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Mission Statement of the University of the Incarnate Word

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God’s presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the university aims to educate men and women who will become concerned and enlightened citizens.

The university is committed to educational excellence in the context of faith in Jesus Christ, the Incarnate Word of God. It promotes lifelong learning and fosters the development of the whole person. The faculty and students support one another in the search for and the communication of truth. The university is open to thoughtful innovation that serves ever more effectively the spiritual and material needs of people. The curriculum offers students an integrated program of liberal arts and professional studies that includes a global perspective and an emphasis on social justice and community service.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization and the common good.
Hymn to the Incarnate Word – Sister Infant Jesus Brennan, CCVI – April 15, 1925

I.
Come join your prayerful voices
And sing in sweet accord,
A hymn of love and worship,
“Praised be the Incarnate Word!”
Thus may we sing forever
At God’s eternal throne
This hymn of love triumphant,
“Praised be the Incarnate Word!”

II.
Receive, Oh sweet Child Jesus
The love we offer thee.
Our hearts, our souls, our very lives,
May yours forever be.
Let ev’ry thought, word, action,
In fervent hearts be stirred
With zeal for thy great glory,
Oh great Incarnate Word.

III.
Oh, Jesus, Word Incarnate,
Accept our homage meet.
Our daily consecration
We lay at thy dear feet.
Our King and loving Lord.
Oh keep us loyal ever
To thee, great Incarnate Word.
Equal Opportunity & Non-Discrimination Policy

The University of the Incarnate Word complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, color, nationality, ethnic origin, sex, gender, sexual orientation, gender identity, age, disability, or veteran status or any other factor protected by law in either employment or the provision of services. As a Catholic institution of higher education sponsored by the Sisters of Charity of the Incarnate Word, the University of the Incarnate Word is, however, exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972. The University of the Incarnate Word is exempt from the prohibition against religious discrimination of the Civil Rights Act of 1964. In accordance with 41 CFR Chapter 60, it shall not be a violation of the equal opportunity clause required by Executive Order 11246 for the University of the Incarnate Word to establish a hiring preference for applicants of the Catholic faith. The university reserves the right to exercise this hiring preference as required to maintain its Catholic identity.

University of the Incarnate Word students are responsible for knowing the information, policies, and procedures outlined in this handbook.

Rights and Freedoms of Students

On January 17, 1968, the Joint Statement on Rights and Freedoms of Students was adopted by the Association of American Colleges. The joint statement was previously endorsed by the United States National Student Association, the Association of American University Professors and the National Association of Student Personnel Administrators and the National Association of Women Deans and Counselors.

Copies of the statement with interpretive notes to reflect changes in the law and higher education that occurred after 1968 and the removal of gender-specific references are available from Office of Campus Life and at http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm. The policies and procedures of the university apply to the extent the Joint Statement is inconsistent with or in conflict with university policies or procedures.
President's Welcome

Dear Students:

On behalf of the faculty, staff and administration, I’m pleased to welcome you to the University of the Incarnate Word. You have our pledge that we will do our best to ensure you have a positive experience as a member of the UIW community.

UIW is an institution that strives to provide students with a top-notch educational experience by fostering excellence within a context of faith. You can be assured that when you graduate from UIW, you will meet the world with a great education and a strong sense of mission.

The student handbook for 2014-2016 has been carefully prepared to assist not only you, but all of us in the UIW community in having a positive and productive school year. The publication opens with a copy of the Mission statement that identifies the core values that mark UIW as a unique institution – Faith, Service, Innovation, Truth, and Education. Please make time over the year to read this statement and reflect on how these values are at work in your life.

The handbook also contains the Student Code of Conduct. It provides the rules by which we are expect you, as students, to live and work together because we all require sound, ethical codes to guide our interactions. Sadly, all of us have witnessed the chaos and pain that result when these systems fail. Our Mission of human dignity and mutual respect calls for us to support one another and ensures that at UIW, we will not fail.

Finally, the handbook outlines the many outstanding academic and social opportunities that are available for you at UIW. I urge you to get involved. We will do everything possible to make your time at UIW meaningful and challenging. But you as an individual shape your own destiny, so I challenge you to develop your leadership potential by taking advantage of the many opportunities open to you. You really can make a difference in the community.

Thanks for entrusting UIW with your collegiate dreams. You will soon discover that this is a wonderful time to be a part of a thriving community like ours. I wish you every success!

Sincerely,

Dr. Louis J. Agnese Jr.
President, University of the Incarnate Word
Dear Students:

Welcome to the University of the Incarnate Word. As a UIW community member, you are blessed to have the opportunity to embrace a unique mission and heritage that spans over 130 years. Our founding Congregation, The Sisters of Charity of the Incarnate Word, had the wonderful foresight to gift us with a legacy centered on values that have endured the test of time.

This handbook will serve as your guide to UIW’s support services and policies. Our offices welcome you to explore and take advantage of the resources available to new and returning students. I encourage you to find a cause you are passionate about and commit yourself to excellence and success by expanding your universe. Discover your potential by using every learning opportunity for growth. Set personal goals and challenge yourself to exceed each one. Explore a new discipline, foster new relationships, study abroad, serve your community, and join a student organization. Ultimately, the breadth of your success is in your hands.

The entire UIW faculty, staff and administration are here to serve you. Please let us know how we can assist you to make your experience fulfilling, memorable, and successful.

Sincerely,

Renée Moore, Ph.D.
Dean of Campus Life
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Louis J. Agnese Jr.</td>
<td>UIW President</td>
<td>University of the Incarnate Word</td>
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<tr>
<td>Charles Amato</td>
<td>CEO</td>
<td>Southwest Business Corporation</td>
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<tr>
<td>Ernesto Ancira</td>
<td>Owner</td>
<td>Ancira Enterprises, Inc.</td>
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<td>Tracy Avery</td>
<td>President, Alumni Association</td>
<td>University of the Incarnate Word</td>
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<td>Scott Beckendorf</td>
<td>President/Owner</td>
<td>Western Beverages</td>
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<tr>
<td>Michael Belz</td>
<td>President/CEO</td>
<td>Catholic Life Insurance</td>
</tr>
<tr>
<td>Doyle N. Beneby</td>
<td>President/CEO</td>
<td>CPS Energy</td>
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<td>Gayle Benson</td>
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<td>Mike Beucler</td>
<td>Owner/CEO</td>
<td>Beucler Properties</td>
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<td>Sr. Brigid Marie Clarke</td>
<td>Congregational Appointee</td>
<td>Sisters of Charity of the Incarnate Word</td>
</tr>
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<td>Sr. Martha Estela Perez Curiel</td>
<td>Congregational Representative</td>
<td>Sisters of Charity of the Incarnate Word, Mexico</td>
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<tr>
<td>Catherine A. Dulle</td>
<td>President/CEO</td>
<td>CareLinc Options, LLC</td>
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<tr>
<td>Veronica Edwards</td>
<td>President/CEO</td>
<td>InGenesis, Diversified Healthcare Solutions</td>
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<tr>
<td>John Feik</td>
<td>CEWO</td>
<td>Feik Enterprises, LLC</td>
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<tr>
<td>Gary Henry</td>
<td>President/Owner</td>
<td>Waterpark Management, Inc. (Schlitterbahn)</td>
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<tr>
<td>Sr. Mary C. Henry</td>
<td>Congregational Representative</td>
<td>St. Pius V Catholic Church</td>
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<tr>
<td>Winell Herron</td>
<td>Group Vice President Public Affairs &amp; Diversity</td>
<td>HEB Grocery Company, LP</td>
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<tr>
<td>Gary Joeris</td>
<td>President/Owner</td>
<td>Joeris General Contractors, Ltd.</td>
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<tr>
<td>Nancy Kudla</td>
<td>President/Founder</td>
<td>Kudla Family Foundation</td>
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<tr>
<td>Jack Lewis</td>
<td>President/Owner</td>
<td>Mission Restaurant Supply</td>
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<tr>
<td>Michelle Wilk</td>
<td>President, Student Government Association</td>
<td>University of the Incarnate Word</td>
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<tr>
<td>Charles Lutz</td>
<td>President</td>
<td>Intercontinental Asset Management</td>
</tr>
<tr>
<td>Sr. Teresa Yolanda Maya</td>
<td>Congregational Coordinator, Secretary of the UIW BOT</td>
<td>Sisters of Charity of the Incarnate Word</td>
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<tr>
<td>Sr. Rose Ann McDonald</td>
<td>Congregational Appointee</td>
<td>Sisters of Charity of the Incarnate Word</td>
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<tr>
<td>John Miller</td>
<td>Co-Owner, Co-CEO</td>
<td>Bill Miller Bar-B-Q Enterprises</td>
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<tr>
<td>William Moll</td>
<td>President/CEO</td>
<td>MollComm</td>
</tr>
<tr>
<td>Carmen Nava</td>
<td>Senior Vice President, U-Verse Program</td>
<td>AT&amp;T</td>
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<tr>
<td>Ramona Parker</td>
<td>President, Faculty Senate</td>
<td>University of the Incarnate Word</td>
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<tr>
<td>John Peveto</td>
<td>General Partner</td>
<td>Peveto Companies, Ltd.</td>
</tr>
<tr>
<td>Bobby Rosenthal</td>
<td>Partner</td>
<td>Rosenthal Pauerstein Sandoloski Agather, LL.P.</td>
</tr>
<tr>
<td>Richard T. Schlosberg</td>
<td>Former Publisher / Past President</td>
<td>Los Angeles Times / Lucile Packard Fdtn.</td>
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<tr>
<td>Sr. Yolanda Tarango</td>
<td>Congressional Appointee</td>
<td>Sisters of Charity of the Incarnate Word</td>
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## Emeriti Board of Trustees

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<tr>
<th>Name</th>
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<th>Name</th>
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<tbody>
<tr>
<td>Sr. Helen Ann Collier</td>
<td>Kathryn Cane</td>
<td>Charles Cheever</td>
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<tr>
<td>James D. Ellis</td>
<td>Barbara Condos</td>
<td>Berkley Dawson</td>
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<tr>
<td>Archbishop Patrick F. Flores</td>
<td>Sr. Rose Mary Forck (Dr.)</td>
<td>Sr. Maria Flores (Dr.)</td>
</tr>
<tr>
<td>Olga Hachar-La Vaude</td>
<td>Sr. Eleanor Geever</td>
<td>Tena Gorman</td>
</tr>
<tr>
<td>Sr. Rosa Maria Icaza</td>
<td>Sr. Neomi Hayes</td>
<td>Sr. Rosita Hyland</td>
</tr>
<tr>
<td>Mr. Charles Kilpatrick</td>
<td>Sr. Carol Ann Jokerst</td>
<td>Dr. Dennis Juren</td>
</tr>
<tr>
<td>Gloria Massey</td>
<td>Mr. A.J. (Jack) Lewis</td>
<td>Sr. Margaret Mary Mannion</td>
</tr>
<tr>
<td>Emily Thuss</td>
<td>Ms. Dolores Mitchell</td>
<td>Mr. Lionel Sosa</td>
</tr>
<tr>
<td>Larry Walker</td>
<td>Ms. Ruth Eilene Sullivan</td>
<td>Mr. Mark Watson</td>
</tr>
<tr>
<td>Sr. Anne Munley</td>
<td>James “Fully” Clingman</td>
<td>Alan Dreeben</td>
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## Student Government Association Executive Officers

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Michelle Wilk</td>
<td>President</td>
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<tr>
<td>Brayan Quintela</td>
<td>Vice President</td>
</tr>
<tr>
<td>Kimberly Ibarra</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Jacqueline A. Cacayoren</td>
<td>Secretary</td>
</tr>
<tr>
<td>Vacant</td>
<td>Student Concerns/PR</td>
</tr>
<tr>
<td>Desmond Ndikum</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>Amanda Alonzo</td>
<td>Director of Public Relations</td>
</tr>
<tr>
<td>Justin Rayome</td>
<td>Parliamentarian</td>
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</table>
# Campus Activities Board

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(210) 841-7376  
www.uiw.edu/studentlife/cab.html  

<table>
<thead>
<tr>
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<th>TITLE</th>
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<tbody>
<tr>
<td>Claudia Zepeda</td>
<td>President</td>
</tr>
<tr>
<td>Victoria Benavides</td>
<td>Vice President</td>
</tr>
<tr>
<td>Jay Perez</td>
<td>Director of Marketing</td>
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<tr>
<td>Nicole Garcia</td>
<td>Director of External Affairs</td>
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<tr>
<td>Matthew Guerrero</td>
<td>Director of Finance &amp; Operations</td>
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<tr>
<td>Celina Aur</td>
<td>Director of Administration</td>
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# Peer Ministers

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(210) 829-3128  

<table>
<thead>
<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>Alyssa Durst</td>
<td>8:00 p.m. Mass Coordinator</td>
</tr>
<tr>
<td>Michelle Herschell</td>
<td>Retreat Minister</td>
</tr>
<tr>
<td>Amira Alsareinye</td>
<td>Interfaith Ministry</td>
</tr>
<tr>
<td>Misty Martinez</td>
<td>Breathe Music Minister</td>
</tr>
<tr>
<td>Clarissa Soto</td>
<td>Jubilate Keyboardist &amp; Laudate Co-Minister</td>
</tr>
<tr>
<td>Darlene Jasso</td>
<td>Community Relations-Inspiration &amp; Media Minister</td>
</tr>
<tr>
<td>Ariel Flores</td>
<td>Music Ministry Assistant</td>
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<tr>
<td>Alyssa Durst</td>
<td>Breathe Women’s Group Minister</td>
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<tr>
<td>Stephanie Jablon</td>
<td>Community Relations- Lighthouse</td>
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<tr>
<td>Jorge Grajeda</td>
<td>Breathe Minister</td>
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<tr>
<td>Teresa Vincent</td>
<td>Jubilate Director &amp; Music Ministry Assistant</td>
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<tr>
<td>Amber Ochoa</td>
<td>10:30 p.m. Mass Coordinator</td>
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<tr>
<td>Jennifer Kroon</td>
<td>Laudate Co-Minister</td>
</tr>
<tr>
<td>Erika Martinez</td>
<td>Community Service Coordinator</td>
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</table>
University of the Incarnate Word

Organizational Chart
Executive Officers 2014 - 2017

Board of Trustees

President
Dr. Louis J. Agnese Jr.

Executive Assistant
TBD

Chief of Staff
Vincent Rodriguez

General Counsel
Cynthia Escamilla

Asst. to the President
Community Relations
Louis J. Fox

Chancellor
Dr. Denise Doyle

Provost
Dr. Kathleen M. Light

Vice President
Business & Finance
Douglas B. Endsley

Vice President
Enrollment Management & Student Services
Dr. David M. Jurenovich

Vice President
Institutional Advancement
Sr. Kathleen Coughlin

Vice President
Information Resources
Dan Duffy

Vice President
International Affairs
Marcos Fragoso

Vice President
Extended Academic Programs
Dr. Cyndi Porter

Vice President
Mission & Ministry
Sr. Walter Maher
<table>
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<th>Topic</th>
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<tr>
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<td>Accounts</td>
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<td>Activities</td>
<td>Campus Activities Board</td>
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<td>Adding Courses</td>
<td>Registrar</td>
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<td>829-6005</td>
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<td>Alcohol/Drug Info</td>
<td>Student Conduct</td>
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<td>Java on the Hill</td>
<td>Sodexo Food Service</td>
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</table>
**Campus Life & Services**

**Academic Advising**

AD 105 (210) 805-5814 (Back to TOC)

The Academic Advising department is comprised of the University Advising Center (UAC) and the Directions and Connections Center (DCC) and provides support to all undergraduate students. All undeclared and part-time students are assigned to the UAC, while those students that have declared a major are assigned to a faculty advisor that they are required to meet with their academic advisor for approval of class schedules. In addition to advising undeclared and part-time students, the Advising team also coordinates scholastic probation, new student registrations, student intervention notices, advisor assignments, change of major/advisor requests, admissions to a major and absence notifications. The Academic Advising staff is always available to give guidance, and assist students in regards to academic problems or concerns.

**Academic Testing Center**

Phone: (210) 829-3876 (Back to TOC)

Assessment testing is mandatory for all incoming freshmen and for transfer students without university credit in English and math. The purpose of assessment testing is to place students in the appropriate English and math courses. After testing, some students are required to complete academic literacy coursework before enrolling in Critical Discourse and/or University Mathematics. Students with knowledge in various subjects can earn university credit by successfully passing CLEP and DANTES exams. The Academic Testing Center administers these and other national exams such as LSAT, MCAT and TSE.

**Department of Alumni Relations**

Phone: (210) 829-6014 (Back to TOC)

Established in 1903, the Alumni Association is the oldest on-campus organization. The Department of Alumni Relations maintains records — educational, personal and professional data — for nearly 30,000 university alumni. Alumni in San Antonio and around the U.S. and other countries meet throughout the year for educational, cultural, or social purposes. Major events during the year include an annual Memorial Mass in October, Homecoming and network opportunities. They also bestow the prestigious Alumni of Distinction Award upon deserving alumna/us in December and May.

The Alumni Association also has a Board of Directors that has several committees that need volunteers to help plan events and help the overall function of the Alumni Relations office. Specialized networks have been created so alumni can hold events and stay in contact with other alumni in their areas, including Dallas, Houston, the Rio Grande Valley, Corpus Christi and Austin. We are looking to expand our networks to cities in other states across the country as well as internationally, where we have a large concentration of alumni. Networks can also be formed based on hobbies, clubs/organizations or current employment industries.

Upon graduation, be sure your contact information, particularly your email address is correct in the UIW system by logging on to www.uiwalumni.org and keeping it current. Use your student ID number as your “unique ID” to gain access to the “first time login” link located on the homepage. The site also allows you to chat, make personal pages, create photo albums, update class notes, search for classmates and keeps you connected to UIW. Staying connected to UIW is easier than ever before!
The Arts on Campus

Theatre Box Office: (210) 829-3800 (Back to TOC)
The excellent UIW Fine and Performing Arts programs offer performances, recitals and exhibits on campus. UIW’s “corner of the arts” is housed in the southeast area of campus (near Broadway’s intersection with Hildebrand) and includes the Fine Arts Building, Elizabeth Huth Coates Theatre complex, the Halligan-Ibbs Theatre Building, and the Fine Arts Auditorium. Additionally, the Ruth Eileen Sullivan Ceramic and Sculpture Studios adjoins the softball field. The Art Department’s Semmes Gallery in the Fine Arts Building offers exhibits by regional artists as well as faculty and student. The student-run Visual Arts Society hosts sales of student art in December and April.

The Music Department’s Cardinal Chorale (which has performed in Carnegie Hall), UIW Cardinal Singers, UIW Wind Ensemble, UIW Jazz Band (which has performed at the Montreux Festival), Orchestra of the Incarnate Word, and the UIW Cardinal Marching Band, offer concerts throughout the year. The Music Department presents student recitals and an annual faculty recital and engages professional performing artists and guest lecturers for concerts, workshops and presentations. The Music Department enjoys accreditation by the National Association of Schools of Music (NASM).

The Theatre Arts Department presents exciting world drama from the past and present in an award-winning annual series of public performances held in the two theatres located within the Coates Theatre complex. The Theatre Arts Department enjoys national accreditation through the National Association of Schools of Theatre (NAST) and also hosts guest speakers and leaders of professional workshops from around the world. Recent guests include Susan Hilferty, costume designer for the Broadway musical Wicked, Robyn Payne, former head of the New Zealand national school of drama, and film and television actor Bruce McGill. The dance faculty offer students the opportunity to take classes in an array of styles.

Admission to most department-sponsored art and music events is free. Theatre events are free to UIW students, faculty, and staff. The Theatre Arts department strongly encourages UIW community members to make advance reservation by contacting the box office at 210-829-3800.

During the next few semesters, UIW will complete construction of its new Music Building (adjacent to the Administration Building) as well as renovations of the Fine Arts Auditorium and of the Fine Arts Building. In addition to new space for rehearsals, recitals, and performances, the new Music Building also will house new facilities for the Music Industry Studies and Music Therapy programs. The newly refurbished Fine Arts Building will house additional gallery space and upgraded studio space for painting, drawing and photography courses.

Athletic Complex

Phone: (210) 829-2722 (Back to TOC)
The athletic complex at the University of the Incarnate Word includes a variety of facilities designed to meet the physical recreation needs of the entire Incarnate Word community. Included are the Gayle and Tom Benson Stadium, Alice P. McDermott Convocation Center, the Ann Barshop Natatorium, Clarence Mabry Tennis Courts, the Sullivan baseball complex, three soccer fields, a baseball and softball field and a four-hundred meter running track. A three-quarter mile jogging trail circles the entire complex.

Use of Fields and Facilities

Individuals and groups desiring to use the athletic fields must get information on renting the facilities and clearance from the Director of Athletics, (210) 829-2722 prior to use.
Wellness Center - Hours of Operation

Non-Semester

<table>
<thead>
<tr>
<th>Hours: Mon - Thurs 6 a.m.-9 p.m.</th>
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<tbody>
<tr>
<td>Friday 6 a.m. – 9 p.m.</td>
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<tr>
<td>Saturday 8 a.m. – 6 p.m.</td>
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<tr>
<td>Sunday 12 p.m. – 9 p.m.</td>
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Semester

<table>
<thead>
<tr>
<th>Hours: Mon - Thurs 6 a.m.-11 p.m.</th>
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<tbody>
<tr>
<td>Friday 6 a.m. -11 p.m.</td>
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<tr>
<td>Saturday 8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Sunday 12 p.m. – 11 p.m.</td>
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</tbody>
</table>

The Wellness Center houses a weight room, an aerobics room, classrooms, three racquetball courts, a Pilates/Yoga/Cycling room, a gymnasium and locker rooms for UIW students, faculty, administration and staff members. Memberships for the greater community may be purchased at the front desk. A pool is also available in the UIW Natatorium. Call (210) 805-5872 for Wellness Center information and (210) 829-2798 for Natatorium information.

