicial board member. The chair of the Campus Judicial Board will determine the validity of a challenge of one of its members. If the dean of students (when serving as a hearing officer) or the chair of the Campus Judicial Board is challenged, the vice president for student affairs will determine the validity of the challenge. Depending on who is being challenged, the chair of the Campus Judicial Board, the dean of students, and the vice president for student affairs all have the discretion to establish a deadline for filing challenges. There are no appeals for decisions made regarding challenges.

5. **Alternative Dispute Resolution**: The judicial system provides the freedom to resolve alleged violations through mediation, counseling, or some other means. This also includes resolving cases that arise during the academic year prior to the formation of hearing boards, or that take place during the summer, or that include special concerns about confidentiality. In all judicial and disciplinary matters the dean of students, the vice president for student affairs, or their designate has absolute discretion to authorize the use of other procedures and penalties that are deemed appropriate.

### II. Structure

The judicial system has several primary methods of adjudicating alleged violations of regulations. The method utilized for a particular case is determined in consultation with the dean of students or the vice president for student affairs, at their discretion.

**A. Residence Hall Judicial Boards**

1. There is a judicial board for each residence hall, which adjudicates allegations of violations of residence hall, student life, or Student Senate regulations.

2. The process of selecting members is established with the approval of the dean of students.

3. The residential learning coordinator and a resident assistant serve as advisers.

**B. Fraternity and Sorority Judicial Board**

1. There is a judicial board for fraternities and sororities which adjudicates allegations of violations of fraternity and sorority policies, inter/national policies or regulations, Fraternity and Sorority Risk Management policy, and **Student Guide to University Life** policies.

2. The process of selecting members is established with the approval of the dean of students.

3. The assistant dean of students for Greek life, leadership, and volunteer programs serves as adviser.

**C. Dean of Students and Academic Deans**

1. The dean of students and academic deans may adjudicate alleged violations of University Council, residence hall, student life, or Student Senate regulations.

**D. Campus Judicial Board**

1. The Campus Judicial Board may adjudicate alleged violations of university policy, expected behaviors set forth in this **Student Guide** or other university publications, state, federal, or local law, University Council, residence hall, student life, or Student Senate regulations. The Campus Judicial Board does not adjudicate matters that are academic in nature or violations of the university’s Honor Code.

2. **Jurisdiction** may be assumed in a case when several students living in different residence halls are alleged to be involved in one incident, or when an allegation is made against one or more student organizations.

3. The pool of members is made up of ten students nominated by the Student Senate, two students nominated by the Student Bar Association, ten faculty members nominated by the provost, and five salaried staff members nominated by the president’s designate at the beginning of each academic year. The vice president for student affairs may also nominate additional faculty, staff, and students for membership in the pool. The vice president
for student affairs recommends to the provost one faculty or staff member from the pool to serve as the chair for the academic year.

4. In cases where sexual harassment or sexual assault is being alleged, the Title IX coordinator will oversee the adjudication.

III. Procedures

Judicial procedures are designed to determine whether a student has violated a regulation, as opposed to determining guilt or liability in a civil or criminal proceeding. Hearings are not designed to be adversarial proceedings, but rather are an attempt to ascertain the truth. All hearings are informal in nature. Students are not allowed to be represented by, or to confer with, an attorney during a hearing. All participants are expected to be honest and to provide truthful information. Providing false information will liable students to disciplinary action. When there are behavioral concerns about a student’s continued presence on campus, the vice president for student affairs may temporarily suspend the student, pending a hearing.

A. Residence Hall Judicial Boards

The development of allegation, notification, and hearing procedures are established with the approval of the dean of students.

B. Fraternity and Sorority Judicial Board

The development of allegation, notification, and hearing procedures are established with the approval of the dean of students.

C. Dean of Students and Academic Deans

Allegation, notification, and hearing procedures are determined at the discretion of the dean of students and academic deans.