Ann Barshop Natatorium

UIW’s Natatorium, is capable of hosting international and NCAA meets due to its unique construction. Locker rooms and sunning decks await UIW students and community Wellness Center members. The Department of Athletics main offices are located on the ground floor, along with locker rooms for men’s and women’s soccer and softball. The natatorium also houses a state-of-the-art training room facility for the Athletic Training program.

Natatorium - Hours of Operation

<table>
<thead>
<tr>
<th>Hours: Mon-Friday 8:00 a.m. – 8:30 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Saturday 10:00 a.m. – 6:00 p.m.</td>
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<tr>
<td>Sunday 12:00 p.m. – 8:00 p.m.</td>
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</table>

Clarence Mabry Tennis Courts

Eight tennis courts are available for use by students, faculty, administration and staff at specified hours. Classes, athletic practices and matches have first priority. Rules are posted at the tennis courts. To reserve the courts, contact the tennis coach John Newman or Devin Wilke at (210) 283-5006.

Alice P. McDermott Academic Convocation Center

This multipurpose facility is popular with both the university and San Antonio communities. It is used by UIW volleyball, men’s and women’s basketball teams, and the intramural and recreational sports departments. Graduation, fairs, meetings and dinners are also held inside. Different civic organizations and athletic groups also rent the Convocation Center. Anyone desiring more information should contact the Director of Athletics.

Intramural Sports

Intramural sports include flag football, basketball, golf, softball, bowling, racquetball, volleyball and whiffleball. A sign-up table for these activities is at the Activities Fair held once per semester. You can also find additional information, registration, and schedule of events at www.uiw/intramurals.edu.

Bookstore

Phone: (210) 829-6056 (Back to TOC)

The UIW Bookstore provides new and used textbooks for all courses each term, as well as supplies, general reference and reading books, UIW imprinted clothing and gifts, tailgating supplies, computer software and peripherals, greeting cards and much more. The Bookstore is open extended hours during back-to-school week each full term and for special events throughout the year. It is closed for all major holidays. Please check the store’s website at www.uiw bkst.com for store hours.
Book Buyback

The Bookstore buys back books every day, though the end of each semester is the optimum time. Students can receive up to one half of the purchase price for books used for courses in the upcoming term. Textbooks, not being used in future terms are bought at an assigned wholesale value. We do not buy back instructor’s copies or international editions. We do not provide buyback information over the phone. The condition of the book can determine its value and prices could change if we have fulfilled our need. Students must present a UIW identification card to conduct a buyback. We only buy from UIW students.

Bookstore Credit & Refund Policy

Student bookstore credit is granted through the Office of Financial Assistance. If a student’s financial aid package exceeds the amount due to the university, credit can be issued to the student for use at the UIW Bookstore. If the student’s financial aid package contains loans, proof of loan approval from the bank must be presented before bookstore charges can be granted. Charges can be made within thirty (30) days of the first day of classes. Students requiring this service must contact the Business Office to make arrangements. Books may be returned for a full refund up to seven (7) days from the first day of class. A receipt must be presented. With a valid drop slip and a receipt, students may receive a full refund up to two weeks from the beginning of classes for books in their original condition. Refunds on textbooks after this period are fully refundable up to two (2) business days after purchase, with valid receipt. Purchases made with a check have a five (5) business day waiting period.

Online Book Orders

You may order your textbooks online from the link on bannerweb or by going to www.uiw.bkstr.com. Textbook information may also be obtained from the downloadable course schedule on the university website. Simply click the blue hyperlink to the left of the course information. We accept credit cards and bookstore credit on this website. Please allow up to two (2) business days for order processing. You may select in store pick-up or shipping and will receive an order confirmation when your order is ready. Books shipped to an APO are sent USPS priority mail but may take 2-4 weeks to arrive. We do not ship to PO Boxes.

Textbook Rentals

Since August 2010, the Bookstore, in conjunction with the university, began offering textbook rental. Approximately 45 percent of titles are available for rental. Customers must be 18 and have a valid credit/debit card for collateral. The rental fee may be paid with Bookstore credit, cash, check or credit card. Rental is for one term only, and books must be returned by the deadline to avoid being charged full price, plus a 25 percent non-return penalty for the book. Please go to www.uiwshop/rental for detailed information.

Business Office
Phone: (210) 829-6043 (Back to TOC)

Payment Options

(For more information refer to our UIW Undergraduate Bulletin or UIW Graduate Bulletin):
Other than Financial Assistance and Work-Study programs, the university accepts cash, checks, credit cards, ACH and International Funds Transfers (IFT) for payment of tuition and fees.

- **Cash, *check and credit card payments** for the payment of tuition and fees are accepted at the Business Office, Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m. Payments sent via mail should be forwarded to: UIW Business Office, 4301 Broadway CPO #291, San Antonio, Texas 78209. All checks must include the student’s name, student ID number, and specific term to insure proper credit to account.
*Drop Box located next to Rm. 190 in the Administration Building.
The following credit cards are accepted: MasterCard, Visa, American Express and Discover.

- **Secured web payments** for tuition and fees are accepted via the UIW ePayment Center. The UIW ePayment Center can be accessed through the myWord portal (my.uiwtx.edu) or through Banner Web (bannerweb.uiwtx.edu). To access the myWord portal, you will need your UIW email username and password. The default password for myWord is your Student ID #. To access BannerWeb you will need your Student ID# along with your UIW PIN (personal identification number). The default PIN is your birthdate in the MMDDYY format. For those students with no PIN number, contact the Registrar’s Office at (210) 829-6006.

- The university offers students a **Tuition Payment Plan**. The student can divide their charges into installments. *It is the responsibility of the student to enroll in a payment plan each semester.* Failure to remit these payments may result in withholding of credits, transcripts, and diplomas. In addition, a late payment fee will be assessed each month for not submitting tuition payments as agreed. Students on a payment plan will not be exempt from the liability for those charges. Enrollment into this plan includes an enrollment fee.

To enroll in the deferred payment plan or if you need additional information, please come by the Business Office or call (210) 829-6043.

Payment Policy

(For more information refer to our UIW Undergraduate Bulletin or UIW Graduate Bulletin):

1. Tuition is due on or by the first day of the respective semester. Payment options are available and must be finalized by the eighth calendar day from the first class day of the semester.
2. **ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**
3. Students who have not met their total financial obligations to the university may not be permitted to enroll for a subsequent academic term.
4. Withdrawal without proper notice results in failure in all courses for the semester and the student is held liable for the full payment of tuition, fees and other charges.
5. Students must pay their financial obligation in full to the university to have diplomas and transcripts released. In addition, if payment is not made in full, students will be prohibited from participating in the graduation ceremony.
6. The student agrees to assume liability for any debt incurred during his/her attendance at the university. In the event of a delinquency or default, the student will pay all reasonable costs of collection, including but not limited to attorney fees and necessary court costs.

**Returned Items/Insufficient Funds**

When the bank, for whatever reason returns a check, or rejects an ACH transaction, a nonrefundable returned check service charge is assessed. The student is given ten days from the date of notice to make full payment by cash, money order, or cashier’s check. Once the student has had returned checks, the university reserves the right not to accept any personal checks from the students for future payments. Returned checks and rejected ACH transactions that are not paid will be submitted for collections.
Account Statements and Disputes

The university will electronically send each student a monthly account statement; paper invoices will no longer be sent. The statement will serve as a full accounting of the activity for the period. Each student must review the statement promptly and notify the Business Office immediately of any error or omissions in the statement. If any student does not receive a statement within 30 days of the start of the semester, the student should notify the Business Office promptly. Students have access to view their account statements online through the UIW e-Payment Center at: my.uiwtx.edu or bannerweb.uiwtx.edu

Not receiving an account statement does not exempt a student from being charged late fees or cancellation of registration. Students are also responsible for consistently checking their UIW email for updates about university matters.

A student must report any disputed items to the Business Office within 60 days after the items appear on the student’s statement. If the student fails to report a disputed item, he/she may not claim any liability on the part of the university in connection with the university’s handling of the item(s) in dispute. Before the university will consider making a refund or credit to the student because of claimed discrepancy, the student must give the university a written statement containing any reasonable information the university may require (i.e., name, student ID number, term and discrepancy).

Insurance

All full-time* (full-time constitutes 12+ hours for undergraduates, 9+ hours for graduates and doctoral students) are required to participate in the student accident and sickness insurance plan. Only domestic students are allowed to waive insurance when proof of existing personal coverage is presented and a waiver is completed (contact Business Office regarding waiver information). This plan protects students 24 hours a day, whether at home, school or while traveling. The insurance plan is also available for dependents. This coverage is in effect during the interim vacation periods. Participation in intercollegiate athletics is not covered. Brochures that describe the student health insurance cost and coverage details are available in the Office of Health Services, Business Office or by logging on to: http://www.uiw.edu/health/hinsurance.html. Insurance must be waived on or before the stated waiver deadline posted in the Academic Calendar found in the University Course Schedule.

*Full-time doctoral status changes when a student is in dissertation writing phase and/or 3+ hours (Doctoral students are not automatically charged in this status and must request and pay for insurance coverage after enrollment).

Note: Insurance is automatically assessed against the majority of student’s account. The charges will not be removed unless a waiver is submitted to the insurance provider within the waiver deadline date.

If charges do not appear on your student statement, it reflects no insurance premium has been submitted on your behalf. Application and full payment for dependent coverage is due the day of purchase. Eligibility of insurance is determined by insurance company.

Students currently enrolled in any university term(s) can purchase UIW student insurance for themselves, and their dependents at any time from the Business office during the academic school year. Individual student insurance must be purchased prior to availability for dependent coverage.
Parking Permits

All automobiles or motorcycles parked on campus must be registered with the Business Office. In order to park on campus, students must pay a parking fee that entitles them to obtain and display a parking decal. Since parking decals are issued annually, and in the event that you are not parking your vehicle on campus for a respective semester, you may be granted a parking waiver by returning the issued decal by the eighth calendar day from the first day of the semester. Part-time and graduate students will be assessed a fee dependent upon the number of semester hours they are taking any given term. The fee will be based on a rate of $14 per credit hour for part-time and graduate students. A lost or stolen permit can be replaced at the Business Office. The fee for a replacement permit is the full charge for the respective semester. Failure to exhibit a decal will be cause for ticketing. Incarnate Word High School and St. Anthony Catholic High School decals are valid parking credentials at the university. Parking regulations will be strictly enforced. Violators will be ticketed and charged. A repeat violation may result in the booting and/or towing of the vehicle at the owner’s expense. Parking fines are added to accounts once a valid match is made therefore failure to immediately post fines on a respective account does not release an individual of their responsibility to pay.

How to Obtain a Parking Decal

The university is now offering electronic application for parking decals. Please visit the Business Office webpage at https://www.uiw.edu and click on the Business Office link for further information.

A kiosk is available in the Business Office to assist you with insurance waivers, accessing the UIW ePayment Center and parking permit applications.

Individuals requesting an “H” parking permit designated for parking in handicap parking spaces on campus must present the following to the Business Office:
1. Your original letter issued by the state or your handicap placard (decal)
2. A valid driver’s license
3. A copy of your vehicle registration
   
   Note: The vehicle must be registered with the Business Office and the “H” parking permit must be picked up in person by the requesting student/employee.

For questions about specific charges or refunds, contact the Business Office at (210) 829-6043 or visit the Business Office webpage by logging on to: http://www.uiw.edu/busoff.

Campus Life Office
Phone: (210) 829-6034 (Back to TOC)
Fax: (210) 283-5023

The Offices of Campus Life create opportunities to support the academic and co-curricular education of each student by: teaching and developing leadership skills; encouraging self-efficacy and healthy life choices; fostering growth in faith and spirituality; and promoting a community founded on cultural respect and social justice. Students can enhance their UIW experience through participation in programs sponsored by the Offices of Campus Life; the Dean of Campus Life, Counseling, Health Services, Student Conduct, Residence Life, and University Events and Student Programs.
**Mediation Service**

Mediation is a process that attempts to establish communication between people having disputes and assists them in finding a mutually acceptable solution. The end result of a successful mediation is that there are neither winners nor losers, but rather, generally satisfied individuals who have arrived at an agreement, which resolves the dispute as they define it.

The University of the Incarnate Word offers mediation to assist members of the university community—faculty, staff, administrators and students—to resolve problems and disputes. For more information, call Dr. Keith Tucker in the Counseling Center, (210) 829-3126.

**Fax Service**

A fax service is available for students in the Campus Life Office. Fax charges are: $.50/page to send/receive local, $.50/page to receive long distance and $1.00/page to send long distance.

**Identification Cards**

Each enrolled student is provided with an official UIW Identification (ID) card to enable attendance at university functions and use of university facilities and services. All entering freshmen and transfer students obtain ID cards during orientation.

ID cards can be used to purchase food on campus, check out books from the library and gain entry into the residence halls, Wellness Center, theater, athletic events and the media center.

The university ID card is nontransferable. Any alterations to the university ID card, false representation in obtaining, and/or violations related to one’s use of the ID card may result in serious disciplinary action, up to and including suspension from the university.

Students should immediately report any lost, misplaced or missing ID cards in person to the Campus Life Office. (Delay in reporting a lost ID card could result in such things as food being purchased by another student and library books being checked out without proper authorization.) The cost to replace a lost ID card is $15.00. A university official may require students to present this card as evidence of student status at UIW. Failure to present an ID could result in disciplinary action.

**Campus Police**

**Phone:** (210) 829-6030 *(Back to TOC)*

**Committed to Excellence: Committed to Our Community**

The University of the Incarnate Word Police Department is a professional police agency staffed by State Licensed Texas Peace Officers. UIW Police Officers work to serve the UIW community by enforcing Texas laws and university regulations.

The mission and duties of the UIW Police Department are similar to any other campus and municipal police departments. Daily duties include traffic control, routine patrol, crime investigation and responding to emergencies. In addition, university police officers are responsible for enforcing the Texas Alcoholic Beverage Code (underage drinking), the Education Code and the Health and Safety Code (controlled substances and drugs).

UIW police officers work in conjunction with the San Antonio Police Department and other law enforcement agencies regarding crime on campus.
University police officers patrol UIW main campus, St. Anthony Elementary School, St. Anthony Catholic High School, St. Peter Prince of the Apostles Elementary School, Incarnate Word High School, Feik School of Pharmacy, the Chapel of the Incarnate Word Motherhouse and all other properties owned/leased/controlled by the university. Within Bexar County, UIW students and employees must always carry a university issued identification/ID badge while on any UIW property.

**Visitor Parking**

It is the responsibility of the host student to notify the Visitor Information & Parking Office at least 48 hours in advance of visitors requiring temporary parking. In order to obtain a permit the host student or guest must send an email to tempparking@uiwtx.edu and provide the following information:

- Host student name and UIW ID number
- Guest name
- Guest driver’s license number and state
- Vehicle license plate and state
- Make and model of vehicle
- How long guest will be on campus

If advance notice is not provided then the host student and guest must stop by the Visitor Information & Parking Office located near Mission Plaza with documentation of the requested information listed above. All temporary permits issued will only be valid in the Economy Lots/ Parking Spaces (Any legal parking space, not reserved, specially labeled, or coned, from the San Antonio River westward to US 281 /I–37 and between Hildebrand to the north edge of campus as shown on the UIW Parking Map.) It is the responsibility of the host student to inform the guest of the parking rules and regulations of the university and ensure the policies are followed. Student guests needing to utilize disabled parking should stop by the Visitor Information & Parking Office with the appropriate state placard/plates/documentation and state issued identification to receive a pass allowing guests to park in any disabled parking spot or if there are no disabled spaces available, guest may park in any ‘P’ (Premium) area (in a legal parking space).

All visitors should be instructed in advance to use the Burr/Broadway Street entrance to register their automobiles and produce a valid picture ID for entrance onto campus. If arriving on campus after hours during the school week (Monday- Friday) it is the responsibility of the student host and guest to obtain a permit by 8:00 am in order to avoid parking fines. If a guest receives a parking citation they are to follow the appeals procedure for UIW guests. Appropriate signage clarifying this policy will be displayed at all campus entrances and exits.

Campus parking regulations are strictly enforced. It is the responsibility of the student to become familiar with parking policies and the consequences of their violation. A copy of the policies and procedures as well as sanctions for their violation is available online by logging onto Banner Web and clicking on Cardinal Cars.
Call Boxes

Emergency call boxes are located in the following locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SACHS</td>
<td>Elevator in the main building</td>
</tr>
<tr>
<td>Dubuis Hall</td>
<td>Eastside door mounted on wall</td>
</tr>
<tr>
<td>Clement Hall</td>
<td>In the lobby next to front desk</td>
</tr>
<tr>
<td>Agnese/Sosa parking garage</td>
<td>1st floor between elevators</td>
</tr>
<tr>
<td></td>
<td>Emergency phones in elevators x 2</td>
</tr>
<tr>
<td>Convocation Center</td>
<td>281 Bridge</td>
</tr>
<tr>
<td></td>
<td>Eastside of bridge near ICC parking lot</td>
</tr>
<tr>
<td>Joyce Building</td>
<td>Emergency phone in elevator</td>
</tr>
<tr>
<td></td>
<td>Joeris Hall</td>
</tr>
<tr>
<td></td>
<td>One in each elevator (x2)</td>
</tr>
<tr>
<td>Ancira Tower</td>
<td>One in each elevator (x4)</td>
</tr>
<tr>
<td>Nursing Building</td>
<td>In the elevator</td>
</tr>
<tr>
<td>Natatorium</td>
<td>In the elevator by the pool</td>
</tr>
<tr>
<td>Bonilla Science Hall</td>
<td>In the elevators</td>
</tr>
<tr>
<td>Grossman International</td>
<td>Administration Building</td>
</tr>
<tr>
<td>Conference Center</td>
<td>Back door in the courtyard</td>
</tr>
<tr>
<td>Westside entrance</td>
<td>In the elevator</td>
</tr>
<tr>
<td>Eastside entrance</td>
<td>Fine Arts Building</td>
</tr>
<tr>
<td></td>
<td>Administration Building</td>
</tr>
<tr>
<td></td>
<td>Back door in the courtyard</td>
</tr>
<tr>
<td></td>
<td>In the elevator</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>Outside near road on brick wall</td>
</tr>
<tr>
<td>Avoca Elevator to ICC 2</td>
<td>Outside of Avoca E</td>
</tr>
<tr>
<td>Avoca A,B,C,D,E</td>
<td>1st floor</td>
</tr>
<tr>
<td>Math/Science/Engineering</td>
<td>IWHS</td>
</tr>
<tr>
<td>(AT&amp;T Center)</td>
<td>1st floor Madeline Hall between</td>
</tr>
<tr>
<td></td>
<td>Mt. Erin Hall</td>
</tr>
<tr>
<td></td>
<td>Entrance to swimming pool</td>
</tr>
<tr>
<td></td>
<td>Back entrance to Madeline Hall</td>
</tr>
<tr>
<td></td>
<td>Dorms</td>
</tr>
<tr>
<td>ICC 2 McCombs Center</td>
<td>1st floor near handicap spaces</td>
</tr>
<tr>
<td></td>
<td>2nd floor outside of elevators</td>
</tr>
<tr>
<td></td>
<td>3rd floor outside of the elevators</td>
</tr>
<tr>
<td></td>
<td>Emergency phones in each elevator x 4</td>
</tr>
</tbody>
</table>

Office of Career Services & Professional Development

Phone: (210) 829-3931 (Back to TOC)

Career education: The most powerful part of your degree!

This office provides a centralized and comprehensive resource center to meet the employment needs of all students, from freshmen to alumni. The staff offers a variety of programs to educate, develop and assist students in successfully meeting the challenges of the ever-changing work environment. Students and alumni develop effective job-seeking skills and techniques through programs addressing effective cover letter writing, résumé development and interview skills training.

Career Counseling & Assessment

Job seekers have the opportunity for one-on-one career counseling by appointment and assessments are available to determine potential majors.

Professional Development

Topics include: Résumé Essentials, Non-Profit Careers Panel Discussions, Preparing for a Job Fair, Alternatives to Medical School, Law School Panel, Benefits & Salaries: Realistic Expectations, and Effective Interviewing.

Job Fairs

Job Fairs provide students and employers opportunities to explore internship and employment possibilities. Students and alumni may obtain information for on and off-campus job fair activities. UIW hosts two spring job fairs to accommodate for the recruitment of full time, part time, and internship opportunities.
On-Campus Interviews

Students and alumni can interview for internships and professional employment with our On-Campus Interview Program each fall and spring semester. Check the website and Career Circuit for upcoming schedules.

Résumé/CV/Cover Letter Review

Students may create an online account in Career Circuit, upload their résumé and cover letter. Students will receive suggestions or revision if needed.

Job Postings in ‘Career Circuit’

Career Circuit provides free access to online job postings for part-time, full-time, and internship opportunities. Users have the ability to apply for these openings, learn about upcoming career-related events and on-campus recruiting dates. Résumé posting is also available. ‘Career Circuit’ is located at http://www.uiw.edu/career/.

Type Focus Careers

For those seeking clarification of majors and careers that would be a good fit, this online program can provide answers and insights. Start at http://careers.typefocus.com – Click on the “New Users-Click to Register” link. Complete the required information. After clicking on I Accept, record the information to enter the program each time. Please contact the Office of Career Services at (210) 829-3931 for login instructions.

Center for Civic Leadership

Service to the community is one of the values that UIW aims to instill in all students. There is a graduation requirement of 45 hours of community service for all undergraduates. Graduate and Professional School students are also encouraged to engage in opportunities to serve the community while enrolled in UIW. The Center for Civic Leadership can assist students in finding meaningful experiences for community service as well as helping students integrate this experience into their personal and professional goals. The Center is located on the first floor of the Administration Building, Room 158 and is open from 9:00 a.m. to 6:00 p.m. Monday through Friday. Associate Director: Mónica Cruz, Phone: (210) 283-6423; email: mdcruz@uiwtx.edu

Counseling Center

Phone: (210) 832-5656 (Back to TOC)

Personal counseling services are available to students of the University of the Incarnate Word on an appointment basis. The ever-challenging demands of growth, change and the expanding horizons of learning are at times stressful and often require an adjustment of attitudes and new coping skills. Two full-time professional counselors and doctoral interns are present on a daily basis to assist you. Personal counseling, couples issues, addiction, stress management and anxiety reduction are among the topics they can address.

Development Office

Phone: (210) 829-6013 (Back to TOC)

The Mission of the Development Office is to secure and sustain financial support for authorized university projects, primarily for the annual fund and endowment and to act as stewards in the recording and processing of all pledges and gifts and to maintenance of donor records; thus supporting UIW’s Mission by providing financial support that will allow the university to continue its commitment to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God.

Students are invited to participate by volunteering to help make phone calls to alumni during the annual Phon-a-thon which supports the annual fund.
The University of the Incarnate Word offers seven locations for food service:

**Marian Hall Café**, located in Marian Hall/Student Center, is the main dining facility and provides a variety of food options for one “all you care to eat” price: home-cooked entrees, salad bar and soup, pizza, the grill, and vegetarian entrees.

**Hortencia’s**, located in the Administration Building, features Chick-fil-A, Sammi’s (made to order sandwiches), grab-and-go salads, and convenience foods and snacks.

**Java on the Hill** is located in the McCombs Center on the 4th floor adjacent to the University Bookstore and offers pizzas, hot appetizers, and daily specials. Enjoy your favorite Starbucks Coffee, freshly baked pastries, desserts, and gourmet salads and sandwiches.

**Finnegan’s Coffee Shop**, located just inside the lobby of the J. E. & L. E. Mabee Library, it is the perfect place to stop in for a cup of your favorite Starbucks beverage, fresh sandwiches, salads, soup, fruit, and baked goods.

The **Café** located in the Feik School of Pharmacy offers hot entrées, grab and go sandwiches, salads, beverages, and snack items.

The **Circa 1881 Café** is located in the Grossman International Conference Center and features tacos, burritos, and wraps.

**Catering (283-5011)** is available to all offices and organizations on campus. A special catering menu features items designed for student tastes and student groups. Items are made to order and prepared for pick-up by the customer.

*Beverage and/or snack machines are available for your convenience in most buildings on campus.*

**ELS Language Centers**

**Phone:** (210) 283-5077

**Fax:** (210) 829-2790  
ELS Language Centers/San Antonio provide pre and post-ESL testing and instruction for UIW international students. A twelve-level program provides intensive (30 hours per week) and semi-intensive (20 hours per week) courses of study as well a program for dependents of international students and those on tourist visas. UIW also offers concurrent enrollment with ELS known as the Bridge Program. Each level of instruction lasts four weeks. ELS classes are open to the general public.
Financial Assistance
Phone: (210) 829-6008 (Back to TOC)

Check out our online student guide at:

The primary purpose of financial aid is to provide resources to students who would otherwise be unable to pursue a post-secondary education. The UIW Office of Financial Assistance (OFA) will meet the direct costs or financial need of all eligible students until funds have been exhausted. All students are awarded on a first-come, first-serve basis, subject to the availability of funds, academic performance and demonstrated financial need.

The priority deadline is April 1. In order to receive the best possible financial aid package it is important for students to submit a FAFSA and complete their application file by this deadline. A complete file includes the Free Application for Federal Student Aid (FAFSA), a UIW Student Information Form, a UIW Payment Authorization Form, and verification documents (if required).

The OFA is open to students on a walk-in basis during business hours. The OFA offers a resource center for scholarship searches, electronic transmissions of FAFSA information and various lender and service information. The OFA webpage at www.uiw.edu/finaid includes information about applying for aid, award status, and various forms to download.

**General Eligibility Requirements**

**Students must:**
- Be enrolled at least half time in a degree-seeking program.
- Be making satisfactory academic progress.
- Not be in default on any federal and/or state loan program.
- Not owe a refund on any federal and/or state grant.

**Types of Financial Assistance**

Each program has its own set of eligibility requirements.
Please check our website for the specifics of each one of these financial aid programs:
- Academic Scholarships
- Performance Scholarships
- Grants
- Federal Work-Study
- Student Loans
- Outside Scholarship

**Student Responsibilities**

* A student must report to the OFA any funds being received from outside resources. This includes scholarships, grants, tuition assistance, employer reimbursements, military benefits, etc. The OFA is required to include outside resources in your overall financial aid package.
  - Students must complete the loan process before the start of each semester to ensure that tuition and fees will be covered.

  - Students must maintain satisfactory academic progress. Go to www.uiw.edu/finaid for more detailed information.
**Disbursement of Financial Assistance**

All grants and scholarships will be disbursed on the first day of class. Student loans will be disbursed by the first day of class if the student completed the loan process in time. Loans processed late will be disbursed within two (2) business days of a student completing their file or reaching half-time status, whichever is later. All loans must be approved and processed before the student will be issued bookstore credit. If the student has more financial assistance than billed charges, bookstore credit can be placed on the student’s account two weeks prior to the semester start date.

Living expense checks are issued to students if there is an excess of financial assistance over and above their billed charges. Living expense checks will not be issued to the student until after the 100 percent refund period has ended for each term of enrollment. The student must have an actual credit balance, which means that all funds must be disbursed into the student’s account (no pending funds).

**First Year Engagement**

Phone: (210) 805-3006 (Back to TOC)

We are dedicated to promoting the success of first year students by enhancing student engagement on campus. We are available to help students find answers to questions that will lead to their academic success. First Year students learn to understand “You Own Your Education,” which introduces self-responsibility and an awareness of the path to success.

We assist first year students in obtaining:

- Academic Success
- Selection of Major
- Study Skills
- Time Management Skills
- Campus Involvement
- Campus Resources
- A Peer Mentor

**Foundation, Corporate & Government Relations**

Phone: (210) 829-2752 or (210) 829-3948 (Back to TOC)

This office is responsible for cultivating donor relationships with corporations, philanthropic foundations, and federal government. It continually researches opportunities for funding from those sources, and submits proposals and applications accordingly. The office assists faculty, staff and administrators in developing and preparing funding proposals.

**Health Services**

Phone: (210) 829-6017 (Back to TOC)

At UIW, students are encouraged to take responsibility for their body, mind, and spirit and develop their own personal wellness plan. Support is given for changes resulting in continued improvement and growth. Student Health Services assists students who are in need of basic medical service, health information and health-related counseling.
Appointments
The Student Health Center is open Mon.-Thurs. 8 a.m.-7 p.m., and Fridays, 8:00 a.m. - 5:00 p.m. (Summer Hours: Mon - Fri 8:00 a.m. – 5:00 p.m.) No appointments necessary. It is located on the ground level of the parking garage with the entrance behind the Nursing Building. A doctor is available on campus Mondays, 3:00 p.m. – 5:00 p.m. and Tuesdays, 8:30 a.m.- 10:30 a.m. on a walk-in basis. A clinical nurse specialist is also available on a walk-in basis and can order diagnostic tests and write prescriptions. Students’ medical records are confidential and maintained in the Student Health Center. For any health services, please present your student I.D. When deemed necessary by the Health Center Staff, seriously ill students are referred to an urgent care clinic, emergency room, or a hospital or clinic of their choice.

Health Insurance
All students enrolled for 12 or more semester hours are automatically billed for health insurance through the University Health Insurance Plan. If a student has his/her own private insurance then an INSURANCE WAIVER FORM must be submitted online to the Insurance Carrier. This must be done prior to August 31 for this academic year. A link to the waiver form is available at: www.sas-mn.com. International students are not permitted to waive the University’s Health Insurance Plan.

The insurance plan protects students 24 hours a day while at home, at school or traveling and is in effect during interim vacation periods. Coverage is available for dependents and family members. For those who elect to purchase this additional benefit, contact the Insurance Carrier directly. Participation in intercollegiate athletics is not covered in the school’s insurance plan for domestic students. Detailed information on the coverage and cost is available from Student Health Services.

Immunization
The university requires all full-time undergraduates who live in on campus housing and all F-1 International Students to provide an immunization record upon enrollment. Required immunizations include a Tetanus-Diphtheria (Td), two Measles, Mumps, and Rubella (MMR) and a Polio series if less than 18 years of age. The meningitis vaccine is required by Texas State law for all first time and transfer resident and commuter students and must be received 10 days prior to move-in or the first class day. International students and those born outside of the United States are also required to have a Tuberculosis skin test (PPD), available in Health Services for a nominal fee. The results of the skin test must be within one year of starting at UIW. If the skin test is positive, then a negative chest x-ray within one year of admission is required.

Transportation
Student Health Services can help students arrange transportation to and from a doctor’s office or other medical facility.

STARS Peer Educators
STARS stands for “Students Teaching and Advocating for Responsible Self-growth”. The University of the Incarnate Word’s Student Health Services and Counseling Departments sponsors the STARS. Our group of peer educators assists these departments with health and wellness programs throughout the year.

Student Health 101 E-magazine
An online wellness magazine is available free to students every month. This magazine covers a wide range of health issues that are geared to university students. The most current issue is available at http://readsh101.com/go2uiwtx.html
**Institutional Advancement**

**Phone:** (210) 829-2748  *(Back to TOC)*

The Division of Institutional Advancement coordinates and manages all fundraising activities among faculty, staff, alumni, parents, students, friends, corporations, foundations, community and government agencies and other organizations to provide support for university operations, capital projects, scholarships and endowments. Institutional Advancement is also responsible for all marketing and public relations efforts in addition to graphic design and printing services for the university.

The professional staff works closely with the University Development Board, a voluntary group of 50 men and women from the local community or businesses who assist the University of the Incarnate Word with fundraising programs and special events.

Institutional Advancement (IA) also provides direction for all campus-sponsored fundraising. Student organizations, campus organizations desiring to raise funds for personal or group projects and programs should contact the Vice President of IA or the Director of Development for advice and assistance. Information will be provided about appropriate fundraising procedures and the initiative will be assessed to determine if official university endorsement can be awarded or various organizations and corporations can be contacted.

Through the Office of Public Relations, the division also handles all media relations for the university and can provide guidance to promote various campus sponsored events and activities. All media contact should be handled solely through the Office of Public Relations.

**Instructional Technology Office**

**Phone:** (210) 829-3945  *(Back to TOC)*

In support of the UIW Mission, the Office of Instructional Technology provides students, faculty and staff with the tools, training and resources needed to promote student engagement and success. We work to enhance and improve teaching, learning, research, and administrative operations.

You can sign up for classes that will help you make better use of technology during your time at UIW. You will especially want to sign up for classes that help you master Blackboard (our online course management system), Cardinal Mail (your university email account), and various offerings we present targeted at laptop and tablet computer users. Links to online tutorials are available at this website: [http://www.uiw.edu/technology/training-tutorials/](http://www.uiw.edu/technology/training-tutorials/). Or sign up for our hands on workshops at the Media Center desk.

Audiovisual support for special events and classrooms is available through the Instructional Technology Office. Description of equipment services and online request forms are available at this website: [http://www.uiw.edu/technology/media-center/audiovisual-support/](http://www.uiw.edu/technology/media-center/audiovisual-support/).

Contact the Instructional Technology Offices by calling (210) 829-3945 or emailing *mediacenter@uiwtx.edu*.

**International Student & Scholar Services**

**Phone:** (210) 805-5705 or Fax: (210) 805-3021  *(Back to TOC)*

This office is the first personal contact with UIW personnel for most international students. Its staff issues the legal documents that enable international students to obtain visas to enter the United States. Once at UIW, these students will find assistance in many areas, such as adjusting to life in an American university setting, starting in their UIW academic experience, complying with university procedures and immigration rules and regulations. An orientation program, required of all new international students, provides basic information for the start of their academic career at this university. The students should maintain close contact with the International Student & Scholar Services during their entire tenure at UIW, especially for issues relating to their immigration status.
The J.E. and L.E. Mabee Library is an inviting, up-to-date facility with a rapidly growing resource collection. It houses the latest in instructional and electronic technology, supporting resources in a variety of formats to meet the expanding curricula and research programs of the university.

Current library information regarding regular and holiday hours are on the library’s website at http://library.uiwtx.edu/, available by telephone at (210) 829-6010, posted at the library entrance, and on the various campus and electronic bulletin boards. Library guides, policies, information, various publications and databases are provided on the library’s website as well.

The Mabee Library manages a strong, well-balanced academic collection that contains over 300,000 print and electronic books and more than 40,000 unique journal titles also available in print and electronically. Students may gain full access to over 120 databases and other online journal collections by visiting the library’s web page and logging into subscribed resources using their UIW credentials. The majority of electronic resources are protected by U.S. Copyright Laws and vendor licensing agreements; therefore, access is limited to current users authenticated by the university’s server.

Materials not available at UIW can be obtained from participating libraries throughout the world by clicking on the Interlibrary Loan Service link on the library’s home page. Current UIW students can also check out materials from other academic libraries throughout Texas with a TexShare borrower’s card. TexShare borrower cards are issued at the library’s Reference Desk to users in good standing.

The Mabee Library offers many services and resources for student use. Bibliographic management tools (RefWorks and EndNote) as well as the library’s new discovery tool (Primo) have enhanced student access to information and resource management tremendously. Professional assistance with research and use of library technology is available every day the library is open. Please contact the library’s Reference Desk for details (210) 829-3835, text us at (210) 526-0776 or email us at: reference@uiwtx.edu.

Others Services and Resources in the library include:

Audiovisual Services

This growing collection includes CD’s, DVD’s video and audio cassette tapes, slides, educational and feature films for student and faculty use. The entire AV collection is located in the first floor room behind the Reference Desk area. Most items can be checked out for seven (7) days. The library maintains in-house viewing and listening equipment for the convenience of our patrons.

Information Literacy

Room 230 provides instructional space for Information Literacy classes. This hands-on environment allows students to be introduced to research-based concepts to aid in information retrieval and evaluation. To schedule an Information Literacy class, please contact the Information Literacy Coordinator at (210) 829-3841.

Mabee Library Media Center

Among our many offerings for students is the Media Services Center, a place where students have dedicated access to virtually all the technology they might want or need. The Media Services Center is located on the ground floor of the Mabee Library. The center features a full complement of desktop, PC’s, Mac’s, a GoPrint pay/print station, high resolution scanners, large scale printing services, and color image print services.
At the Media Services Center you’ll have access to the latest version of:

- Microsoft Office Suite
- Adobe CS
- Maya
- SPSS
- Food Processor
- AutoCAD
- Introduction to Algebra and many other titles

For a complete list of services available at the Media Services Center, point your browser to http://www.uiw.edu/technology/media-center/.

The Media Center is open seven days a week. Please visit our site to see our hours of operation: http://library.uiw.edu/

**Periodicals/Journals**

All print periodicals are housed on the second floor of the library. Most titles are now online and can be accessed remotely by current students and faculty using their UIW login credentials.

**Reference Desk**

This desk at the center of the first floor is staffed by librarians who can provide research assistance, information about library resources and services and brief one-on-one searching instructions to get you started. Call in questions to (210) 829-3935, text them to (210) 526-0776 or email them to reference@uiwtx.edu. All UIW librarians are subject specialists and will schedule one-on-one consultation meetings for more in-depth information needs. To determine who the librarian is for your subject area, visit the library’s webpage (http://library.uiw.edu/) and click on the Subject Librarians link.

**Reference Room**

This collection contains the scholarly encyclopedias, dictionaries, handbooks and other publications to support academic research for all areas of the curriculum. Many of the bibliographic indexes are now available electronically on the library’s homepage. (http://library.uiw.edu/) under the Databases link.

**Services**

**Circulation Desk**

Centrally located at the first floor entrance, this is the place to borrow and return materials, (including course reserve materials), check out group study room keys, laptops computers for in-house use, pick up Interlibrary Loan items, and to add value to student IDs for use as copy cards in the library and Media Center copiers/printers.

**Photocopiers**

The library maintains three photocopiers and three scanners. Add value to your student ID and use it as your photocopy/printer card. Scanner use is free.

**Coffee Shop**

Finnegan’s in Room 126, off the first floor entrance atrium, is a food services area for light refreshments and casual reading in the library building.
**Student ID Cards**

A UIW student ID card must be used each time materials are borrowed from the library. Only the person pictured on the ID—and in good standing with the library—is eligible for borrowing materials. Proxy borrowing privileges will be considered only under special circumstances. Approval must come from a library manager. ID cards are also used as printer and photocopy debit cards in the library. Cards must be encoded and value added at one of the value-adding stations in the library. Printer or photocopy credit does not have an expiration date. Value rolls over into the following semesters. However, a user cannot cash in the remaining balance on a copy card. Credit is given only for misprints due to equipment malfunction.

**Service Areas**

**Library Computer Lab**

Located adjacent to the Reference Desk, this lab houses multiple computer workstations specifically for research. All computers have Microsoft Office and Adobe Acrobat loaded on them along with the ability to print to a black & white or a color printer. Information can also be saved to a USB drive or temporarily saved to the computer desktop. All users should keep in mind that information saved to the desktop will be deleted at the close of their session.

**Additional Computers**

Additional computers are located throughout the building. Rooms 103 and 105 house computers specifically for graduate student use. Room 233 is reserved for doctoral students in the writing stage of their dissertation. Netbook computers are also available for check out and use in the library. These computers can access the wireless network and have Microsoft Office applications loaded on them as well.

**Media Center Computer Labs**

UIW students with proper ID may use computers (PCs and Macs) in the Media Center (G32). This area is located on the ground floor of the library.

The Service Desk for the Media Services manages the circulation of A/V equipment, schedules technology training and provides software assistance.

**Study Spaces**

**Quiet and Collaborative Study Areas**

Because students study needs include individual and group study, the library has made a focused effort to provide both collaborative and individual (quiet study) spaces on the 1st and 2nd floors. Visit the Circulation or the Reference Desk to find a map of these spaces within the library.

**Group Study Rooms**

Keys to group study rooms may be checked out at the Circulation Desk for use by groups of 2 to 12 UIW students. All rooms are equipped with white boards and most have large screen monitors ready to receive input from laptop or netbook computers. Policies governing the use of these rooms can be found on the library’s website.

Our library staff is committed to helping students attain their educational goals utilizing all available resources. All students are invited and encouraged to stop by, call, chat with or text the Reference Desk to ask for assistance with their research.
Learning Assistance Center: Testing
Phone: (210) 829-3876 (Back to TOC)
Administration Building, Room 216
University Testing Services offers a range of testing services to undergraduate students. These include:

- UIW faculty make up-exams
- American with Disabilities Act accommodated testing
- Math placement - this test will determine readiness to take college level math courses
- College Level Examination (CLEP)
- Defense Activity for Non-Traditional Education Support Standardized Test (DANTES)
- Law School Admission Test (LSAT)
- Nelson Denny Reading Test
- Texas Higher Education Assessment (THEA)
- National Board of Examiners in Optometry (NBEO)

Accommodated testing is determined through registration with Student Disability Services. For more information on current processes and fees, please visit our website at www.uiw.edu/testing.

Post Office
Phone: (210) 829-3963 (Back to TOC)
Hours of Operation: Monday - Friday: 8:30 a.m. to 5:00 p.m. Closed Saturdays, Sundays, and school holidays.
The Post Office is located on the ground floor of the Administration Building and provides mail box service for resident students, staff, faculty and administration. Post Office services include selling stamps, shipping packages (e.g.: USPS, UPS, FedEx) and renting mailboxes. Questions regarding mailbox assignments should be directed to the Postal Manager at (210) 829-6039.

Students are advised that mail being received at the UIW Post Office must have their names identified on the mail because the mail is sorted by Student Name and not Box Number.

Mail to be addressed as Follows: Name: Do not use nicknames (Use the name you registered with)
University of the Incarnate Word
CPO #
4301 Broadway
San Antonio, TX. 78209

Students picking up mail are required to have their mail key and Student ID. Lost mailbox keys may be replaced through the Post Office. Students are required to return mailbox keys to the Post Office at the end of each school year.