D. Campus Judicial Board

1. **Filing an Allegation**: A student, faculty, or staff member (henceforth referred to as the “complainant”) may allege in writing that a student has violated a regulation. Such allegations are filed with the dean of students. If it is alleged that a university student has harmed a person who is not a student, faculty, or staff member of the university, the dean of students, at his/her discretion, may accept an allegation filed by the person who is alleged to have been harmed. After an allegation is made, the dean of students will determine whether there is sufficient evidence to pursue the allegation and that the alleged conduct is subject to the jurisdiction of the Campus Judicial Board. This may be discussed and determined through pre-adjudication meetings with the parties involved or with other persons deemed appropriate. If the accused student is in a professional school or college (i.e., School of Law), the dean of students will discuss the matter with the dean or relevant administrator from that particular school or college. The dean of students does not advise complainants about the content of their allegations. An allegation must ordinarily be made no later than ninety (90) days after the occurrence of the alleged violation of a regulation. However, the dean of students has the discretion to accept allegations made beyond this period of time when s/he deems it to be in the best interests of the university community.

2. **Notice of Allegation**: If the dean of students determines there is sufficient evidence to pursue the allegation and that the alleged conduct is subject to the jurisdiction of the Campus Judicial Board, the dean of students will provide written notice to the accused student (henceforth referred to as the “respondent”) that an allegation has been made and is being adjudicated through the campus judicial system.

3. **Notice of Hearing**: The dean of students will notify the respondent in writing of the date, time, and location of the hearing. The hearing notification will also include the names of the hearing panel members. Ordinarily the hearing will not be scheduled any sooner than seven business days after the respondent has been notified that an allegation has been made. However, the dean of students has the discretion to shorten this period of time when s/he deems it to be in the best interests of the university community.

4. **Selection of a Hearing Panel**: The members of a hearing panel for a particular case are selected from the pool of members, by the dean of students and in consultation with the chair. A hearing panel consists of the chair and five (5) additional members; all six (6) members vote when making decisions. Two (2) alternate members may also be selected to serve in the event that an emergency prevents any of the members from participating. If any members believe they may have a conflict of interest in a particular case, they will decline their selection for that hearing panel.

5. **Nature of the Proceeding**: Specific hearing procedures and format are determined at the discretion of the chair and with approval of the dean of students.

6. **Appearance at a Hearing**: The respondent will appear at the hearing in person. The complainant and respondent may each be accompanied by a representative. Representatives are to be members of the university’s faculty, staff, or student body and cannot have a law degree. The dean of students maintains a list of representatives for consideration, or the complainant and respondent may ask a university student, faculty, or staff member to serve
in this capacity. The role of the representative is only supportive in nature. Representatives are not allowed to speak on behalf of the individual whom they are accompanying (e.g., they may not provide information, ask questions of witnesses or the complainant or respondent, address the hearing panel, etc.) In a case involving an allegation of sexual assault and/or sexual harassment, the complainant and respondent may each be accompanied by a member of the SAAFE Office in lieu of a representative. A student’s representative or the member of the SAAFE Office will not act in an adversarial manner, nor attempt to disrupt the hearing in any way. Violation of this prohibition may result in the chair removing these individuals from the hearing. In cases of alleged sexual assault and/or sexual harassment, the complainant is allowed to have the hearing structured in such a way that s/he does not have to be physically in the presence of the respondent, pursuant to the procedure and format determined by the chair.

7. Failure to Appear: If a respondent fails to appear at a scheduled hearing, the hearing board may proceed with the case, unless the chair excuses the absence.

8. Evidence: The procedure for presenting evidence is established by the chair. Legal rules of evidence do not apply to these proceedings. There is no discovery process available in student judicial proceedings. The dean of students will determine, at his/her discretion, what (if any) information to disclose to a complainant or respondent in advance of a hearing. The chair has the discretion to exclude evidence including, but not limited to, that which regards the respondent’s character, that which constitutes remote hearsay or is otherwise inherently unreliable or incredible, or that which is deemed irrelevant or inflammatory. In cases of alleged sexual assault, evidence of previous sexual history between the respondent and the complainant is admissible if the evidence is not deemed to be remote in time by the chair. Evidence of previous sexual history between the respondent and/or the complainant and third parties is admissible only when the chair deems this type of evidence to be relevant.

9. Presentation and Examination of Evidence: The complainant and respondent, and their respective witnesses may present evidence in accordance with the procedure determined by the chair. The complainant and respondent may also ask questions of each other in accordance with the procedure determined by the chair. Hearing board members may question anyone, also subject to the discretion of the chair.