Registrar’s Office
Phone: (210) 829-6006 (Back to TOC)
The Registrar’s Office is responsible for enforcement of the academic catalog and all institutional and academic policies related to registration and graduation, maintaining student enrollment and academic credits, and certifying eligibility of graduates. Please refer to the Registrar’s website for additional information which can be located at http://www.uiw.edu/registrar/catalogs.htm
Graduation (Back to TOC)

The Registrar’s Office is responsible for enforcement of the academic catalog and all institutional and academic policies related to registration and graduation, maintaining student enrollment and academic credits, and certifying eligibility of graduates. Please refer to the Registrar’s website for additional information which can be located at http://www.uiw.edu/registrar/catalogs.htm

Probation

Please refer to the University Catalogue 2013-2015 for further detailed information. Information can also be obtained at http://www.uiw.edu/registrar/catalogs.htm

Suspension

Please refer to the University Catalogue 2013-2015 for further detailed information. Information can also be obtained at http://www.uiw.edu/registrar/catalogs.htm

Policy on Privacy of Student Records (Back to TOC)

The University of the Incarnate Word maintains educational records for all current and former students who officially enrolled. Student records at the university are subject to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. Students have the right to file a complaint with the U.S. Department of Education concerning compliance issues. The name and address of the appropriate office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Educational Records Fee

Upon matriculation, all students are charged a one-time educational records fee of $40.00 to cover administrative costs associated with the creation and maintenance of the students' educational record. After payment of this fee, transcripts are issued to students free of charge.

Educational Records on Campus

Educational records are those records directly related to a student for the purpose of recording the educational endeavor of the student. They do not include law enforcement records, employment records, medical records, alumni records, or faculty advisor/instructor notes. Educational records may be stored in many mediums and are not limited to an individual file.

Educational Record Review

Students have the right to inspect and review their educational record. All requests must be in writing to the Registrar and must identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the university official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. The response from the university official will be within 45 days of the receipt of the request for access.
**Educational Record Revision**

The student may request an amendment to the educational record if they believe it is inaccurate or misleading. The amendment of the educational record does not pertain to the grade assigned by the faculty. The student should write to the Registrar to request the amendment. The request must clearly identify the portion of the record he/she wants changed, specifying why it is inaccurate or misleading. If the university does not amend the record as requested, 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. Information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**Educational Record and Student Confidentiality**

The University of the Incarnate Word will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student. Directory information at the University of the Incarnate Word has been identified as:

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone Listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Each student has the right to restrict the release of any or all of this information by submitting a written request to the Registrar’s Office. School officials with legitimate educational interests may have access to educational records, without the students’ consent, if the record is needed in order to fulfill his or her professional responsibilities. School officials are identified as: a person employed by the university in an administrative, supervisory, and academic or research, or support staff position, a person or company with whom the university has contracted, a person serving on the Board of Trustees, or a student serving on an official committee, or assisting another school official in performing his or her tasks.

The Registrar’s Office is responsible for enforcement of the academic catalog, maintaining student enrollment and academic credits, and certifying eligibility of graduates. Please refer to the Registrar’s website for additional information on schedule changes, transcripts and withdrawal from the university which can be located at [http://www.uiw.edu/registrar](http://www.uiw.edu/registrar).

For additional information regarding the Registrar’s office hours of operations, please visit the website at [http://www.uiw.edu/registrar](http://www.uiw.edu/registrar).
Residence Life
Phone: (210) 829-6034 (Back to TOC)
Fax: (210) 283-5023

Campus Housing

Students seeking campus housing should submit a housing application, proof of meningitis and an accompanying $225 housing deposit. The Business Office will be notified to release the deposit to the student account when the student makes a proper checkout from the residence halls. To prevent the need to make a deposit for each new semester, the deposit may remain on their account with the Business Office as long as they are a resident in the residence halls. Residents are responsible for any costs associated with damages that occur in their residence (to include bedrooms and shared living spaces). A $500 cancellation fee and loss of deposit will be assessed if a resident breaks his/her housing contract during the contract period.

Students are provided the following options for campus housing:

**Avoca Apartments:** 2 residents per bedroom/4 residents per apartment
**Agnese/Sosa Living Learning Center:** 2 residents per bedroom/4-6 residents per apartment
**Burr-Perry:** 2 residents per bedroom/4 residents per apartment
**Clement Hall:** 2 residents per bedroom/suite-style bathroom
**Dubuis Hall:** 1-2 residents per bedroom/suite-style bathroom
**Hillside Hall:** 1-2 residents per bedroom/private bathroom
**Hillside III Hall:** 2 residents per bedroom/suite-style bathroom
**Joeris Hall:** 1-3 residents per bed/suite-style or private bathroom (respectively)
**McCombs Hall:** 1-2 residents per bedroom/4-7 residents per apartment
**Marian Hall:** 2 residents per bedroom/suite-style bathroom
**St. Joseph’s Hall:** 1 resident per bedroom/suite-style bathroom with community shower

Local phone, basic cable & wireless internet service are included. All resident students are required to purchase a meal plan each semester, including summer sessions. Meal plan options will vary by building assignment. The meal plan consists of board meals and dining dollars. Dining dollars will roll over from fall to spring if there is a balance, but remaining balances are forfeited after the spring semester. Board meals will not roll over if a meal balance exists. Food service is provided at six facilities on campus, which include the Marian Hall Café, Hortencia’s, Finnegan’s, Java on the Hill, the Pharmacy Café and the International Conference Center Café.

Any accepted or admitted student may request an application at any time by contacting the Residence Life Office. Room assignments are made based on application and deposit dates, and in a nondiscriminatory manner without regard to race, creed or national or ethnic origin. Whenever possible, mutual requests for roommate preference or stated room requests are honored; however, the university maintains the right to make room assignments. Due to the increased demand for on-campus housing, please visit the UIW residence life website at [www.uiw.edu/housing](http://www.uiw.edu/housing) for deadline dates.

The residence hall agreement is binding for the entire academic year (fall and spring) or for any remaining portion of the contract if it is signed after the beginning of the fall or spring semester. Cancellation requests for housing deposits must be received in writing.

The Office of Residence Life employs Resident Assistants (RAs) who are student staff members living in each residence hall. RAs are student staff members who act as a resource and build community in the hall. The Residence Life Handbook, a publication that can be found on the UIW Residence Life website, outlines expected conduct, policies, and provides information about the residence facilities.
Between semesters, Break Housing is provided in all university housing for an additional charge. For more information about Residence Life please see the website. [www.uiw.edu/housing](http://www.uiw.edu/housing).

**Student Center Services**

**Phone:** (210) 841-7360 ([Back to TOC](#))

The Student Center, located in Marian Hall, serves as a gathering place for students and the focal point for programs, activities and socialization. It is the place where students come together to meet friends, study and just relax. It is equipped with a karaoke machine, two flat screen televisions in the lounge, and a game room with a flat screen television, PlayStation 3 & 4, XBOX, Wii, two pool tables, and ping pong tables.

The Student Center information desk serves as the source for general campus information. Through the information desk, students can reserve Student Center facilities and game room equipment. Discount movie tickets, VIA bus passes, and limited school supplies are available for purchase. Student Center and Leadership Activities has also purchased equipment that can be used for fundraising. Those items include popcorn and cotton candy machines, and hot dog and nacho cheese/chocolate machines. Please use OrgSync to request these items. Student organizations must also use OrgSync to book the Student Center Lounge, Patio or Conference rooms for meetings or events.

During the fall and spring semesters, the Student Center is open Monday through Friday from 9:00 a.m. – 11:00 p.m. and weekends from 12:00 p.m. – 10:00 p.m.

**Student Disability Services Office**

**Phone:** (210) 829-3997 ([Back to TOC](#))

The University of the Incarnate Word ensures accessibility to its program, services and activities for qualified individuals with documented disabilities. This is accomplished through a variety of accommodations and services tailored to meet each individual’s need and strengths.

**To Qualify for Services:** Students must provide the Student Disability Services Office with appropriate documentation of the disability at the time services and/or accommodations are requested. For more information or to set up services through the Disability Office, contact the Student Disability Services Office in the Administration Building- Room 105.

**Student Lockers**

**Phone:** (210) 829-6034 ([Back to TOC](#))

Long-term lockers for students are located on the ground floor of the Administration Building. Lockers are secured on a “first come, first serve” basis. To obtain a locker locate an empty locker and secure personal items with a lock (not provided by UIW). Lockers should be used on a semester basis. Lockers should be cleaned out at the end of the fall and spring semesters (December and May).

Locks on lockers will be cut off at the end of the spring semester. New Lockers/locks can be re-secured at the beginning of the summer term. The university does not assume responsibility for items left in the lockers or the locks that are destroyed.
Student Media

The LOGOS
Phone: (210) 829-3964 (Back to TOC)
Fax: (210) 283-8005
The Logos is the official student newspaper for the University of the Incarnate Word. It is published several times each semester. The award-winning Logos, which has a faculty adviser, is produced and edited by a student editor, mostly volunteer student staff, some work-studies and students enrolled in the Publications Practicum class for academic credit. The newspaper reports campus news, sports and special events. It also provides a medium for expression of student thoughts through articles and editorials. Students wishing to contribute story ideas, articles, graphic art and/or photography or sell ads are always welcome. The newspaper also can be seen online at http: www.uiw.edu/logos or interactively at http://uiwlogos.org.

Quirk
Phone: (210) 829-3885 (Back to TOC)
Quirk is UIW’s student-produced journal of the arts. Published every spring by the members of Editing and Publishing (ENGL 3365), Quirk contains poetry, short stories and artwork, including photographs, drawings and computer-generated images. The editors solicit manuscripts from the whole UIW community: students, faculty, and staff. Anyone interested in submitting original creative work may find submission guidelines and submission forms on the Quirk website at sites.uiw.edu/quirk. New and old copies of the journal are available for sale at AD340C.

Study Abroad Office
Phone: (210) 805-5709 (Back to TOC)
Fax: (210) 805-5701
This office provides assistance to students and faculty who wish to participate in an exchange program with one of our international sister schools. The office has a library of related materials and information on study abroad issues and maintains its own website at www.uiw.edu/studyabroad. The staff encourages all interested students to make an appointment to discuss the variety of options available for foreign study.

Technology Services
Help Desk: (210) 829-2721 (Back to TOC)
Media Services: (210) 829-3945

Technology at UIW – What you need to know Overview
At the University of the Incarnate Word, we’re proud of the services we offer students to help them in their success at the university. Here’s a summary of the most important of those services, but remember – if you have a technology concern or question that isn’t answered here, just ask us, and we’ll do our best to assist you. Here are some key points of contact that may help you:

Vice President, Information Resources & Chief Information Officer: 829-3866, or mailto:danduffy@uiwtx.edu, UIW Administration Building.
Technology Support Services:
Our help desk offers 24x7x365 phone support services. Contact the help desk on campus at ext. 2721; locally at (210) 829-2721; or toll-free at 1-866-614-5043. All calls will be answered by a live technician who can assist you in resolving login issues and answer your questions about UIW email, Blackboard, Banner, and other commonly-used applications. Our Help Desk window is open Monday through Thursday 7:00 a.m. to 7:00 p.m., Friday 7:00 a.m. until 5:00 p.m. on the ground floor of the Administration Building, and from 8:00 a.m. to 12:00 p.m. Saturday in the Media Center.

Instructional Technology Services (Media Center):
UIW provides you with many technology resources to help you in your studies. The main source for these services is the Media Center on the ground floor of the Mabee Library. There are also public computers and printers available for student use throughout the library. Most services available through Instructional Technology are free to UIW students, but a few services are fee-based such as printing. The Media Center is open seven days a week. Contact the Instructional Technology Offices by calling (210) 829-3945 or email mediacenter@uiwtx.edu

The UIW Network:
UIW is a fully networked campus as well as a fully wireless campus. All buildings at the university are wired for internet access, including dorm rooms, and wireless access is also available virtually anywhere on the campus that you might want to go, including dorm rooms, Marian Hall, the Mabee Library, and shady spots under trees throughout the main campus! To begin using our Wi-Fi network, please stop by our Help Desk, which is located on the Ground Floor of the Administration Building Room 15.

Students living in UIW residence halls receive both wired and wireless network/internet access from a separate network maintained by Apogee telecommunications. This residential network is called ResNet and is only available to residential students. Basic connectivity -- more than enough for most students -- is free to students in residence halls. Premium connectivity, which provides “power users” with increased bandwidth, is available for an additional charge directly from Apogee. Come by the Help Desk for more information about ResNet.

Computers:
We expect students to have and use laptop or tablet computers to help them study and learn. You can fulfill this expectation by purchasing a laptop or tablet computer elsewhere and bringing it with you when you arrive on campus or you may purchase a UIW-supported laptop or tablet computer that comes equipped with the productivity software you will need to be successful at the university. If you purchase a computer from UIW, you’ll find that the Technology Help Desk is a one-stop shop for your computer. If you choose to bring your own laptop to UIW, the Help Desk team can assist you in resolving network/Internet access issues. For other problems, you’ll need to contact the vendor that supports your system.

Managing your University Information:
The student portal, called myWord, provides single sign-on access to most of the academic tech tools you will use at UIW (e.g., CardinalMail, Blackboard, Bannerweb, etc.) as well as social sites such as Facebook. The portal also provides easy access to student account and course information. The portal can be reached at https://my.uiwtx.edu
Keeping in Touch:

All UIW students are issued a university email address called CardinalMail. This address is important, because it’s the electronic address to which official university correspondence is sent. Students use Webmail, or the Outlook client for student email, so you get all the benefits of Microsoft Outlook (calendar, contacts, inbox, task/assignment lists, and notes) while being able to send and receive mail from any web-enabled computer or smart phone anywhere in the world.

Incoming freshmen are sent an email and a letter after they have registered for classes to advise them of their UIW email address and how to use that account. If you did not receive this information or have lost your login information, contact the Help Desk for assistance in recovering your username and password. Remember: protecting your password is important. Don’t give out your password to anyone!

Mobile App:

The UIW mobile app for iOS and Android devices provides on-the-go access to many of UIW resources. With the app, you can access:

- UIW Faculty and Staff Directory
- UIW Athletics channel
- UIW’s iTunesU
- Blackboard
- Library
- UIW News
- MyWord – access to more resources, such as BannerWeb, Class Schedule, Financial Aid, & much more.

Don’t Forget

At the university we govern ourselves and our actions on the Internet through the use of several acceptable use policies. We’ve summarized the “do’s and don’ts” of these policies elsewhere in this handbook. You can view the full text of these policies on the Information Technology website at: http://www.uiw.edu/technology/policies-procedures/

Tutoring Services: Supporting your Success (Back to TOC)

Phone: (210) 829-3870 Email: tutoringservices@uiwtx.edu

Administration Building, Rooms 206 and 207

Tutoring Services offers one-on-one and group tutoring services to undergraduate students at UIW to assist them in achieving success in their academic endeavors. Our services include PASS-UW, a Peer Assisted Study Sessions program in the sciences. Our data show that students who attend PASS-UW sessions are more likely to pass the course. Leaders assist students in reviewing difficult content and learning how to study for the course. Additionally, we offer tutoring in business and humanities courses, time management, and study skills.

Tutoring in writing is available through the Writing and Learning Center, also located in the Administration Building, room 206. Tutoring in math is available through the Math Lab, located in the Bonilla Science Hall, room 222.

For more information, see our website: www.uiw.edu/tutoringservices, or contact the Director of Tutoring Services, Cristina Ariza, by phone at (210) 283-5020 or by email at mariza@uiwtx.edu.
**TRiO – Student Support Services**

Phone: (210) 805-5812  
Fax: (210) 805-5895  

The TRiO Student Support Services program is a federally funded retention and graduation program that serves 200 students who are either first-generation university students, low-income (as per federal guidelines) students and/or students with a diagnosed and documented disability. Applications and detailed program information are available in the TRiO Student Support Services Office in room 225 of the Administration Building or at www.uiw.edu/trio.

**University Events and Student Programs**

Phone: (210) 829-6034  
Fax: (210) 283-5023  

The purpose of University Events and Student Programs (UESP) is to provide students with opportunities and direction to develop knowledge and skills necessary for leadership. Students develop and practice leadership, team building and group problem-solving skills through participation in the student organizations, Greek life, leadership training and seminars. Students can also develop relationships that increase the value of the university experience. This is your university. It is you, the students, who give your university its unique character and identity. This personality is reflected in the many student groups and activities found on campus. Get involved and join an organization!

**Student Government Association**

SGA serves as the official representative of the views, needs and interests of the student body in relation to the faculty, staff, administration and general public. The right of the student body to self-govern, approved by the administration, is expressed through SGA. General Assemblies are open to all, unless otherwise specified in advance. The president of SGA is traditionally nominated to serve as a voting member of the Board of Trustees. The SGA advisor is the Director of University Events and Student Programs.

In the spring semester of each year, the student body elects the Student Government Association executive officers (President, Vice President, Secretary, Treasurer, and Student Concerns Representative). The Parliamentarian/Historian, House of Representatives Liaison, and Senate Liaison are appointed. Senators are elected to represent each class (freshman, sophomore, junior and senior), resident, commuter, international, graduate, athletic and at-large students in the fall semester of each year. In addition, each of the academic schools nominates a senator. Students also serve as Interns and Committee members for SGA events.

Students interested in running for office or volunteering their talents to help with committees or activities should contact the SGA Office at (210) 829-3833, or email them at sga@uiwtx.edu.

**Campus Activities Board**

The Campus Activities Board (CAB) functions to meet the university community’s need for on-campus programming. Programming includes a variety of co-curricular opportunities such as cultural and educational events, musical performances, exhibits, films, and novelty acts. In support of the University Mission, the programs and activities are designed to be culturally diverse, educational, enlightening and entertaining.
Greek Life

UIW has eleven social Greek-letter organizations: Alpha Sigma Alpha, Alpha Sigma Tau, Delta Beta Chi, Delta Xi Nu sororities, and Chi Phi, Kappa Sigma, and Lambda Chi Alpha, and Phi Iota Alpha fraternities. Students can also join two city-wide multicultural sororities, Delta Sigma Theta and Alpha Kappa Alpha. Other multicultural Greek Letter organizations like Alpha Phi Alpha, Kappa Alpha Psi, Phi Beta Sigma, Beta Phi Beta and Sigma Gamma Rho accept members from UIW. Greek organizations participate in community service, mixers with other Greek organizations, formals, Greek Week, and the Greek Awards program held at the end of the spring semester.

A student with at least 12 university credit hours and a 2.5 GPA is eligible to join a Greek organization. Check with members of your organization of choice because they have higher GPA requirements. Recruitment/Rush is held in the fall and spring semesters. The Director of UESP serves as the advisor to Greek Life. The Director can be reached by calling the Offices of Campus Life at (210) 829-6034.

All Greek Council-Panhellenic Council and Interfraternity Council

The purpose of the Panhellenic and Interfraternity Councils are to create and maintain high standards in the life of fraternities and sororities by addressing, coordinating and developing strategic action plans; to unify organizations, promote higher education, provide community service, enhance leadership and serve as a liaison between the university student body and administration thereby improving the campus climate.

University Mission and Ministry

Phone: (210) 829-3128 (Back to TOC)

Mission Statement

The Purpose of University Mission & Ministry is to make visible and tangible the Incarnate Word of God in the university.

We do this by… engaging university life through prayer, liturgy, outreach, faith development, and pastoral care. While expressing a Catholic identity and the Incarnational spirituality of the founding Sisters, we are enriched by the religious traditions of each individual. Mission & Ministry seeks to empower this community to live the Gospel of Jesus Christ by facilitating indicatives of service, peace and justice.

Student Ministry Interns are an integral part of this ministry and their growth in faith and development of leadership skills is a core aspect of our ministry. Together, the professional staff and student Ministry Interns seek to extend an invitation to all students, faculty, and staff to explore formative issues of faith, values and purpose.
Personal and Spiritual Growth Opportunities

Our student Ministry Interns plan and lead all our programs providing for you many opportunities for personal and spiritual growth. Some of those opportunities include: Sunday evening Inspiration Fellowship, Friday evening Lighthouse gatherings, Breathe (weekly prayer experience), Bible studies, Cardinals for Life, peace and justice initiatives, community service, Interfaith Council, SALVE Fall Retreat, Breathe Spring Retreat and much more. Students can become a part of Mission and Ministry by simply attending events or by formally signing up with a team member.

Meet the Mission

Initiated in 2005, by psychology professor Dr. Harold Rodinsky and several faculty members, Meet the Mission was introduced to put the mission into action in the community. Meet the Mission is held each fall semester. Organized teams of students go with faculty to sites such as SAMM Ministries, The Food Bank, Travis Park Methodist Church which has a program for the homeless, Salvation Army and Visitation House for homeless and abused women and children.

Meet the Mission: Alternate Spring Break Edition

Branching out of the fall immersion experience Meet the Mission: Alternate Spring Break Edition is held each spring break. Faculty organize painting initiatives through local community centers. From 2011 – 2014, hundreds of students and faculty/staff have served the San Antonio community though the Willie Velasquez Center and the Frank Garret Center on the West Side of San Antonio.

Writing and Learning Center (WLC) (Back to TOC)
Phone: (210) 283-6326   Email: wlc@uiwtx.edu
Administration Building, Room 206
The WLC guides UIW undergraduate students in improving their writing skills so that they will be prepared to succeed in writing-intensive university courses and in their careers. We offer:

- Individual consultations on papers for courses across a range of disciplines
- Interactive workshops to practice and fine tune writing skills
- Online tutoring in real time
- Additional online resources

For more information, check out our website: www.uiw.edu/wlc, or contact the WLC Director, Dr. Amanda Johnston, by phone at (210) 805-5856 or by email at ajohnsto@uiwtx.edu.

Writing support for graduate students is available through the Graduate Support Center: www.uiw.edu/gsc.
**Academic Policies**

Please visit the academic webpage at [http://www.uiw.edu/home/academics/](http://www.uiw.edu/home/academics/) for a detailed description of academic programs offered at UIW.