10. Witnesses: Before the hearing, the complainant and respondent will be informed of the names of the witnesses who may appear. Both the complainant and the respondent will inform the dean of students in writing of the names of their respective witnesses. The deadline for receiving this information will be established at the discretion of the dean of students. Witnesses who have not been previously disclosed in writing to the dean of students may not be permitted to appear at the hearing, subject to the discretion of the chair.

11. Burden of Proof: A respondent may be found responsible for violating a regulation only when the evidence indicates that it is more likely than not that s/he violated a regulation.

12. Deliberation: Two-thirds of the hearing panel members must vote in the affirmative in order to find that a student has violated a regulation. Should a tie vote occur when deciding on a sanction, the matter will be referred to the vice president for student affairs for a decision.

13. Notice of Decision: The respondent will be notified in writing of the decision(s) of the hearing board, and of his/her opportunity to appeal to the provost. In cases alleging sexual assault the complainant will also be informed of the outcome of the proceeding.

14. Record Keeping: Secretarial support is provided to keep evidence and make an audio taped record of the proceedings. Respondents may be given access to the written copy of the record at the discretion of the dean of students or the vice president for student affairs.

IV. Sanctions

Disciplinary actions are designed to educate students and to guide their behavior, as a reflection of university values. If a student is found to have violated a regulation, a sanction (or set of sanctions) is assigned. Judicial records from all previous violations are available to hearing agents, in order to assist them in determining an appropriate sanction for current violations. Common sanctions are indicated below. However, hearing agents may deviate from these sanctions and may assign or recommend alternative sanctions.

A. Definitions

1. Warning: A written statement expressing disapproval of the behavior.

2. Disciplinary Probation: A period of time specified for observing and evaluating a student’s behavior, which may also include special conditions of various types (e.g., counseling, participation in educational programs, etc.). If a student continues to exhibit inappropriate behavior, s/he may be suspended or expelled.

3. Suspension: Students who are suspended must leave the university for a specified period of time. Special conditions of various types may also be included with a suspension. At the end of the period of suspension, a student will be allowed to return to the university, assuming that if special conditions were assigned they have been fulfilled. The determination of whether the special conditions have been fulfilled is made by the dean of
students or the vice president for student affairs. When a student is suspended, there are no refunds of tuition or fees, and financial aid is handled according to the policies of the Financial Aid Office. If a student organization is suspended, it loses its recognition and standing for a specified period of time. After the suspension, the student organization will ordinarily have its status reinstated. Students need not have been the recipients of previous disciplinary sanctions before being suspended.

4. **Expulsion:** When a student is expelled, s/he is permanently separated from the university. There are no refunds of tuition or fees, and financial aid is handled according to the policies of the Financial Aid Office. If a student organization is expelled, it permanently loses its recognition and standing. Students need not have been the recipients of previous disciplinary sanctions before being expelled.

B. **Assignment**

1. **Residence Hall Judicial Boards**  
   Residence Hall Judicial Boards may assign minor sanctions. Examples of minor sanctions include, but are not limited to, warnings, written papers or agreements for behavioral change, monetary fines or restitution, attendance at educational programs, and community service hours. A sanction of disciplinary probation may also be recommended to the dean of students for approval.

2. **Fraternity and Sorority Judicial Board**  
   Fraternity and Sorority Judicial Board may assign minor sanctions. Examples of minor sanctions include, but are not limited to, warnings, monetary fines or restitution, attendance at educational programs, community service hours, and conduct probation. A sanction of removal of IFC/Panhellenic and/or university recognition may also be recommended to the dean of students for approval.

3. **Dean of Students and Academic Deans**  
   The dean of students and academic deans may assign minor sanctions and also place a student on disciplinary probation. The dean of the student’s school or college, or his/her designee, may assign additional sanctions, taking into account the professional conduct ramifications of the violation and its effect on the accused’s continued enrollment in the school or college or ability to practice in the profession. These sanctions may include, but are not limited to, a warning, disciplinary probation, suspension, or expulsion from the school or college.

4. **Campus Judicial Board**  
   The Campus Judicial Board may assign minor sanctions and/or disciplinary probation. Sanctions of suspension or expulsion are to be recommended to the vice president for student affairs for approval. When a suspension or expulsion has been recommended or approved, the vice president for student affairs has the discretion to require a student to leave campus for the entire time that the decision is being appealed. The dean of the student’s school or college will be notified of the outcome.

C. **Fulfillment**  
   Students are expected to fulfill assigned sanctions, and in accordance with established due dates. Failure to complete sanctions, or to complete them on time, may result in additional sanctions being assigned and/or the holding of grades, transcripts, and class registration/confirmation.

D. **Perspective Regarding Possible Sanctions**  
   The complainant may be allowed to offer their perspective about sanctions that may be appropriate, in the event that a respondent is found to have violated a regulation.

E. **Sanction-Only Meetings**  
   When a student admits violating a regulation, there is no need to conduct a hearing. However, a hearing officer or judicial board will convene in order to determine a sanction. Meeting in this manner is not a hearing and, therefore, is not bound by hearing procedures. The procedures to be used by a hearing officer or a judicial board for determining a sanction are informal and determined by the chair with approval of the dean of students. The hearing officer or Judicial Board may assign minor sanctions and/or disciplinary probation or recommend suspension or expulsion to the vice president of student affairs for approval. If the accused student is enrolled in a professional school or college, the dean of that school or college will be notified of the student’s admission. The dean, or his/her designee, may assign additional sanctions, taking into account the professional conduct ramifications of the violation and its effect on the accused’s continued enrollment in the school or college or ability to practice in the profession. These sanctions may include, but are not limited to, a warning, disciplinary probation, suspension, or expulsion from the school or college.

V. **Appeals**  
   A student who has been found to have violated a regulation is allowed to appeal the decision. In cases involving sexual assault and/or sexual harassment, the complainant may also appeal the decision. The student must write and submit his/her appeal him/herself. If a student chooses not to appeal, or their appeal is not received on time, the decision is final and binding upon all involved.
A. Residence Hall Judicial Boards
   The procedure for appealing these cases to the Student Appeals Board is found on the Notice of Judicial Board Hearing form.

B. Fraternity and Sorority Judicial Board
   The procedure for appealing cases to the Fraternity and Sorority Judicial Appeals Board is found in the Fraternity and Sorority Judicial Board Constitution.

C. Dean of Students and Academic Deans
   Appeals of decisions from these cases are reviewed by the provost. In order to be reviewed, a written appeal must be received in the provost’s office no later than 5:00 p.m. on the third business day after the respondent has been notified of the decision. The appeal should state with specificity the reason(s) why the decision should not stand. The provost has the discretion to review the case on any basis and by any means, and then to render any decision s/he deems appropriate. All decisions of the provost are final and binding.

D. Campus Judicial Board
   Appeals of decisions from these cases are reviewed by the provost. In order to be reviewed, a written appeal must be received in the provost’s office no later than 5:00 p.m. on the third business day after the respondent has been notified of the decision. The appeal should state with specificity the reason(s) why the decision should not stand. The provost has the discretion to review the case on any basis and by any means, and then to render any decision s/he deems appropriate. All decisions of the provost are final and binding.

VI. Records and Notification of Parents
   All judicial records are included in a student’s personnel file, which is maintained by the Office of Student Affairs. These files are retained for five years after a student leaves the university, or until such time as deemed appropriate by the dean of students or the vice president for student affairs. When a student appears before a hearing agent, the dean of students has the discretion to notify the student’s parents/guardians.

Appendix S: Student Life Policies

Free Speech Policy
   The right of free expression and advocacy is equally protected for all providing it is peaceful and not patently offensive to Christian sensibilities. Protest is peaceful if it does not interfere with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any group of the university community to express his/her views); does not restrict the freedom of movement of any member or guest of the university; does not harass persons in the area; and does not obstruct the normal processes and activities of the university community.

Search of Premises
   Under certain circumstances, the vice president for student affairs may authorize a search of premises controlled by the university and occupied by students, and of the personal possessions of students. University personnel requesting a search should indicate the reasons for the search and the object or information sought; the room(s) to be searched with the reason for searching these specific premises; and the name of the person other than the occupant of the room who will be present during the search, if the student whose room and/or possessions being searched cannot be present. University police, whenever possible, should be directly involved in any search.

For premises not controlled by the institution, the ordinary requirements for lawful search shall be followed. Student rooms will be checked by university staff members at the beginning of vacation periods to verify that windows have been closed, lights turned out, refrigerators unplugged, etc. Staff members may also enter rooms to turn off alarms and the like.

A residential learning coordinator, assistant coordinator, or resident assistant may enter a student room if there is reason to believe a university regulation is being violated.