**Class Attendance (Back to TOC)**

In general, students are expected to be prompt and regular in attending classes. Attendance policies for individual classes are set by the instructor and written into the course outline. Although absence from class because of illness or emergencies is unavoidable, excessive absences normally affect quality of achievement and, therefore, the grade. The responsibility for attendance is placed primarily on the students. Students who are unable to attend scheduled classes should contact the University Advising Center. Personnel from this office will provide instructors with an explanatory notification of the absence. Such notice, however, does not excuse the absence, and the student must arrange with the instructor to make up work missed.

**Class Absence for School Activities (Back to TOC)**

At times, a student who is participating in an activity approved by the university is required to miss a class. Some examples of such activities are: (1) those that a student participates in as a condition of his or her university-sponsored scholarship, (2) a college dean-approved event, or (3) participation in a university sponsored athletic competition, or (4) those that are a condition of satisfactorily completing the requirements of his/her major.

No student participating in any such event shall be charged with a specific penalty for missing the class and any student will be given the opportunity to make up work missed in that class within some reasonable period of time. Instructors may wish to indicate more specifically how they will deal with these circumstances in their syllabi.

It is recognized that there are other activities that may be important to the student. Arrangements for dealing with any class work missed as a result of these activities must continue to be negotiated between the student and the instructor. In any event, instructors may ask students who will miss more than 15 percent of the scheduled classes through any combination of excused and/or unexcused absences to withdraw.

**Academic Integrity Policy (Back to TOC)**

(Approved by the Board, 6/94; revised by VPASA, 9/07)

The University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The university expects its students to pursue and maintain truth, honesty and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms, which define an academic community. The following definitions and guidelines have therefore been established to secure the maintenance of academic integrity at Incarnate Word.

I. Forms of Academic Dishonesty (these include, but are not limited to:)
   a. Cheating on tests, examinations, or other class or laboratory work.
   b. Involvement in Plagiarism (appropriation of another’s work and the unacknowledged incorporation of that work in one's own written work offered for credit).
   c. Counterfeit work - including turning in as one's own, work that was created, researched, or produced by someone else.
   d. Falsification of Academic Records - knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.
   e. Unauthorized Reuse of Work - the turning in of the same work to more than one class without consent of the instructor involved constitutes academic dishonesty.
   f. Theft - unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, or theft of completed tests.
g. Collusion - involvement in unauthorized collaboration with another person to violate a provision of the Code of Academic Integrity.

h. Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to help another to violate a provision of the Code of Academic Integrity.

Instructors who are concerned that some form of academic dishonesty has occurred shall confront the student directly and may take the matter to the Dean of their College/School. Any member on the student body or the staff of the University of the Incarnate Word who is concerned that a student has engaged in some form of academic dishonesty should report the incident to the Dean of the College/School which oversees the course in question. The College/School Dean will then convene the College/School's Academic Honor Board and initiate the process of investigation outlined in II.B. below.

II. Procedures for Investigating Claims of Academic Dishonesty and Assessing Sanctions

A. Sanctions Assessed by Faculty

Before any sanction by a faculty member is assigned, the instructor must meet with the student about the violation. Sanctions must be confirmed in writing to the student, copied to the Dean of the College/School, which the instructor is a member, and copied to the Provost. These records ARE NOT placed in the student's permanent academic file and will be destroyed when the student graduates or otherwise ceases his/her relationship with the university.

1. When Guilt Is Admitted: If a student who is confronted by a faculty member for engaging in academic dishonesty openly admits to wrongdoing, the instructor will:
   a. Give the student an F for the assignment in question, and may
   b. Forward the case to the Academic Honor Board of the College/School to consider additional sanctions.

2. When Guilt Is Not Admitted: If a student accused by a faculty member of academic dishonesty does not admit wrongdoing, his/her appeal should be made directly to the Dean of the College/School with course responsibility so that the Academic Honor Board can formally investigate the allegation and decide which appropriate action should be taken.

B. Sanctions Assessed by the Academic Honor Board

C. When cases alleging academic dishonesty are forwarded to a College/School Dean, he or she will convene an Academic Honor Board. The student (respondent) alleged to have engaged in academic dishonestly will be notified of the convening of the Board. Notices may be personally delivered to the respondent or by placing a notice addressed to the respondent’s Campus Mail Box or sent by certified mail the respondent’s home address. The Board will be comprised of two faculty members from the College/School selected by the Academic Dean and two students selected from a list of students previously identified by the College/School faculty. The College/School Dean will serve as chairperson of the Board; however, he/she will only vote in cases where the Board is split on any given decision.

The respondent may request that a student or faculty member not sit in judgment if he/she feels that the vote may be biased or prejudiced as a consequence. Some substantiation of the claim may be required, and the final decision shall rest with the College/School Dean. The College/School Dean is responsible for any substitution to the Board in order to obtain a quorum of five members.
A student (respondent) is presumed not to have engaged in academic dishonesty until proven guilty by the preponderance of evidence, or until guilt is admitted, or a simple majority vote of the Board members is reached. If the Board finds that the respondent engaged in academic dishonestly, the Board may impose sanctions. Sanctions may include:

1. Receiving an “F” for the assignment in question,
2. Receiving an “F” for the course,
3. Academic suspension,
4. Dismissal from the university, and/or
5. Other action deemed appropriate.

The decision of the Board will be communicated in writing to the student, as described in II. A.

In order to assure a student's right to due-process, the procedure of formal inquiry by the Academic Honor Board will include:

1. Securing a written statement describing the nature and circumstances of the alleged offense from the student, faculty, or staff member making the allegation.
2. Securing a written statement describing the incident from the accused student.
3. Interviewing separately the accused student, and the faculty/staff member alleging the dishonesty in order to clarify and to expand the written statements.
4. Interviewing any witnesses or other persons claiming knowledge of the incident.
5. Securing, examining, and retaining any physical evidence related to the incident.

Using written statements, interviews, and available physical evidence, the Academic Honor Board will decide the validity of the alleged incident of academic dishonesty.

If the academic dishonesty has been verified, the Academic Honor Board will make a determination of appropriate sanctions to be imposed and, in a written statement, inform the student in question of the decision.

Pending the final action of the Academic Honor Board, the status of the student shall not be altered, nor his/her right to be present on campus, to attend classes, and to participate in university-sponsored activities.

III. Appeals of Disciplinary Sanctions Assessed by the Academic Honor Board

Any student (respondent) who feels he/she has not been accorded justice by the Academic Honor Board may appeal to the Provost for review of the decision. If the Provost determines that there should be a review, he/she convenes a Committee on Academic Integrity which is comprised of the Dean of Campus Life, an elected member of the Faculty Senate, and an elected member of the Student Government Association (SGA). The Committee shall determine whether the process followed by the Academic Honor Board was fair and impartial and that adequate consideration was given to evidence and information presented.

A. Timetable - Appeals to Academic Honor Board decisions must be submitted in writing to the Committee on Academic Integrity within ten (10) working days of the Board's decision.
B. Following a review of the appeal, the Committee on Academic Integrity will determine whether to uphold, modify, or reverse the findings of the Academic Honor Board.
C. The decision of the Committee on Academic Integrity shall be considered FINAL. A written statement shall be sent to the student (appellant) in question no later than three (3) days after the committee’s final decision is reached.
Student Complaint Policy

The University of the Incarnate Word (UIW) is committed to fostering a learning environment that promotes academic excellence and personal development. Students are encouraged to voice their complaints and concerns in a manner that is respectful of the dignity of the individual, if any, who is the subject of the complaint. It is the policy of UIW that students with complaints be treated honestly and fairly, and that their complaints be handled in a timely manner with regard to resolution of the issue(s) presented. Any UIW student may express a concern or complaint by following these procedures. Please note that UIW explicitly prohibits any member of the UIW community from harassing or retaliating against students who file complaints.

General Guidelines
Complaints are most effectively and efficiently managed by first expressing them to the individual, if any, who is the subject of the complaint. Students are strongly encouraged to first discuss their complaint directly with any such individual involved.

If the complaint involves a policy, procedure, or area of responsibility of a specific administrative department, it should be directed to the supervisor/manager of that department. In each instance of a departmental complaint, the appropriate individual will investigate the complaint, seek a solution, and report back to the student in writing within ten (10) school days. The department supervisor/manager will keep a record of the decision.

For more information about how to process a complaint or to appeal a decision, the student should contact the appropriate office below.

Offices to Contact for Different Kinds of Complaints

Course Work Complaints
Students who have complaints about what they believe to be unfair treatment involving their academic work should contact the appropriate University/School Dean. Forms to report a complaint are located at the end of the Complaint Section.
College of Humanities, Arts, and Social Sciences, Administration Building 163, CPO 144, (210) 829-6022
Division of Extended Academic Programs, Vincent Porter, ADCaP, 3200 McCullough (adjacent to St. Anthony’s Catholic High School), CPO 294, (210) 805-5800; Dr. Cyndi Porter (Interim dean), UIW Online, 3200 McCullough (adjacent to St. Anthony’s Catholic High School), CPO 324, (210) 832-5609; Daniel Ochoa, UIW Prep, 3200 McCullough (adjacent to St. Anthony’s Catholic High School), CPO 14, (210) 829-2708
Dreeben School of Education, Gorman Business and Education Center (GB), Suite 242, CPO 16, (210) 829-2761
Feik School of Pharmacy, 703 E. Hildebrand, CPO 99, (210) 883-1000
H-E-B School of Business and Administration, Gorman Building 137, CPO 123, (210) 805-5884
School of Media and Design, Administration Building 112, CPO 107, (210) 829-6091
School of Mathematics, Science, and Engineering, Bonilla Science Hall, 128, CPO 311, (210) 829-2718
Ila Faye Miller School of Nursing and Health Professions, Nursing Building Foyer, CPO 300, (210) 805-1213
Rosenberg School Optometry, 9725 Datapoint, CPO 373, (210) 883-1190
School of Mathematics, Science, and Engineering, Bonilla Science Hall, 128, CPO 311, (210) 829-2718
School of Media and Design, Administration Building 112, CPO 342, (210) 829-6091
School of Physical Therapy, 9160 Guilbeau, CPO 412, (210) 283-6472
**Other Academic Complaints**

Undergraduate students who have complaints about academic advisement or other issues related to academic policies, procedures, or deadlines should contact the Dean of Student Success, Student Support Center, CPO 96, (210) 805-3005. Graduate students with academic concerns should contact the Dean of Graduate Studies and Research, Southwest Texas Building 111, CPO 23, (210) 829-2759.

**Administrative Department Complaints**

Students who have complaints about the policies, procedures, or deadlines of an administrative area of UIW, or the personal treatment they have received from an administrative area of UIW, should contact the appropriate major office of UIW:
- Admissions, (210) 805-3550
- Business Office, (210) 829-6088
- Financial Aid, (210) 829-3912
- Graduate Studies and Research, (210) 805-5840
- Library, (210) 829-3837
- Registrar, (210) 829-3919
- Student Success, (210) 805-3005
- Technology Services, (210) 829-3866
- Center for Veterans Affairs, (210) 829-2705

**Violations of the Student Code of Conduct**

Any member of the UIW community, including faculty and students, may file a complaint against any student for alleged violations of the UIW Student Code of Conduct by contacting the Dean of Campus Life, (210) 829-6034. To report an incident or concern, go to:

**General Concerns or Complaints**

Undergraduate students who have a general complaint regarding UIW policies, procedures, or personnel should contact the Dean of Campus Life, (210) 829-6034. Graduate students should contact college/school deans (see above for contact information) or the Dean of Graduate Studies and Research, (210) 829-2759. To report a general concern or complaint, go to:

**Harassment Complaints**

Students who believe that they have been subjected to harassment or treated in a way that violates UIW’s anti-harassment policy (i.e., harassment related to an individual’s race, color, religion, nationality or ethnic origin, sexual orientation, gender identity, citizenship status, disability, or veteran status) by another student, a UIW employee, a contractor, or a visitor to the campus, should immediately report the alleged harassment to the Director of Human Resources, (210) 829-6019 or (210) 283-5091, or to the Dean of Campus Life, (210) 829-6034.

For more information regarding Harassment, go to Section 7 (Anti-Harassment Policy) in this publication.

To report an incident or concern, go to:
US Department of Education program Integrity Regulations Complaint Process

Pursuant to the United States Department of Education’s Program Integrity Rule, the Texas Higher Education Coordinating Board (THECB) and the Texas Administrative Code (19 TAC § 1.110-1.120) require the University of the Incarnate Word – and all other Texas universities -- to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints against postsecondary education institutions offering distance learning or correspondence education within that state in order for public and private higher education institutions to be eligible for federal Title IV funds.

Students are encouraged to utilize the University of the Incarnate Word’s internal complaint or review policies and procedures through the Office of Campus Life or Vice President for Enrollment Management & Student Services prior to filing a complaint with the state agency or agencies. Current, former, and prospective student may initiate a complaint with THECB by sending the required forms either by electronic mail to: StudentComplaints@thecb.state.tx.us, or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788. Facsimile transmissions of the forms are not accepted.

See website link to general Complaint Process for Program Integrity Issues: http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D for all forms and additional process information. The THECB will not consider a student’s complaint against an institution until the student has exhausted the process provided by the institution.

In addition, the Commission on Colleges Southern Association of Colleges and Schools (COC-SACS) expects individuals to attempt to resolve the issues through all means available to the complainant, including following the institution’s own published grievance procedures, before submitting a complaint to the Commission. To submit a student complaint for consideration, a formal complaint must be submitted in writing using the Commission’s “Complaint against Institutions: Information Sheet and Form,” signed, and two copies sent to: President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097. The Commission will not act on complaints submitted on behalf of another individual or complaints forwarded to the Commission. Full policy including forms, is available at: http://www.sacseoc.org/pdf/081705/complaintpolicy.pdf
Mediation Services
Mediation is a process that attempts to establish communication between people having disputes and assists them in finding a mutually acceptable solution. The end result of a successful mediation is that there are neither winners nor losers, but rather, generally satisfied individuals who have arrived at an agreement, which resolves their dispute as they define it. Mediation is a confidential process. The agreements made by the parties involved are non-binding. UIW offers a mediation program designed to assist all members of the UIW community to resolve problems and disputes. Anyone may initiate mediation. To initiate mediation, contact the Counseling Center, (210) 832-5656.

The Student Government Association
Students may address various concerns and comments to the executive officers of the UIW Student Government Association (SGA). Concerns regarding specific matters related to clubs and organizations, university policies and practices, or ideas and suggestions for UIW administrative offices may be directed to SGA. Concerns are accepted verbally at their twice-monthly general assembly meetings, at SGA-sponsored student forums, or by addressing an SGA officer. Students may also share their concerns in writing by using the forms provided at SGA suggestion boxes that are located in each building on campus. Concerns directed to the SGA may be submitted anonymously. Concerns are subject to publication in the Logos, the UIW student newspaper. Students’ concerns are addressed by officers at their regular meetings with UIW administrators or in public forums. The concerns received are also compiled each semester by the SGA and priority issues are presented to the University Planning Commission for discussion and action, as needed. Student Government Officers may be reached in the Student Government Office, Marian Hall Student Center, CPO 1210, (210) 829-3833.

Student Complaints Related To Faculty Decisions About Student Coursework Procedure Guidelines
(Approved by VPASA, 10/27/05)

The University of the Incarnate Word (UIW) is committed to maintaining a learning environment which promotes academic excellence and personal development. The following procedure guidelines assure students the opportunity to register their complaints about what they believe to be unfair treatment involving their academic work and to receive prompt resolution of matters related to the complaint.

“Unfair treatment” applies to any act which may be perceived as either prejudiced or arbitrary in the evaluation of a student’s performance, or in the imposition of sanctions without regard for due process.

Students are to complete the following steps:

1. **Informal Meeting with the Instructor to Resolve a Complaint**
   The student should seek resolution of a complaint by talking to the instructor as soon as an incident of perceived unfair treatment occurs. After this step, the student may decide to initiate a Formal Conference for the record.

2. **Formal Conference with the Instructor to Resolve a Complaint**
   The student is responsible for initiating a Formal Conference by completing Part I of the Conference Documentation Form obtained from the office of the dean in whose college/school the instructor resides.
a) The student completes Part 1 of the Documentation Form and then meets with the instructor within ten (10) school days of the alleged unfair treatment, or in the case of a final grade, before the beginning of the semester following the alleged unfair treatment. The student explains the complaint and attempts to resolve the matter with the instructor.

b) The instructor will sign the form acknowledging that there was discussion with the student about the complaint and indicate whether she/he is providing comments.

c) The instructor may provide written comments as an attachment to the complaint form. The comments must be provided to the student within three (3) days of meeting with the student.

d) After the conference, the student completes Part 2 of the Documentation Form and signs the document.

e) The student delivers this form, and any written comments provided by the instructor, in a sealed envelope to the dean of the college/school in which the instructor resides.

3. Appeal to the College/School Dean

If the complaint is not resolved to the satisfaction of the student, the student shall have the right to appeal a decision in writing to the dean or a person designated by the dean. The student completes the form called the Appeal Form for Student Complaints about Faculty Decisions, and delivers it in a sealed envelope to the appropriate dean’s office within three (3) school days of meeting with the instructor.

1. To begin the appeal process, the student completes the Appeal Form for Student Complaints about Faculty Decisions and attaches to the form a written statement a) of the complaint, b) the student’s perception of the results of the conference with the instructor, and c) reasons why the meeting did not resolve the matter of the alleged unfair treatment.

2. The dean shall meet with the instructor, and others as appropriate, to clarify the relevant facts and perceptions in the matter.

3. The dean shall meet with the student* to clarify the relevant facts and perceptions in the matter as described in the student’s written statement.

4. The dean then makes a decision on the matter.

As an alternative, the dean has the option of deciding to convene a review committee.

2. The dean creates a committee consisting of at least two faculty members, and one of these, if possible, from the same department as the faculty member being complained about, and a student (the SGA School Senator is one possibility), who is not in the same course as the complainant. The Dean shall appoint one of the faculty members to chair the meeting.

3. The committee will meet with the student** and the instructor.

4. The committee shall report its findings and recommendations to the Dean who makes a decision on the matter.

5. The dean’s decision shall be communicated in writing to the student and the instructor within ten (10) school days of receipt of the student’s completed Appeal Form for Student Complaints about Faculty Decisions.

6. The dean’s decision is final and there is no further appeal to another administrator or office.

If the complaint involves an individual assignment grade or a final grade, the Dean may ask the instructor to change the grade only in cases involving a procedural error in the conduct of the course or due to evidence of unfair treatment.

7. Records of the dean’s decision shall be kept in a file separate from the faculty permanent file in the Dean’s Office.
*The student may choose to bring an observer to the meeting. The role of observers is to provide support but they may not actively participate in the conversation. If an observer is present, the Dean may also choose an observer to be present. If the student’s observer is also a lawyer, the Dean shall postpone the meeting until university counsel can be present.

** The student may choose to bring an observer to the meeting. The role of observers is to provide support but they may not actively participate in the conversation. If the student’s observer is also a lawyer, the faculty chair shall notify the Dean and postpone the meeting until university counsel can be present and the Dean will then chair the meeting.
Forms for Academic Complaints

Formal Conference Documentation Form
(For a Student Complaint about an Instructor’s Decision)

Part 1  The student completes this part prior to the meeting with the instructor.

Student Name: ____________________________    ID #: ________________________________
UIW email: ________________________________    Phone/cell: (___) ________________
Address: ____________________________________________________________________________
___________________________________________________________________________________
Instructor’s Name: ____________________________    UIW extension #: ___________
Issue (completed by the student prior to the conference):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
………………………………………………………………………………………………………………
By signature I acknowledge that I have met with the above named student to discuss this issue. I am/am not (circle one) providing written comments. (Comments must be submitted to your dean within three (3) days of this meeting.)

Signature of Instructor: _______________________________    Date: ________________________

Part 2  The student, after the meeting, describes whether resolution of the complaint was reached or not:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Signature of Student: _________________________________    Date: ________________________

Whether there is resolution or not, the student delivers this form in a sealed envelope to the dean of the college/school in which the instructor resides.

If resolution was not reached and the student wishes to appeal the instructor’s decision, then the student requests from the dean’s office the Appeal Form for Student Complaints about Faculty Decisions, completes it and returns to the Dean’s Office within three (3) days.
cc: Student
Instructor
**Appeal Form For Student Complaints About Faculty Decisions**

**Student Contact Information:**
Student’s (Complainant’s) Name: _____________________________
ID #: ______________________
UIW Email address: _____________________________
Address: _____________________________________________________________________________
Home Phone Number:______________  Cell: __________________  Work: __________________

**Complaint Information:**
Date of the incident/complaint: _____________________________
Time of the incident (if applicable): _____________________________
Place the incident occurred (if applicable): _____________________________________________
Name(s) of the instructor who made a decision that directly affected you and is the subject of your complaint:
______________________________________________________________________________
                                                                                           
Date of last conversation with such person(s) when you tried to resolve your complaint: __________

Please **attach a letter** explaining your complaint and the reasons why a decision or action that affected you should be changed.

**What happens next?**

1. Your complaint will be investigated by the appropriate college/school dean who will seek a fair solution, and report back to you in writing within ten (10) school days.
2. The final decision may not be appealed to a higher level.
3. Your file will be kept in the office where the final decision was made.