Solicitation, Canvassing, and Selling on Campus
   No solicitation or canvassing of any kind, including canvassing in residence halls, may be conducted on campus, nor may articles, goods or services be offered for sale by anyone without prior permission from the Office of Student Affairs. This includes sales of items by campus groups in the Valparaiso union. Solicitation in residence halls, when approved, is limited to lobby areas on the main floor. Under no circumstances may any individual or group conduct door-to-door solicitation in the residence halls, academic buildings, or administrative buildings. Raffles are prohibited.
Each authority in charge of a campus building shall establish a written policy for that building concerning all publicity by campus affiliated groups or individuals. A copy of this policy shall be posted in readily accessible locations in the building and shall be submitted to the vice president for student affairs. The policy shall be updated when necessary.

Students should be aware of solicitors who traditionally target college campuses and often fail to deliver their promised goods or services. These individuals include some vendors of perfume and cosmetics, magazines, and telephone calling services. Any student approached by one of these individuals should report the individual(s) to VUPD. It is also helpful to call an RA or an RLC/AC to report the solicitor.

**Complicity**

Students are not to condone, support, or encourage the violation of a university regulation. Students are also expected to remove themselves from locations where a policy is being violated, and are encouraged to report the incident. Failure to leave an area where a regulation is being violated may result in a student being held accountable for the regulation that is being violated.

**Audible Electronic Devices**

Respect for the integrity of the educational process requires students and faculty to be actively engaged in intellectual work during class time. Interruptions caused by audible electronic devices can have a negative effect. Thus, the following policy is set forth. Specific enforcement policies may be established by individual instructors.

To preserve the integrity of the learning environment for faculty and students, all audible electronic devices, such as cell phones, MP3 players, and pagers, should be turned off or set to silent ring or vibrate upon entering the classroom and remain so during class time.

**Vehicle Regulations**

All motorized vehicles and bicycles to be operated on the Valparaiso University campus by any currently enrolled students must be registered with the Valparaiso University Police Department. A valid driver’s license and proof of vehicle registration must be provided when registering motor vehicles. Students who operate motor vehicles are expected to observe campus parking and traffic regulations, state law, and may be ticketed and fined for failing to do so. A complete listing of parking and traffic regulations is available on the Valparaiso University Police Department website at www.valpo.edu/vupd.

Vehicles left on campus during vacation breaks must be parked in lot number 15. Any vehicle left abandoned on university property after the close of the academic year will be towed and stored at the owner’s expense.

Bicycles left abandoned on university property after the close of the academic year will be disposed of by the university.

**Automobile Permits for Freshmen**

Freshmen are not permitted to have university automobile permits. If a student believes that he/she meets the criteria for an exception to this policy, he/she may apply for one at the Office of the Dean of Students.

**Change of Name or Address**

All students must report changes of name or address to the Office of the Registrar.

**Theft or Damage to Property**

The theft of, or damage to, property of the university or a member of the university community, or the possession of stolen property, or the theft of another’s identity, will liable students to disciplinary action and/or the cost of restitution of the item(s).

**Physical Abuse**

Threat of or physical abuse, including sexual assault, of another person in the university community will liable students to disciplinary action.

**Gambling**

It is the position of the university that gambling is not appropriate. Consequently, approval will not be given for student activities or events that involve gambling (raffles, etc.)

In addition, the NCAA prohibits all student athletes and athletic staff from participating in any form of gambling involving intercollegiate or professional athletics, including use of parlay cards or any other method used by organized gambling.

**Hazing**

Hazing and hazing activities are prohibited. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:
“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual, or policy, or the regulations and policies of the educational institution or applicable state law.”

**Policies Regarding Psychological Problems**

Students experiencing psychological problems whose behavior is determined by university officials to prevent them from participating at a minimal level in academic pursuits or is disruptive to campus life may be involuntarily withdrawn from the university. A student will be subject to involuntary withdrawal from the university, or from university housing, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder (as defined by the current American Psychiatric Association Diagnostic Manual, DSM-IV), and, as a result of the mental disorder:

(a) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or

(b) engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.

Prior to an involuntary administrative withdrawal being considered, the Office of Student Affairs will review the student’s record and behavior. If such a student is in counseling either at the Student Counseling and Development Center (SCDC) or an agency outside the university at the time of the disruptive behavior, appropriate releases of information as requested by the university will be required. Should such a student not be in counseling with any counselor they will be required to submit to a psychological evaluation and agree to provide the university with a release of information regarding this evaluation. Prior to final action being taken by the Office of Student Affairs with respect to an involuntary administrative withdrawal, the student being considered for such action will be afforded the opportunity (if they so desire) of a hearing before the administrative official who will be making a final decision in the case.

Application for readmission to the university after withdrawal for behavioral factors relating to a psychological condition requires evaluation by the director of the SCDC and final approval by the dean of students.

**Voluntary Withdrawal**

The university reserves the right to require a physician’s clearance for a student to return to school after a voluntary medical withdrawal.

**Political Activity on Campus**

Demonstrations or rallies for political or other reasons will be allowed on campus if they are scheduled in advance with the vice president for student affairs, and follow the policies outlined regarding demonstrations and rallies, including the Free Speech Policy. Non-recognized groups or individuals must secure permission from the Office of the Vice President for Student Affairs to use university facilities for political purposes.

Political demonstrations or rallies will be allowed on campus if they are scheduled in advance with the vice president for student affairs, and follow the policies outlined regarding demonstrations and rallies (see Free Speech Policy). Door-to-door political activity is not allowed in university residence halls or other buildings. The distribution of political candidate or party campaign literature on the campus must be approved in advance by the Office of the Vice President for Student Affairs. Use of the campus mail system for distribution of campaign material is not allowed.

Valparaiso University does not promote or deter any candidacy and no individual can speak for the university in matters of candidacies or political issues.

**Respect of Others**

No act which is inconsistent with respecting the dignity of all members of the university community will be tolerated. In addition, students are expected to provide accurate and honest information to professors, administrators, and other university personnel.

**Responsiveness**

Students are expected to respond promptly to requests to visit the office of a faculty member or administrator and to identify themselves on request by a university official.
## Other Resources

### Academic Advisers by College and Department, 2014-2015

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<th>College of Arts and Sciences</th>
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<tbody>
<tr>
<td><strong>Actuarial Science</strong></td>
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<tr>
<td>Patrick Sullivan, chair</td>
<td><a href="mailto:Patrick.Sullivan@valpo.edu">Patrick.Sullivan@valpo.edu</a></td>
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<tr>
<td><strong>Allied Health, Physical Therapy</strong></td>
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<tr>
<td>Jim Nelson</td>
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<td><strong>American Studies</strong></td>
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<tr>
<td>Gretchen Buggeln, chair</td>
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<tr>
<td><strong>Art</strong></td>
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<tr>
<td>Nina Corazzo</td>
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<tr>
<td>Sarah Jantzi</td>
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<tr>
<td>Bob Sirko</td>
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<tr>
<td>Aimee Tomasek, chair</td>
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<tr>
<td><strong>Biology</strong></td>
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<tr>
<td>Grayson Davis (Sophomores)</td>
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<tr>
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<td>Laurie Eberhardt (Seniors)</td>
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<tr>
<td>Robert Swanson (Freshmen)</td>
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<tr>
<td>Sara Dick (SEED/BIO)</td>
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<tr>
<td>David Scupham, chair (Minors)</td>
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<td><strong>Chemistry</strong></td>
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<td>Steven Engerer, chair (Fresh/Soph)</td>
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<tr>
<td>Jon Schoer (Jrs/Srs)</td>
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<td>Bob Clark (SEED/CHEM)</td>
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<td><strong>Chinese and Japanese Studies</strong></td>
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<tr>
<td>Zhimin Lin, chair</td>
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<td>Natalie Rivich (Accelerated Nursing, Healthcare Leadership)</td>
<td><a href="mailto:Natalie.Rivich@valpo.edu">Natalie.Rivich@valpo.edu</a></td>
<td>LeBien 10</td>
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<tr>
<td>Janneal Gifford (BSN)</td>
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<tr>
<td>Margaret Franson</td>
<td><a href="mailto:Margaret.Franson@valpo.edu">Margaret.Franson@valpo.edu</a></td>
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## Administrative Offices