*PLEASE NOTE: UIW explicitly prohibits any member of the university community from harassing or retaliating against students who file complaints and appeal decisions.*

Student Signature: _____________________________  Date: __________________

**OFFICE USE ONLY**

Date Appeal Received: __________  Date Response Due: __________
Dean’s Name: _____________________________
Date Response Sent to Student: __________
Comments:
The University of the Incarnate Word (UIW) is committed to maintaining a learning environment which promotes academic excellence and personal development. Procedure guidelines assure students the opportunity to register their complaints about what they believe to be unfair treatment involving their academic work and to receive prompt resolution of matters related to the complaint.

Here is a summary of the Procedure Guidelines that explain the process a student must follow in registering a complaint:

1. **Hold an informal meeting** with the instructor to resolve the complaint.

   If the complaint is not resolved, the student may decide to initiate a Formal Conference for the record.

2. **Hold a formal conference with the instructor after filling out Part I of the Conference Documentation Form.**

   If the complaint is still not resolved to the satisfaction of the student, the student shall have the right to appeal a decision in writing to the dean of the college/school in which the instructor resides.

3. **Initiate the process of appealing to the college/school dean** by completing the form called the Appeal Form for Student Complaints about Faculty Decisions.

   I understand the basic 3-step process for resolving a complaint related to faculty decisions about student course work and realize that for further details I must read the Procedure Guidelines and Forms I have received. I also understand that the dean is the appropriate administrator for making a final decision on the appeal and that I am not entitled to appeal to another administrator or office.

Print Student Name: __________________________________________

Student Signature: ____________________________ Date: ____________
**Community Policies**

UIW supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the university community and are consistent with UIW values.

**Section 1: Posting Policy**
The following posting guidelines are applicable to the entire university community to include students, faculty, and administration.

**REQUIREMENTS FOR MATERIALS**

- **Students:** Material is available at the Student Center Desk: paint, poster paper, and tape.

- **Posters cannot be larger than 3’x3’ unless approved in advance by the Director of University Events and Student Programs.**

- **Yard signs are permitted. A map indicating where the yard signs will be displayed, and the duration of time the signs will be posted must be submitted to the Office of Public Relations before the signs are posted on campus. The materials used to chalk the sidewalks must be water-soluble, powder-based sidewalk chalk. **Chalking is a form of posting and must be approved when completing an Event Approval Form online. To fill out an Event Approval Form, please register at orgsync.com.**

- After your event is over, please take down all marketing materials within 24 hours. If that does not occur, we will impose a fine of $25 per poster/sign removed with a total fine up to $250. Future posters from your group/organization will not be approved until the fine is paid.

**GETTING THE POSTERS APPROVED**

**Student groups and external groups:**

- **You MUST get your posters approved by the Director of University Events & Student Programs in the office of Campus Life (Marian Hall).**

- Please bring one original and make copies after your flyer is approved. If your organization or department has multiple printed or color copies, a member of your organization or department must stamp and date the flyers in the Campus Life Office once approved.

- It is not the responsibility of the Campus Life staff to post your approved flyers.

**UIW departments/schools:**

- Your poster design (art work) must be approved by both the UIW Office of Graphic Design and the UIW Office of Public Relations BEFORE the signs are printed/produced. You may submit to both offices simultaneously or to either office first and they will forward to the other respective office. This applies to yard signs and banners as well.

**For all groups:**

- Single event signage, which has been approved, may only post for a maximum of 30 days. Signage for events with multiple dates must receive special approval for extended posting durations.

- **Please allow 2 business days for approval through each appropriate office.**
**Approved Posting Locations**

- Academic Buildings: Non-designated bulletin boards and cork strips in the Fine Arts Center, Joyce Building, Frank Nursing Building including the Lounge on the 1st Floor, AT&T Science Center, Bonilla Science Hall and Gorman Business and Education Center.
- Administration Building: Bulletin Boards or cork strips only. No walls.
- Mabee Library: Bulletin Board in Reserve Reading Room; Bulletin Boards in entrance and Finnegan’s. Posters are not allowed on the exterior of the library.
- Residence Halls: Give to Residence Life Office for RAs to post inside Residence Halls.
- Sidewalks: Chalking is acceptable no more than two days before an event; messages must be approved when completing an Event Approval Form and must be removed no later than 24 hours after the event.
- Student Center: Bulletin boards and cork strips only. No items may be taped to the painted pillars or windows.
- Wellness Area: Lobby area; ask desk personnel for specific locations.
- Cafeteria: You may post within the cafeteria. No windows.

** Posting Restrictions**

- No posters may be attached to glass doors, windows, painted and/or varnished surfaces. No posters/flyers allowed on the ground.
- No material may be displayed without proper approval(s).
- Posters with alcohol as the primary emphasis are not allowed.
- The use of two-sided, electrical or duct-tape is not allowed.
- Covering another announcement or impairing an individual’s line of sight is prohibited.
- No distribution on cars on-campus.
- No posting on the Jordan Carillon Plaza, Westgate Circle, or the 1st and 2nd floors of the International Conference Center.
- No posting inside the parking garages.
- Chalking can only be on sidewalks, not on buildings, steps or other university property.
- No posting on lamp poles and other fixed structures.
- No distribution of flyers at campus events without prior approval.
- No posting on or inside campus elevators.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Director of University Events and Student Programs.

**Section 2: Sales and Solicitation Policy** [Back to TOC]

Outside and for-profit groups are not allowed to sell items or solicit members of the university community on campus without prior approval from the Director of University Events and Student Programs. Please bring advertisement flyers to the Offices of Campus Life in the Marian Hall Student Center for approval by the Director of University Events and Student Programs.

Canvassing or solicitation for funds, sales, or subscriptions is prohibited on campus or in university buildings unless written permission has been granted.

The sale of merchandise of any kind whatsoever, or publications or service on university property, other than by the regularly authorized stores, restaurants, departments or divisions of the university, is likewise prohibited except upon written permission of the Vice President for Academic and Student Affairs or his/her designee.

Any person violating this rule will be subject, upon proper notice, to eviction from campus property or arrest.
**Section 3: Student Sales & Fundraising Policy** *(Back to TOC)*

Sales will be conducted by registered student organizations only. Sales in stationary locations on campus must be approved by the Director of University Events and Student Programs and appropriate forms must be completed on Orgsync before the event. No bake sales may be conducted in the vicinity of Hortencia’s. Individuals or organizations may not sell or solicit donations off-campus in the name of the university unless prior authorization is given by the Dean of Campus Life and the Vice President of Institutional Advancement.

**Section 4: Smoking Policy** *(Back to TOC)*

**General Statement**

The university’s policy on smoking recognizes a person’s need for a healthy school, work and community environment and balances that with another’s person’s choice to smoke.

**General Policy**

Smoking is not permitted within buildings and outdoor sports facilities on the university campuses. Smoking is prohibited within 20 feet of buildings. The Executive Council may designate areas for either smoking or non-smoking that are exceptions to the General Policy.

**University Owned or Leased Vehicles**

Smoking is not permitted in university owned or leased vehicles.

**High Schools**

Smoking is prohibited on the campuses of Incarnate Word High School and St. Anthony Catholic High School.

**Applicability**

The policy applies to all persons on the university campuses, including students, employees, visitors and contractors.

**Designated Smoking or Non-smoking Areas**

Smoking or non-smoking areas may be designated that are excluded from the General Policy. A request for a designated smoking/non-smoking area may be submitted to the Director of Facilities and will be subject to approval by the Executive Council. Considerations for a designated smoking/non-smoking area will be distance from entrances, air intakes, air conditioning units, operable windows and concentrations of people. Designated smoking/non-smoking areas will be marked by signage placed by the Department of Facilities Management.

**Enforcement**

Persons who are in violation of the Smoking Policy should be asked to refrain from smoking. Persons in violation may be reported to Campus Police. Employee violators may be subject to disciplinary process, student violators to the student disciplinary process, and visitors in violation may be required to leave campus as instructed by Campus Police.

**List of Designated Non-Smoking Areas**

- At shuttle stops.
- In the Administration building courtyard (located behind the Administration building.)
- In the Fine Arts building courtyard (located between the Fine Arts building and the Halligan-Ibbs building.)
- The deck near the basement entrance of the Mabee Library (located near the Media Center)
- Friendship Plaza located between Agnese-Sosa Living Learning Center and Clement Hall.
• Smoking is prohibited at the Saidoff Center.
• Sidewalk between Marian Hall and the Gorman and Clement Hall buildings.

List of Designated Smoking Areas
• The deck at on the north side of International Conference Center.
• Smoking at the Northwest Center campus is only permitted in the designated smoking area.
• Smoking at the Rolling Oaks Mall site is determined by Mall policy, which is outside building.

Section 5: Vendor Exhibitor Policy (Back to TOC) Vendors are generally confined to exhibit space at the Student Center. The following guidelines address the nature of exhibits allowed in the UIW Student Center.

1. All exhibits must meet the guidelines of the Student Center and be consistent with the Mission of UIW.

2. The approval of all vendors is at the discretion of the Director of University Events and Student Programs. Some businesses have an exclusive agreement with the university to market on campus, which excludes other similar businesses.

3. Exhibitors/vendors are strictly prohibited from asking for personal information such as driver’s license, social security, or credit card numbers, or taking copies or digital images of student information.

4. An individual or group that is selling a product must pay the specified fee or be sponsored by a registered student organization. The organization must turn in an Activity Approval Form in advance of the event and handle all aspects of the agreement for the percentage of the sales.

5. No hawking or calling out is permitted at any time.

Section 6: Student Organizations (Back to TOC) Information regarding University of the Incarnate Word organizations is available to members of the university community. Student contact information (name, address, phone and office held) is not available to outside groups, and is not to be disseminated by other members of the university community.

Registration and Benefits
Student organizations are established and registered at the University of the Incarnate Word for the purpose of complementing the educational program and furthering spiritual, intellectual, moral, social, physical and career development of students. These organizations provide students with opportunities for leadership, fellowship and self-government.

To achieve status as a registered organization, each group must submit appropriate documents to the Director of University Events and Student Programs through OrgSync. The process includes being approved by the Student Organizations Coordinator, the Director, Student Government Association (SGA), the Dean of Campus Life, and the student body during a General Assembly meeting. A group of students may receive status as a registered organization by receiving approval from the Dean of Campus Life (in consultation with the Vice President for Enrollment Management and Student Services.)
Groups whose goals are not duplicative and are consistent with the Mission of the university and the values of the Catholic Church will be considered for registration. Officially registered groups have access to the full range of benefits of membership in the campus community. These benefits include: the ability to recruit members from the student body, faculty, and staff; use of most campus resources without a fee; the opportunity for funding from SGA or other campus offices; the opportunity to conduct approved fundraising events; and the opportunity to advertise and hold approved events on campus. Financial accounts may be established by student organizations in the Business Office by completing appropriate paperwork. Student organizations must select and send a representative to all SGA General Assembly meetings.

Section 7: Anti-Harassment Policy (Back to TOC)

It is the policy of the University of the Incarnate Word to provide a work and learning environment free from all forms of harassment, whether based on race, color, religion, nationality or ethnic origin, sex, sexual orientation, gender identity, citizenship status, age, disability or veteran status. Sexual harassment and sex/gender discrimination are covered specifically above by UIW’s Sex/Gender Discrimination Policy & Procedures for All Students, Faculty, Administrators and Staff. For more information, [http://www.uiw.edu/hr/titleix.html](http://www.uiw.edu/hr/titleix.html)

Title IX Coordinator
Annette Thompson, Director of Human Resources
Office of Human Resources
4301 Broadway
Kathleen Watson Enrollment Building, 2nd Floor
San Antonio, TX. 78209
Phone: (210) 829-6019
Email: athompson@uiwtx.edu

- The university will not tolerate harassment of our employees, students or job applicants that is related to an individual’s race, color, sex, religion, nationality or ethnic origin, sexual orientation, gender identity, citizenship status, age, disability or veteran status.

- For the purposes of this policy the term *harassment* includes, but is not necessarily limited to: unwelcome slurs, jokes, comments, and other verbal, graphic or physical conduct relating to an individual’s race, color, religion, nationality or ethnic origin, sexual orientation, gender identity, citizenship status, age, or disability.

- *Nationality or Ethnic Origin Harassment* may be defined as harassment because of an individual’s or his/her ancestor’s place of origin, or because an individual is affiliated with, or has the physical, cultural or linguistic characteristics of a national origin group.

Harassment by Non-Employees

It is the policy of the university to protect employees and students from harassment by non-employees. Any employee who becomes aware of any harassment of an employee or student by a non-employee should report such harassment to their supervisor as provided in this policy, or to the Dean of Campus Life, or online at [https://publicdocs.maxient.com/incidentreport.php?UnivoftheIncarnateWord](https://publicdocs.maxient.com/incidentreport.php?UnivoftheIncarnateWord).
Report All Incidents of Harassment

If you feel that you are being harassed, have been subjected to harassment, or treated in a way that violates this policy, you should report the harassment to the Dean of Campus Life immediately. You may also report online at: https://publicdocs.maxient.com/incidentreport.php?UnivoftheIncarnateWord. The matter will be promptly investigated and, where appropriate, action will be taken. If you do not feel that the matter can be discussed with the Dean of Campus Life, or if you are not satisfied with the way your complaint has been handled, you must contact the Vice President for Enrollment & Student Services. The person receiving the complaint will contact University Counsel who will determine the investigatory process.

Students should:

- Promptly report concerns about inappropriate behavior;
- Cooperate in an investigation of complaints of misconduct; and
- Promptly report concerns about perceived retaliation for having complained about harassment or having participated in an investigation.

Section 8: University Statement on Hazing & Policy (Back to TOC)

A new member program should offer personal development, education, and enriching experiences. Hazing is a destructive and harassing activity that violates state and national laws. In turn, the University of the Incarnate Word regards any form of physical or mental hazing as an unproductive and hazardous custom contrary to the Mission of UIW. The University of the Incarnate Word issues the following extension of the State of Texas law. Under the current law, individuals or organizations could be subject to fines and charged with a criminal offense for hazing.

Hazing is a violation of the both state law and university regulations. According to the law, a person can commit a hazing offense by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding, or attempting another in hazing by knowingly or recklessly allowing hazing to occur or by failing to report in writing to the appropriate university official firsthand knowledge that a hazing incident has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under state law.

See Texas Hazing Laws: Title 2, G, Chapter 37, Subchapter F, 37.151.

This law includes:

- Sec. 37.152. PERSONAL HAZING OFFENSE
- Sec. 37.153. ORGANIZATION HAZING OFFENSE
- Sec. 37.154. CONSENT NOT A DEFENSE
- Sec. 37.155. IMMUNITY FROM PROSECUTION AVAILABLE
- Sec. 37.156. OFFENSES IN ADDITION TO OTHER PENAL PROVISIONS

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the Dean of Students or other appropriate university official, and that person is immunized from participation in any judicial proceeding resulting from that report. The penalty for failing to report a hazing incident is a fine of up to $1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary accordingly to the severity of the injury, which results. These penalties range from $500 to $10,000 in fines and/or up to two years confinement.

This law does not affect or in any way limit the right of the University of the Incarnate Word to enforce its own rules against hazing. The Office of Campus Life will address hazing incidents involving university student organizations or group, with all individual referrals made.
The law defines hazing as any intentional, knowing, or reckless act occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the physical and mental health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or group whose members are or include students at an educational institution.

Because of our dedication to the highest ideals of education and society at the University of the Incarnate Word, participation in hazing related activities is not consistent with membership in any university organization or group and will not be tolerated, whether the participation is as an instigator or as a victim. It is the responsibility of all organization officers or groups to ensure that this information is distributed, read and understood by all members of their organization or group. Ignorance of this information is not a defense to university disciplinary procedures, civil, or criminal liability.

Hazing may be physical or mental. Physical and mental hazing includes, but is not limited to, the following examples.

**Physical Hazing**

- Paddling
- Beating
- Branding
- Electric shock
- Sleep deprivation
- Whipping
- Exposure of the elements
- Running
- Personal servitude
- Treasure hunts
- Road trips
- Line-ups
- Calisthenics
- Consumption of a substance (food, liquid, alcohol, drugs, or other substance) either by peer pressure or threats
- Placing of a harmful substance in or on the body or similar act
- Confinement to an area that is either uncomfortable or dangerous

**Mental Hazing**

- Verbal harassment
- Hell weeks or sessions
- Long pledge periods
- Shame or humiliation
- Activities that induce, cause, or require students to perform a duty or task that violates Penal Code
- Degrading names
- Degrading or embarrassing apparel
- Mental stress
- Activities that adversely affect mental health or dignity of students that will discourage entering or remaining registered at UIW, or leaving the organization or group
- Lack of study time during pledge periods
- Yelling or screaming
- Activities that intimidate or threaten with ostracism

To report an incident of alleged hazing, please go to:  
Section 9: Free Speech Policy (Back to TOC)
UIW affirms every individual’s right to freedom of expression, and fosters the culture of tolerance and civility that is necessary for the accomplishment of its educational goals. The academic freedom of an educational institution can create a tension with the prohibition of harassing behavior. UIW is a community that values freedom of speech and expression. As conveyed by the Constitution, these rights have limitations, and the same is true here. Limitations on free speech include: endangering someone or threatening them; inciting violence; using “fighting words” directed at an individual or group that is directly provoking violence; defamation; obscenity; and discrimination that limits someone’s educational or employment access and/or opportunities. UIW does not consider visual and/or aural demonstrations, depictions or conduct to be sexual harassment when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter, or campus discourse on topics of political, artistic, or social issues.

Section 10: Religion/Association Policy (Back to TOC)
Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice provided they do so in a manner that respects the rights of other members of the community and complies with the Student Code of Conduct. Students have the responsibility to respect the rights of other members of the university community to free exercise of their religious convictions and to free association with organizations of their choice.

Section 11: Gambling Policy (Back to TOC)
Students are expected to abide by the federal laws and the laws of the State of Texas prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at university-sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any university athletic event; possessing on one’s person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one’s premises or one’s telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

Section 12: Guest Speakers Policy (Back to TOC)
It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues which concern our nation provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy will be construed to mean that within the context of Catholic Higher Education and the Mission of the university, controversial topics may be raised for intelligent discussion on the campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society, in which change is accomplished by peaceful democratic means. Students, either as individuals or as members of recognized student organizations, who act in violation of the provisions of this rule will be subject to Conduct procedures and actions as outlined in the Student Code of Conduct. The maximum penalties to be assessed against a student organization for failure to observe the provisions of Section A or for sponsoring a speaker who violates the prohibition of Section B of this rule will be:

1. For a single violation (including, as a single violation, multiple violations relating to the same meeting) in any academic year, suspension of the right of the student organization to invite a guest speaker to the campus for a twelve month period; and
2. For more than one violation in any academic year, termination of the student organization’s registered status.

A. Student Organization Responsibilities
A registered student organization, after consulting with and obtaining prior approval of its faculty advisor, may invite guest speakers to the campus to address meetings, subject to the following provisions:

1. Sponsorship must be by a registered student organization.
2. Proper arrangements for the use of university facilities must be made.
3. It must be clear that the student organization, not the university, is extending the invitation and that any views the speaker may express are his or her own and not those of the university.
4. The student organization must take whatever steps are necessary to insure that the meeting is conducted in an orderly manner.
5. The student organization must provide means for critical evaluation of the speaker’s view, which must include, at a minimum, an open question period following the speaker’s presentation.
6. The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

B. Guest Speaker Responsibilities

A speaker invited by a student organization must not advocate action or urge the audience to take action which is illegal under the laws of the United States, the state of Texas, or which is prohibited by the rules of the university or the Student Code of Conduct. It is the responsibility of the student organization to inform speakers in writing of this prohibition.

Section 13: Responsible Use of University Computing Resources & Intellectual Property Policy (Back to TOC)

For information on the University of the Incarnate Word Computing Policy, please refer to specific information found at: http://www.uiw.edu/technology/policies-procedures/

Available information on policies and agreements includes:

- Responsible Use of Computing Resources
- Social Media Policy
- Service Level Agreement
- Microsoft Campus Agreement
- Computer Purchase Policy
- Mobile Device Guidelines
- Illegal File Sharing Resources
- Copyright & Fair Use Resources

The university community should use all technology responsibly in accordance with established policies, as well as the law.

Intellectual property includes copyrightable works, ideas, discoveries, and inventions. This term relates to intangible property such as patents, trademarks, copyrights, and trade secrets. While the discovery of patentable processes or inventions and the creation of other intellectual property is not the primary objective of UIW/IWHS/SACHS, for any such discoveries or creations, it is the objective of the Board of Trustees to provide an intellectual property policy that will encourage the development of inventions and other intellectual creations for the best interest of the public, the creator, and the research sponsor, if any, and that will permit the timely protection and disclosure of such intellectual property whether by development and commercialization after securing available protection for the creation, by publication, or both. This policy is further intended to protect the respective interests of all concerned by ensuring that the benefits of such property accrue to the public, to the inventor, to UIW/IWHS/SACHS and to sponsors of specific research in varying degrees of protection, monetary return and recognition, as circumstances justify or require.

For information on the University of the Incarnate Word Intellectual Property Policy, please refer to specific information found at: http://www.uiw.edu/hr/documents/Chapter14.pdf
Section 14: Missing Student Notification Policy & Procedure

Pursuant to section 488 of the Higher Education Opportunity Act of 2008 and adapted from the UIW Campus Police Missing Persons protocol, this policy and procedure will apply to all students residing in on-campus housing and in response to a missing student report.

Policy

A student may be considered a missing person by the university when his/her whereabouts are unknown and unexplained for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans or routines.

Any time a student is believed to be missing, whether or not the student is a campus resident, the appropriate police department should be contacted. The Campus Police Department, Dean of Campus Life, and the Director of Residence Life will work together to locate missing students, notify appropriate local law enforcement, and check on the welfare of such students. As part of the residential check-in procedure and university enrollment process, all students are afforded the opportunity to provide, on a voluntary basis, contact information for individuals to be notified in case of emergency, and this emergency contact will serve as a contact if the student goes missing unless the student specifies otherwise.

Anyone who believes a student to be missing should report their concern to the UIW Campus Police Department at (210) 829-6030. Most missing person reports in the university environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Every report made to Campus Police will be followed up with an immediate investigation once a student has been missing for 24 hours, though instances of bizarre disappearances, suspected kidnapping, or potential crimes will be acted upon immediately when reported.

Procedure

If a residential student is presumed to be missing, the university will notify the emergency contact, parent or legal guardian within 24 hours after it has been determined that the student is missing. For students under the age of 18, a call will be made to the custodial parents, regardless of who is designated by the student as the emergency contact. In the event that emergency contact notification is necessary, Campus Police will place the call.

The university official receiving the report will collect and document the following information at the time of the report:

a) The name and relationship of the person making the report.
b) The date, time, and location the missing student was last seen.
c) The general routine or habits of the suspected missing student (e.g. visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
d) The missing student’s cell phone number (if known by the reporter).
e) Whether a local police department has been notified.

Upon notification from any entity that a student may be missing, the university may use any or all of the following resources to assist in locating the student:

a) Call the student’s room.
b) Go to the student’s residence hall room.
c) Talk to the student’s RA, roommate and floor mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time and location the student was last seen.
d) Secure a current student ID or other photo of the student from a friend.
e) Call and text the student’s cell phone and call any other numbers on record.
f) Send the student an email.
g) Check all possible locations mentioned by the parties above including, but not limited to: library, residence hall lounges, classroom and recreational facilities, etc.
h) Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student’s social networking sites such as Facebook and Twitter.
i) Ascertain the student’s car make, model and license plate number.

The Office of Infrastructure Support may be asked to obtain electronic logs in order to determine the last time the student accessed the university network.

Section 15: Voluntary & Involuntary Medical or Psychological Withdrawal Policy (Back to TOC)

Section 1: Introduction
The following policies and procedures are to be used to help transition a student to a safer and/or more conducive environment when remaining at the university is not in the best interest of the student or the university community. This policy encourages a student to withdraw voluntarily when medical conditions or psychological distress make a withdrawal necessary; it seeks to ease that transition and potential return to the university. When a student is encouraged to voluntarily withdraw from the university and that encouragement has been unsuccessful, an involuntary withdrawal under this policy may be implemented.

Section 2: Student-Initiated Medical or Psychological Withdrawal
Students who elect to withdraw from the university for medical or psychological reasons are required to reapply for admission, and will be treated as any other applicant for admission at that time.

Section 3: University-Initiated Medical or Psychological Withdrawal
If a student is behaving in a way which is threatening to others, the Vice President for Enrollment Management & Student Services (or designee) may initiate these procedures. The Vice President for Enrollment Management & Student Services (or designee) is empowered with the discretion to define within his/her professional judgment what is sufficiently threatening and/or disruptive to warrant invoking a University-Initiated Medical or Psychological Withdrawal.

A. Standard for Involuntary Withdrawal on the Basis of Threat of Harm to Others
This section applies to all involuntary withdrawals from housing or from the university for any student who is at significant risk of harm to others as a result of a condition covered by disabilities law. When the potential for harm to others is present, involuntary withdrawal actions must consider whether the endangering behavior results from a condition of disability. If so, the student will be protected by Section 504 of the Rehabilitation Act of 1973. Under this federal statute, an individual with a disability may only be separated on the basis of this disability when they are not otherwise qualified to participate in the education program of the institution. Disability here will unlikely be the qualified disability on record with the disability services office. Instead, protection of disability laws here comes from institutional perception and treatment of a student as an individual with a disability. The objective of this section is to determine whether it is more likely than not that a student is a direct threat.

A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

1. The duration of the risk;
2. The nature and severity of the potential harm;
3. The likelihood that the potential harm will occur; and
4. The imminence of the potential harm.

A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

1. The duration of the risk;
2. The nature and severity of the potential harm;
3. The likelihood that the potential harm will occur; and
4. The imminence of the potential harm.
The university must determine whether reasonable accommodations to policies, practices, or procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the university.

Determining that a student is a direct threat requires an objective and individualized assessment and hearing. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. This standard also applies to the reinstatement of a student who has been withdrawn. They are entitled to return upon showing they no longer pose a direct threat of harm to others.

a.) Status of Conduct Proceedings:

If the student has been accused of a violation of the Student Conduct Code, but it appears that the student is not capable of understanding the nature or wrongfulness of the action, this policy may be activated prior to issuance of a determination in the conduct process. Interim suspension for threat of harm to others may also be imposed.

If the student medially withdraws from the university, or another action is taken under these provisions following a finding that the student’s behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to withdrawal, conduct proceedings may be reinstated.

B. Referral for Assessment or Evaluation

The appropriate official (or Behavioral Intervention Team) may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (or licensed professional counselor, social worker, licensed clinical social worker, etc.) chosen by the institution. Such evaluation may be ordered if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental/behavioral disorder will be introduced.

Students referred or mandated for evaluation will be so informed in writing with personal and/or certified delivery, and will be given a copy of these standards and procedures. The evaluation, conducted at the student’s expense, must be completed within five business days from the date of the referral letter, unless an extension is granted by the office of the appropriate official. A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the results to be shared with appropriate administrators, will be referred for conduct action.

C. University-Initiated Withdrawal Hearing Procedures for Direct Threat of Harm to Others

a.) Administrative Hearing Option

The Dean of Campus Life (or designee) may invoke informal resolution procedures to determine the need for involuntary withdrawal without a formal hearing. This process is also known as an administrative hearing. In administrative hearings, medical and administrative evidence (e.g. BIT assessment) will be heard, and final determinations will be made, by the Dean of Campus Life (or designee). If the medical evaluation and/or administrative assessment (e.g. BIT assessment) support the need for a withdrawal, the Dean of Campus Life will render a written decision within two business days, barring exigent circumstances, stating the rationale for his/her determination. The decision will be delivered to the student directly or by certified means. If the determination is made that a withdrawal is warranted, the notification will include information regarding how long the withdrawal may endure, as well as specifying any conditions of reinstatement. If other actions are pending, the appropriate individuals will be notified and may proceed with their actions.
b.) *Formal Hearing Option*

The student subject to an involuntary withdrawal may request a formal hearing in lieu of the administrative hearing described above. If the medical evaluation and/or administrative assessment (e.g. BIT assessment) supports the need for a withdrawal, a hearing will be scheduled before the Dean of Campus Life (or designee), the Director of Counseling Services, the Director of Health Services and/or other administrators as deemed appropriate. The student will be informed, in writing, with personal and/or certified delivery, of the time, date and place of the hearing. The student will be given at least two business days to independently review the psychological or psychiatric evaluation prior to the hearing. The student will be notified of who is expected to present information at the hearing, and is expected to notify the Dean of Campus Life (or designee) of any witnesses the student intends to bring. The student may, at the discretion of the Dean of Campus Life (or designee), be assisted by an advisor in the hearing. An advisor is defined in this process as a current member of the faculty, staff or administration of the university. Law permits a student to have an attorney present to attend/advise, but not represent the student, during a formal involuntary withdrawal hearing.

The student and the student’s advisor may present information about the necessity of involuntary withdrawal and the student will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however the Dean of Campus Life (or designee) will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. There will be a single verbatim record, such as a tape recording, for all involuntary withdrawal hearings. The record will be the property of the university and maintained according to the university’s record retention policy.

A written decision will be rendered by the committee within two business days, barring exigent circumstances, stating the rationale for its determination. The decision will be delivered to the student directly or by certified means. If the determination is made that a withdrawal is warranted, the notification will include information regarding when reapplication may be made, as well as specifying any conditions of reinstatement. If other actions are pending, the appropriate individuals will be notified and will proceed with their actions.

c.) *Appeals Process*

The determination of the involuntary withdrawal hearing, administrative or formal, is subject to appeal to the Vice President for Enrollment Management & Student Services in accordance with the following process:

Students subject to involuntary withdrawal may petition for a review of the determination within three (3) business days of issuance of the hearing committee’s written decision. All petitions must be in writing and delivered to the Vice President for Enrollment Management & Student Services. Reviews will only be considered for one or more of the following purposes:

1. To consider new information which was unavailable at the time of the original hearing and could be outcome determinative;
2. To assess whether a material deviation from written procedures impacted the fairness or outcome of the hearing;
3. To decide if an involuntary withdrawal is disproportionate to the severity of the threat evidenced in the hearing;
4. To determine if the decision does not align with the information provided in the hearing or whether reasonable accommodations might mitigate the risk without a withdrawal; or
5. To assess whether bias on the part of a hearing committee member deprived the process of impartiality.
Except as required to explain the basis of new information unavailable at the time of a hearing, review of a hearing will be limited to the verbatim record of the initial hearing and/or all supporting documents. The review and appeal decision of the Vice President for Enrollment Management & Student Services is final.

Section 4: Readmission Following an Involuntary Withdrawal
A student who is seeking reinstatement to the university after an involuntary withdrawal must receive clearance by providing the Vice President for Enrollment Management & Student Services (or designee) with written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others and is otherwise qualified to participate in the UIW educational program.

Section 16: Policy for Readmission Following an Involuntary Withdrawal (Back to TOC)
A student who is seeking reinstatement to the university after an involuntary withdrawal must receive clearance by providing the Vice President for Enrollment Management & Student Services (or designee) with written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others and is otherwise qualified to participate in the UIW educational program.

Section 17: Children on Campus Policy (Back to TOC)
The University of the Incarnate Word (UIW) celebrates the presence of children in the lives of our large campus family and UIW is committed to ensuring the health, safety and well-being of children. The university encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future, educational, cultural, or sporting events and camps.

The university campus grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations and services, the university has implemented this policy. This policy addresses health and safety matters relating to children on all premises owned and/or operated by the University of the Incarnate Word, including main campus, Incarnate Word High School and St. Anthony Catholic High School. The policy applies to all students, visitors, vendors, guests and volunteers on all campus locations.

For the policy regarding employees’ children on campus, please refer to the Employee’s Children on Campus policy.

For purposes of this policy, a child is defined as a person under the age of 18.

Rules regarding children:

- As a matter of safety, children, while on campus, are to be attended at all times by the person responsible for the care of the child. This means that children may not be on campus except while in the active care of an adult parent, guardian or designated child-care person over age 18. Children may not be left unattended and unsupervised at any time in any location, including dormitory rooms, hallways, bathrooms, cafeteria, library, Campus Life lounge, and recreational fields.
- The university does NOT accommodate nor allow children in classrooms during class. However, faculty may allow short, non-routine classroom attendance by a child when accompanied by the parent/guardian. The presence of the child must not compromise classroom safety or the conduct of the class. This must be a rare circumstance that should not occur more than once a semester and not longer than 30 minutes.
  - Children are not permitted in any campus facility where obvious danger is present.
  - Children are not allowed in science and photographic laboratories, laboratory preparation areas, and art rooms as there is possible exposure to potentially harmful agents and substances, including, but not limited to chemicals, biological materials, or radiation sources.
Where any shop activity is conducted including grounds maintenance, vehicle maintenance, carpenter’s shop, fabrication of instruments and laboratory apparatus, sewing, welding, machinery operation, or renovation activities.

- In any kitchen and other food preparation areas.
- The recording, broadcast and music studios.

- At all times when the child is on campus, the child is the sole responsibility and liability of the parent or legal guardian. The parent or legal guardian is responsible for any personal injury to university employees, students and guests, or property damage caused by the child, and the parent or guardian may be held liable.

- Any accident or injury involving a child must be reported immediately to Campus Police at (210) 829-6030.

Children that are not in the active care of an adult parent or guardian are allowed on campus in the following situations:

- While children are attending an organized and structured camp held on the campus of the university, such as a summer sports or academic camp.
- Children at the university that are enrolled students that are employed by the university, or on an internship. Note that before a child under the age of 18 is allowed in the workplace, he/she must complete the Hazard Assessment Request for Minors in the Workplace located on the Environmental Health Safety and Risk Management Blackboard Page.

Questions concerning this policy can be submitted to the Environmental Health Safety and Risk Management office at (210) 829-6035 or by email at sgmcdani@uiwtx.edu.

Section 18: Sexual Misconduct, Harassment, Stalking & Bullying Policy (Back to TOC)

In accordance with the Campus SaVE, Violence Against Women Act (VAWA) of 2013, Title IX, and Clery Act, the University of the Incarnate Word is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from sexual misconduct, harassment, stalking, and bullying. Therefore, the university will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape, domestic or dating violence, or stalking. The university encourages the prompt reporting of any incidents.

As part of the new requirements, our community shall have available programs, training, and information providing further education, prevention, and awareness, especially in understanding the importance of bystander intervention, reduction of risk, rights, and reporting options.

The university is committed to treating all individuals affected by sexual misconduct with dignity, care and respect; and, will provide equal access to support and counseling services through the university. Incidences of sexual misconduct may involve many questions. The university encourages individuals to seek the support of campus and community resources, as well as, provide guidance in obtaining information about available resources and assisting either party in the event that a report and/or resolution is pursued. Individuals are encouraged to use all available resources, regardless of whether the incident occurred recently or in the past.

Complainants, Respondents and third parties have the right to:

- The opportunity to meet with the Title IX or Deputy Title IX Coordinator or a member of the Title IX team to answer questions regarding the university’s complaint processes.
- The opportunity to speak on their own behalf.
- The opportunity to identify witnesses who can provide information on the alleged conduct at issue.
- The opportunity to submit other evidence on their behalf.
• The opportunity to review any information that will be offered by the other party in support of the other party’s position (to the greatest extent possible and consistent with FERPA or other applicable law).
• The right to be informed of the outcome of the investigation (the greatest extent possible and consistent with FERPA or other applicable law).
• The opportunity to appeal the outcome of the investigation.
• Notice of confidential resources, including health care and mental health counseling services, on campus and in the local community.
• Notice of the option to pursue law enforcement action and to be assisted by the University of the Incarnate Word Police or other university officials in accessing and communicating with such authorities. This notice will include a discussion of the importance of the preservation of evidence.
• The opportunity to request that the university take steps to prevent unnecessary or unwelcome contact or communication with another member of the UIW community.
• The right to be free from retaliation. Any concerns of retaliatory behavior should be immediately reported to UIW Police or Title IX or Deputy Title IX Coordinator.
• Treatment with dignity and respect, not subjected to biased attitudes or judgments.
• Not having past and irrelevant conduct discussed during any resulting proceedings.
• Changes in academic and/or living situations, if applicable, if possible.
• All support services regardless of the choice to file a school or criminal complaint.
• Submission of a written account of the incident and a victim/survivor-impact statement.
• The right to present witnesses and material evidence relevant to the case.
• Have an advisor present throughout the proceedings, as outlined in the Conduct Review Council policy.
• Consult with a campus official on academic support services and referrals to community resources, when appropriate.
• Voluntarily relocate to another residence hall, when available.

**University Action**
UIW believes that sexual misconduct, harassment, stalking, and bullying are behaviors that cannot be tolerated and, to that end will, actively provide information and support to students and employees who are victims of such abuse. It is the policy of UIW that sexual misconduct, harassment, stalking, and bullying will not be tolerated.

**Student Conduct will:**
1. Collect confidential report forms in cases involving students.
2. Respond to allegations of student misconduct consistent with the Student Code of Conduct. Such allegations can be made by Complainant and/or third party witnesses. This procedure is independent of any criminal procedure.
3. Hold student perpetrators accountable.
4. Organize training for members of the Conduct Review Council concerning the dynamics of sexual misconduct, harassment, stalking, and bullying.

**Reporting Process** *(Back to TOC)*
Students who have concerns about/or wish to report incidence of sexual misconduct, harassment, stalking, and bullying may file an incident report online. They may choose to identify their information as the reporter or file anonymously. To file a report, please go to our online report at: https://publicdocs.maxient.com/incidentreport.php?UnivoftheIncarnateWord.

For further assistance and support in filing an incident report or questions, please contact the following offices:
Offices of Campus Life

Dean of Campus Life
Marian Hall Campus Life Office
(210) 829-6034
Studentconduct@uiwtx.edu

Assistant Director of Campus Life
Marian Hall Campus Life Office
(210) 832-2189
Studentconduct@uiwtx.edu

University Police
Clement Hall
(210) 829-6030
police@uiwtx.edu

UIW Counseling Services
2nd Floor Watson Building
(210) 829-5656
tucker@uiwtx.edu

Health Services
Agnese/Sosa Parking Annex
(210) 829-6017
mahon@uiwtx.edu
STUDENT CODE OF CONDUCT
2014-2016

Respectful Interaction

Faith
Education
Innovation
Service
Truth
**Student Pledge**

I will pursue all of my endeavors with honor and integrity to advance the discovery of truth, mutual understanding, self-realization and the common good.

I will take personal responsibility for my actions and stand for what is right.

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**Note to Students**

University of the Incarnate Word students are responsible for knowing the information, policies and procedures outlined in this document. The university reserves the right to make changes as necessary and without advance notice.

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**University of the Incarnate Word Student Code of Conduct**

The *University of the Incarnate Word Student Code of Conduct* is based upon Ed Stoner’s Model Code and the Model Code of NCHERM authored by Brett A. Sokolow, Esq. Rights of use have been granted by NCHERM to the University of the Incarnate Word. No other use is permitted without the express permission of NCHERM.

**Section 1: Introduction** *(Back to TOC)*

The University of the Incarnate Word (UIW) community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. A community exists on the basis of shared values and principles. At the University of the Incarnate Word, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*. These standards are embodied within a set of core values that include integrity, fairness, respect, community, and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the *Student Code of Conduct*.

Ultimately, each member of the University of the Incarnate Word community is expected to assume responsibility for his/her conduct and to assume reasonable responsibility for the behavior of others. On occasion, this will involve kind and courteous admonition done when one member observes another in inappropriate conduct. At other times, it will involve cooperation when the authorities are investigating instances of alleged misconduct.

The student conduct process at the University of the Incarnate Word is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in this community.
Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Fair process, within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of university policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

**Section 2: Jurisdiction over Student Conduct** *(Back to TOC)*

Students at the University of the Incarnate Word are annually given a copy of the *Student Code of Conduct* in the form of a link on the UIW website. Hard copies are available upon request from the Dean of Campus Life. Students are charged with the responsibility of having read, and agreeing to abide by, the provisions of the *Student Code of Conduct* and the authority of the student conduct process. The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students and university-affiliated student organizations. Because the *Student Code of Conduct* is based on shared values, it sets a range of expectations for the University of the Incarnate Word students no matter where or when their conduct may take place; therefore, the *Student Code of Conduct* applies to behaviors that take place on the campus, at university-sponsored events and may also apply off-campus when the administration determines in its discretion that the off-campus conduct affects a substantial university interest. A substantial university interest is defined to include:

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

The *Student Code of Conduct* may be applied to conduct that takes place from the time a person accepts enrollment as a student and continues until the student withdraws or graduates, including periods during semester breaks and between semesters. Further, the *Student Code of Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the University of the Incarnate Word are also protected by the *Student Code of Conduct* and may initiate grievances for violations of the *Student Code of Conduct* committed against them by members of University of the Incarnate Word community. There is no time limit on reporting violations of the *Student Code of Conduct* as long as the offending student is still enrolled at the University of the Incarnate Word; however, the longer someone waits to report an offense, the harder it becomes for the University of the Incarnate Word officials to obtain information and witness statements and to make a determination regarding alleged violations. Though anonymity is permitted, it may limit the university’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Campus Life and/or to Campus Police.
Section 3: Violations of the Law (Back to TOC)
Violations of federal, state and local laws are incorporated as offenses under the Student Code of Conduct. When an offense occurs over which the university has jurisdiction, the university conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. Should a student withdraw from the university when a criminal complaint is made, the university may pursue investigation and resolution of campus conduct matters, regardless of the fact that the student has withdrawn.

When a student is accused, arrested, charged, or indicted for a violent or drug-related off-campus crime, the university may elect to take action against that student for violation of the Student Code of Conduct, which incorporates violation of local, state and federal laws as code violations.

When it has reasonable cause to separate a student from the community, the university may suspend a student for a reasonable time pending the scheduling of a campus hearing for violation of the Student Code of Conduct. The university reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. The university will permit a student who receives an interim suspension to request a meeting with the Dean of Campus Life to show cause as to why an interim suspension is not merited. Regardless of the outcome of this meeting, the university may still proceed with the scheduling of a campus hearing.

When criminal charges are pending, the university may be delayed or prevented from conducting its own investigation and moving forward with a campus hearing. When this happens, the university will delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information from law enforcement upon which to proceed.

It may be in the best interest of students accused of crimes to withdraw from the university, without penalty, until the criminal charges are resolved. The university has a procedure for voluntary withdrawal under the following conditions:

a.) If the alleged victim of the crime is a student, the alleged victim must approve of the withdrawal and delay of the hearing;
b.) The accused student/respondent must comply with any and all campus efforts at investigation that will not prejudice his/her defense in the criminal trial; and
c.) The accused student/respondent must agree that, in order to be reinstated to active student status, he/she must first be subject to, and fully cooperate with, a campus hearing and must comply with any and all sanctions that are administered.