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<tr>
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<tr>
<td>Dean Jon T. Kilpinen</td>
<td>ASB 214</td>
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<tr>
<td>Assistant Dean Kathleen Gibson</td>
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<td>Assistant Dean Nancy Scannell</td>
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<tr>
<td>Dean James Brodzinski</td>
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<td>Dean Peter Kanelos</td>
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<td>Associate Dean Margaret L. Franson</td>
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<td>Dean Eric W. Johnson</td>
<td>Gellersen 103</td>
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<tr>
<td>Assistant Dean for Student Success &amp; Director, Hesse Center Laura Sanders</td>
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<td>University Pastor James Wetzstein</td>
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<tr>
<td>VP for Student Affairs Bonnie Hunter</td>
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<tr>
<td>Dean of Students Timothy Jenkins</td>
<td>Harre Union 250D</td>
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<tr>
<td>Assistant Dean of Students, Residential Life Ryan BLEVINs</td>
<td>Harre Union 250</td>
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<tr>
<td>Assistant Dean of Students, First-Year Students and Commuter Programs Bonnie Dahike</td>
<td>Harre Union 250B</td>
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<tr>
<td>Assistant Dean of Students, Greek Life, Leadership, and Volunteer Programs Carolyn Whittier</td>
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<tr>
<th>Admission Office</th>
<th>Duesenberg Welcome Center</th>
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<td>Academic Success Center</td>
<td>Christopher Cntr</td>
<td>5985</td>
<td><a href="mailto:Academic.Success@valpo.edu">Academic.Success@valpo.edu</a></td>
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<tr>
<td>Affirmative Action Officer</td>
<td>Kretzmann 124</td>
<td>5335</td>
<td><a href="mailto:Nora.Wiergacz@valpo.edu">Nora.Wiergacz@valpo.edu</a></td>
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<tr>
<td>Alcohol and Drug Education, Office of (OADE)</td>
<td>Alumni Hall</td>
<td>6820</td>
<td><a href="mailto:OADE.office@valpo.edu">OADE.office@valpo.edu</a></td>
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<td>Career Center</td>
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<td>5005</td>
<td><a href="mailto:Career.Center@valpo.edu">Career.Center@valpo.edu</a></td>
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<td>College of Adult Scholars</td>
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<td>5313</td>
<td><a href="mailto:continuing.ed@valpo.edu">continuing.ed@valpo.edu</a></td>
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<tr>
<td>Counseling Center</td>
<td>N. Alumni Hall</td>
<td>5002</td>
<td><a href="mailto:Counseling.Center@valpo.edu">Counseling.Center@valpo.edu</a></td>
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<td>5016</td>
<td><a href="mailto:Dining@valpo.edu">Dining@valpo.edu</a></td>
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<tr>
<td>Disability Support Services</td>
<td>Meier Hall 147</td>
<td>6956</td>
<td><a href="mailto:Sherry.DeMik@valpo.edu">Sherry.DeMik@valpo.edu</a></td>
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<tr>
<td>Financial Aid Office</td>
<td>Kretzmann 101</td>
<td>5015</td>
<td><a href="mailto:finaid@valpo.edu">finaid@valpo.edu</a></td>
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<td>Graduate School</td>
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<td>Greek Life</td>
<td>Harre Union 250</td>
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<td>Health Center</td>
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<td>5060</td>
<td><a href="mailto:health.center@valpo.edu">health.center@valpo.edu</a></td>
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<td>Human Resources</td>
<td>Kretzmann 139I</td>
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<td>IT Help Desk</td>
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<td>International Programs</td>
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<td>5333</td>
<td><a href="mailto:International@valpo.edu">International@valpo.edu</a></td>
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<td>VU Mail Center</td>
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<td><a href="mailto:reslife@valpo.edu">reslife@valpo.edu</a></td>
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<td>Sexual Assault Awareness &amp; Facilitative Educ Office (SAAFE)</td>
<td>Alumni Hall</td>
<td>6860</td>
<td><a href="mailto:SAAFE.office@valpo.edu">SAAFE.office@valpo.edu</a></td>
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<tr>
<td>Student Accounts Office (toll free 888-300-1052)</td>
<td>Kretzmann 137</td>
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<td>Student Escort Van Service</td>
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<td>VU Police Department</td>
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<td><strong>Some Useful Valparaiso University Webpages</strong></td>
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<td>Valparaiso University</td>
<td><a href="http://www.valpo.edu/">http://www.valpo.edu/</a></td>
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