Section 4: Special Provisions

A. Attempted Violations

In most instances, the University of the Incarnate Word will treat attempts to commit any of the violations listed in the Student Code of Conduct as if those attempts had been completed.

B. Misconduct Online

Students are cautioned that behavior conducted online, such as harassment or bullying via email, can subject them to university conduct action. Students must also be aware that blogs, webpage entries on sites such as Facebook, Instagram, YouTube, Twitter, and other similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The university does not regularly search for this information
but may take action if and when such information is brought to the attention of university officials. Please see social media policy at: www.uiw.edu/technology/policies-procedures/social-media-policy/

C. University as Complainant

The University of the Incarnate Word reserves the right to initiate a complaint, to serve as complainant and to initiate conduct proceedings without a formal complaint by the victim of the alleged misconduct.

D. False Reports

The University of the Incarnate Word will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation and it may also violate state criminal statutes and civil defamation laws.

E. Group Violations

When members of groups, individuals acting collusively or members of an organization act, in concert, in any violation of any policy they may be held accountable as a group and a hearing may proceed against the group as jointly accused students/respondents. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual.

F. Immunity for Victims/Survivors

The University of the Incarnate Word community encourages the reporting of conduct code violations and crimes by victims/survivors. Sometimes, victims/survivors are hesitant to report to university officials because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. It is in the best interest of this community that as many victims/survivors as possible choose to report to university officials. To encourage reporting, the University of the Incarnate Word pursues a policy of offering victims/survivors of conduct code violations and crimes amnesty from policy violations related to the incident.

G. Good Samaritan/911 Lifeline Law (Medical Amnesty)

The welfare of students in our community is of paramount importance. At times, students’ on- and off-campus may need assistance. The University of the Incarnate Word encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble. For example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to Campus Police. The University of the Incarnate Word pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the university will provide educational options, rather than punishment, to those who offer their assistance to others in need.

The Good Samaritan policy at UIW has been long-standing. In 2011, the 911 Lifeline Law was passed by the Texas Legislature, known as S.B. 1331. This law states that:

[A] A person under 21 won’t be charged by the police for possessing or consuming alcohol if the person calls 911 because someone might have alcohol poisoning. This limited immunity applies only to the first person to call for medical assistance, only if the caller remains on scene until medical assistance arrives and cooperates with EMS and law enforcement. (Texas Alcoholic Beverage Commission, 2011).
H. Bystander Intervention

The university expects all community members to take reasonable and prudent actions to prevent or stop a crime. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the university and protected from retaliation.

Four stages of bystander behavior:

1. Notice the event
2. Interpret it as a problem
3. Feel responsible for dealing with it
4. Possess the necessary skills to act

How you can help?
UIW is a community of students, faculty, staff, as well as our extended families and visitors. Everyone can step up to help, and not only during emergencies. You each can help another person make healthier choices every day and/or intervene or interrupt harmful behavior or speech that you witness. You can…

- Speak up when someone discusses plans to take sexual advantage of another person;
- Offer to drive an incapacitated friend home from a party;
- Interject yourself into a conversation where another person seems unsafe;
- Call police when a person is yelling at another and it is safe to interrupt;
- Refuse to leave the area (and/or call police) if a person is trying to get you to leave so they can take advantage of another person;
- Speak up with people who use racist, sexist, or other harmful language;
- Encourage a friend/individual to explore resources to stop drinking or smoking;
- Confront people who seclude, hit on, try to make out with, or hook up with people who are incapacitated;
- Ensure friends who are incapacitated do not leave the party or go to secluded places with others.

What to do?
Our community members are expected to alert appropriate officials in the event of any health or safety emergency – specifically including those involving the abuse of alcohol or drugs – even if violations of the Student Code of Conduct may have occurred in connection with such an emergency.

1. Contact emergency officials by calling UIW PD at (210) 829-6030 or 911 to report the incident.
2. Remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so.
3. Meet with appropriate university officials after the incident and cooperate with any university investigation.

References
University of Oregon Division of Student Affairs. Sexual Violence Prevention and Education. Retrieved from: http://pages.uoregon.edu/asap/Get-educatedBystInter.html
I. Parental Notification

The University of the Incarnate Word reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. The University of the Incarnate Word will attempt to contact the parents/guardians of a student to inform them of situations in which there is a health and/or safety risk. The University of the Incarnate Word also reserves the right to designate which university employees have a legitimate need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly.

J. Notification of Outcomes

The outcome of a campus hearing is part of the educational record of the accused student/respondent and is protected from release under the Family Educational Rights and Privacy Act (FERPA), except under certain conditions. In accordance with FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or sex offense, the university will inform the alleged victim’s complainant in writing of the final results of a hearing, “regardless of whether the university concludes that a violation was committed” (Family Educational Rights and Privacy Act, 2009). Such release of information may only include the alleged student’s/respondent’s name, the violation committed and the sanctions assigned (if applicable), though in cases of sex offenses, the rationale for the outcome will also be shared with all parties to the complaint.

In cases where the university concludes that a student violated a policy that would constitute a “crime of violence” or sex offense, the university may also release the above information publically and/or to any third party. FERPA lists “crimes of violence” as:

a) Arson
b) Assault offenses
c) Burglary
d) Criminal homicide—manslaughter by negligence
e) Criminal homicide—murder and non-negligent manslaughter
f) Destruction/damage/vandalism of property
g) Kidnapping/abduction
h) Robbery
i) Sex offenses, forcible
j) Sex offenses, non-forcible

Students who bring sexual misconduct complaints against a member(s) of the faculty, administration or staff may be informed of the outcome and sanctions, if applicable, as FERPA does not apply.

K. Defenses

It is common for individuals accused of a policy violation to defend their actions with explanations such as, but not limited to, prescription drug interactions, self-defense and disability. The university’s policy on defenses is that providing an explanation for a policy defense is equivalent to the admission of engaging in a policy violation. While explanations will not excuse an individual’s commission of a policy violation, the University of the Incarnate Word will take the legitimacy of an individual’s explanation into consideration in the determination of appropriate sanctioning.
Section 5: Student Code of Conduct: The Policy (Back to TOC)

A. Definitions

a.) The term “the university” refers to the University of the Incarnate Word.
b.) The term “student” includes all persons who have accepted admission to, enrolled at, are taking courses at, and/or have a continuing relationship with the university, including those who attend full- or part-time the undergraduate, graduate, doctoral or non-matriculated level.
c.) The term “faculty member” refers to any person employed by the university to conduct instructional activities.
d.) The term “university official” includes any person employed by the university that holds administrative or professional supervisory responsibilities.
e.) The term “member of the university community” refers to any person employed by, volunteering for or attending the university as a student, faculty member, administrator, staff member, intern, or volunteer.
f.) The term “university property” includes all land, buildings, facilities, and other property in the possession of, owned or controlled, whether leased or rented, by the university.
g.) The term “organization” refers to any number of persons who have complied with the formal requirements for university registration, or who are members of university sponsored groups. Example: The Business Club is a student organization. University Mission and Ministry Peer Ministers, Resident Assistants, and Ambassadors are university sponsored organizations.
h.) The terms “Conduct Review Council” or “CRC” refers to a body of university community members responsible for assisting in the interpretation and implementation of the Student Code of Conduct. Members are responsible for ensuring that students receive the procedural fairness rights granted them.
i.) The term “Conduct Council” refers to any persons authorized by the Vice President for Enrollment Management & Student Services or a delegated representative to determine whether a student has violated the Student Code of Conduct and to impose sanctions. The Conduct Review Council constitutes a Conduct Council.
j.) The term “Student Conduct Administrator” refers to an official authorized by the Vice President for Enrollment Management & Student Services to impose sanctions upon students found in violation of the Student Code of Conduct. The Vice President for Enrollment Management & Student Services may authorize a conduct advisor to serve as the sole individual responsible for determining whether a student has violated the Student Code of Conduct. The Dean of Campus Life and Assistant Director of Campus Life serve as student conduct administrators. Cases of alleged violations of the Academic Integrity Policy will be referred to the Provost for resolution.
k.) The term “Community Review Board” refers to any person or persons authorized by the Vice President for Enrollment Management & Student Services to consider a review or appeal of the Conduct Council’s determination that a student violated the Student Code of Conduct or to review or appeal sanctions imposed by a Student Conduct Administrator.
l.) The term “illegal drug” is defined as a substance defined and regulated under the provisions of the Federal Controlled Substances Act and of Article 4476-14 or Article 4476-15 of Vernon’s Texas Civil Statues, and including, but is not limited to: CNS depressants, CNS stimulants, hallucinogens, or other illegal drugs such as PCP, cocaine or crack.
m.) The term “use of drug” includes: the misuse of prescription medication; the possession or drug paraphernalia; and/or the use, possession, manufacture, sale or distribution of any one or more illegal drugs while on or off university property.
n.) The term “will” is used in the imperative sense.  
o.) The term “may” is used in the permissive sense.  
p.) The term “policy” is defined as the written rules of the university found in, but not limited to: the *Student Code of Conduct*, the *Residence Life Handbook*, the *Student Handbook*, and the *Graduate and Undergraduate Bulletins*.  
q.) The term “day” refers to a regular business day when the university is in session.  

**B. Core Values and Behavioral Expectations**

The basic approach to maintaining a Christian code of conduct is self-discipline; however, the university considers the behavior described in the following sections as inappropriate for the University of the Incarnate Word community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, or professional. The university encourages community members to report to university officials incidents which involve the following (or similar) actions or attempts of the following (or similar) actions. Any student found to have committed the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

a) **Integrity**: UIW students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. Knowingly furnishing false, falsified or forged information to any member of the university community such as falsification or misuse of documents, accounts, records, identification or financial instruments;

2. Acts of academic dishonesty as outlined in the *Code of Academic Integrity*;

3. Unauthorized possession, duplication or use of means of access to any university building (i.e. keys, cards, etc.);

4. Action or inaction by someone in collusion with a wrongdoer who fails to discourage a known and obvious violation of university policy or the law.

5. Violations of positions of trust within the community; or

6. Tampering with the election of any university-recognized student organization.

b) **Community**: UIW students honor and value their community. Behavior that violates this value includes, but is not limited to:

1. Misuse of access privileges to university premises or unauthorized entry to or use of buildings, including trespassing;

2. Misuse or unauthorized use of university or organizational names and images;

3. Knowingly taking possession of stolen property;

4. Intentional and unauthorized taking of university property or the personal property (which is located on campus) of a member of the university community;
5. Intentional and unauthorized destruction of, or damage to, university property or to the personal property (which is located on campus) of a member of the university community;

6. Violating the UIW Responsible Computing Policy or the UIW Fair Use Policy, found online in their entirety at: [http://www.uiw.edu/technology/policies-procedures/](http://www.uiw.edu/technology/policies-procedures/). Examples of actions which violate these policies include, but are not limited to:
   
   - Use of computing facilities to send harassing or abusive messages;
   - Use of computing facilities to interfere with the work of other community members;
   - Unauthorized access to a file or personal or group account;
   - Use of computing facilities to interfere with normal operation of the university computer system; or
   - Copying or transmitting copyrighted material when you are not legally authorized to do so.

7. Anonymous or forged network news articles or email messages;

8. Disk usage over the allotted limit without prior approval;

9. Unauthorized transfer of a file;

10. Unauthorized use of another individual’s identification and password;

11. Violation of the smoking policy (See *UIW Student Handbook*, “Campus Policies”);

12. Gambling (See *UIW Student Handbook*, “Campus Policies”);

13. Possession of firearms, explosives or other weapons including, but not limited to: BB/pellet guns; slingshots; facsimile weapons; airsoft rifles; sharp-edged instruments, such as hatchets when used as weapons; or dangerous chemicals while on campus without proper authorization; or

14. Violation of local, state, federal or campus fire policies including, but not limited to:
   - Failure to evacuate a university-controlled building during a fire alarm;
   - Improper use of university fire safety equipment; or
   - Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property.

c) *Fairness*: UIW students exemplify equitable treatment of all members of the community in their dealings and interactions. Behavior that violates this value includes, but is not limited to:

1. Disruption of university operations including obstruction of teaching, research, administration, other university activities, or other authorized non-university activities which occur on campus;

2. Obstruction of freedom of movement by community members or visitors;

3. Abuse or interference of, or failure to comply in, university processes including conduct and honor code hearings; or
4. Abuse of the campus conduct system including, but not limited to:
   - Failure to appropriately respond to a letter of notice, or summons letter;
   - Failure to attend meetings scheduled for conduct code administration purposed;
   - Falsification, distortion or misrepresentation of information;
   - Failure to provide, destroying or hiding information during an investigation of an alleged policy violation;
   - Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
   - Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
   - Failure to comply with the sanction(s) imposed by the campus conduct system; or
   - Influencing, or attempting to influence, another person to commit and abuse of the campus conduct system.

d) **Respect**: UIW students show positive regard for each other, for property and for the community. Behavior that violates this value includes, but is not limited to:

1. Threatening, or causing, physical harm, verbal abuse or other conduct which threatens or endangers the health or safety of any person;

2. Discrimination, intimidation (i.e. implied threat(s)), or harassment (see *UIW Student Handbook*, “Anti-Harassment Policy”);

3. Bullying, or cyberbullying, which acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community. Such behaviors may include, but are not limited to: creating webpages with a negative focus; posting insults or lewd photos on social networking sites; or spreading rumors with malicious intent;

4. Retaliation against a complainant or witness in a campus conduct complaint;

5. Abusive affiliation (See *UIW Student Handbook*, “Campus Policies”);

6. Violence between those in an intimate relationship with one another (e.g. Domestic Violence, Dating Violence);

7. Stalking as defined as repetitive menacing pursuit; following; harassment; and/or interference with the health and safety of a member of the community or the immediate family of a member of the community (*See UIW Student Handbook*, “Section 18: Sexual Misconduct, Harassment, Stalking, and Bullying Policy”);
8. Sexual misconduct/sex discrimination including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation (See Section 11: Sexual Misconduct Policy for further information);

9. Inappropriate conduct which is disrespectful, disorderly, disruptive or indecent while on campus or at functions sponsored, or participated in, by the university;

10. Failure to comply with the directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so; or

11. Smoking in any university-controlled building.

c) **Responsibility:** UIW students are given, and accept, a high level of accountability as role models. Behavior that violates this value includes, but is not limited to:

1. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the university’s Alcohol Policy (See Section 9 of this document for further information);

2. Use, possession or distribution of narcotics or other controlled substances or drug paraphernalia, except as expressly permitted by law (See Section 9 of this document for further information);

3. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

4. Assisting in, inciting or condoning the violation of university policies or local, state or federal laws;

5. Violations of local, state or federal laws which affect the interests of the university community whether the violation occurs on or off campus;

6. Intentional failure of any organized group to exercise preventative measures relative to violations of the *Student Code of Conduct* by its members;

7. Violation of other published university policies or rules;

8. Intentionally, or recklessly, causing a fire which damages university or personal property or which caused injury to any member of the community.

*Note:* Some violations of university policy committed by resident students will be handled administratively by the Director of Residence Life (or designee). These violations may include, but are not limited to: noise, visitation, trash or emergency evacuation policies; disabling a smoke detector; or smoking tobacco products in an unauthorized area. Specific sanctions are also listed in the *Residence Life Handbook* and the *UIW Student Handbook.*

**Section 6: Conduct Authority** *(Back to TOC)*
The Dean of Campus Life is the person designated by the Vice President for Enrollment Management & Student Services, who has been charged by the President of the University, for the administration of the *Student Code of Conduct.*
The Dean of Campus Life, the Judicial Educator or designee will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit. No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some information to support each element of the offense, even if that information is merely a credible witness or a victim’s statement. A complaint wholly unsupported by any information will not be forwarded for a hearing.

If an allegation can be disposed of by mutual consent of the parties involved, on a basis acceptable to the parties involved and the Dean of Campus Life (or designee), such disposition will be final and there will be no subsequent proceedings.

The Dean of Campus Life has discretion to refer a complaint for mediation. All parties must agree to mediation and to be bound by the decision with no review/appeal. Any unsuccessful mediation can be forwarded for formal treating and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Dean of Campus Life may also suggest that complaints that do not involve a violation of the Student Code of Conduct be referred for mediation.

If the complaint cannot be disposed of in a manner mutually acceptable, the Dean of Campus Life will refer the complaint to the Conduct Council, a Student Conduct Administrator or the Conduct Review Council (CRC). There is, generally, a preference to refer disputed claims to the CRC; however, the Dean of Campus Life retains ultimate discretion over complaint referrals.

A. Assembly of the Conduct Review Council (CRC)

When a complaint cannot be resolved through an informal or administrative process, the Dean of Campus Life will assemble a Conduct Review Council (CRC) according to the following guidelines:

a) The Dean of Campus Life, the Judicial Educator and the Director of Residence Life (or designees) will serve as the CRC Selection Panel.

b) This panel will select up to seven individuals to serve on a CRC. Members may consist of current undergraduate or graduate students, faculty members and/or administrators. The selection panel will choose individuals who are gender and culturally sensitive.

c) Students interested in serving on the CRC will be interviewed by member(s) of the Selection Panel.

d) Eligible candidates must:

   1. Be in academic good standing and have completed 15 hours of academic credit at UIW with a cumulative GPA of at least 2.5.

   2. Be in disciplinary good standing throughout the period in which they serve. Disciplinary good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the CRC. A serious history of misconduct could disqualify a student for service.

The Dean of Campus Life will have final authority to approve students, faculty and administrators serving on the CRC.

The non-voting conduct advisor to the CRC is the Dean of Campus Life (or designee) with responsibility for training the CRC, conducting preliminary investigations, holding student representatives accountable for decisions made by the CRC, and ensuring a fair process for the complainant and accused student/respondent.
The Dean of Campus Life will develop procedural rules for the administration of hearings that are consistent with provisions of the *Student Code of Conduct*. Material deviation from these rules will, generally, only be made as necessary and will include notice to the parties involved.

At all hearings conducted by the CRC, the presence of at least three members will be necessary and sufficient to constitute a quorum. Decisions made, and sanctions imposed, by the CRC or the Dean of Campus Life/designee will be final, pending the normal review process. Sanctions imposed will be implemented immediately unless the Dean of Campus Life postpones their implementation in extraordinary circumstances, pending the outcome of the appeal.

**B. Interpretation and Revision**

Any question of interpretation of the *Student Code of Conduct* will be referred to the Dean of Campus Life whose interpretation is final.

The Dean of Campus Life may make any necessary modification to procedure that does not materially jeopardize the fairness owed to any party.

The *Student Code of Conduct* will be reviewed every two years under the direction of the Dean of Campus Life.

**Section 7: Conduct Procedures** *(Back to TOC)*

Part of the education process is learning how to live in harmony with community members and within a system of standards established for and by the community. Students are accountable to students and others in the community for these standards through the procedures outlined below. This system is not a legal process but, rather, an administrative hearing system. Principles of fairness govern all review bodies. All students who violate these standards will be held accountable for their behavior through a process that assures the rights of both the complainant and the accused student/respondent.

**A. Complaints**

Any member of the university community, visitors or guests may file a complaint against any student for misconduct via the following URL:

http://www.uiw.edu/campuslife/ReportanIncident.html.

Complaints will be presented to the Dean of Campus Life (or designee) and to the Title IX Coordinator, when appropriate. All complaints should be submitted as soon as possible after the offending event occurs, preferably within one semester; however, at the discretion of the Dean of Campus Life, the university may pursue a complaint made much later. The university has the right to pursue a complaint or perception of misconduct on its own behalf and to serve as complainant in the subsequent campus conduct process.

The Dean of Campus Life (or designee) will assume responsibility for the investigation of the alleged violation as described in Section 6: Conduct Authority.

**B. Notice of Hearing**

When a determination is made that reasonable cause exists for the Dean of Campus Life (or designee) to refer a complaint for a hearing, notice will be given to the accused student/respondent. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Campus Life (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student’s university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice, or summons letter will:
a.) Include the alleged violation and notification of where to locate the Student Code of Conduct and university procedures for resolution of the complaint; and

b.) Direct the accused student/respondent to contact the Dean of Campus Life (or designee) within a specified period of time to respond to the complaint. This time period will, generally, be no less than two days from the date of delivery of the summons letter.

A meeting with the Dean of Campus Life (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the accused student/respondent must indicate, either verbally or in writing, to the Dean of Campus Life (or designee), whether s/he admits or denies the allegations of the complaint.

C. Interim Actions

a.) No Contact Order: Contact between students and/or other campus community members is limited. At the request of a student or at the discretion of the Dean of Campus Life (or designee), and after investigation by the Dean of Campus Life (or designee), a No Contact Order may be enforced between two or more students. These orders are for no less than six (6) weeks and may be reviewed for extension by the Dean of Campus Life (or designee). No contact means that while the complainant and the accused student/respondent are on university property or are at any activity or event associated with the university, the complainant and the accused student/respondent may not attempt to communicate with one another. Distance restrictions may also be imposed. Communication includes: talking with; attempting to talk with; touching; staring at; writing to; attempting telephone or other electronic contact (e.g. email, Facebook, text); enlisting a proxy (third party) to make contact on one’s behalf; or any other form of contact or attempted contact. Appropriate monitoring and notification of provisions may be made to enable enforcement.

b.) Interim suspension: Under the Student Code of Conduct, interim suspension may be imposed by the Dean of Campus Life when necessary to protect the health and safety of a student or of the community; preserve university property; pursue an investigation and/or hearing; prevent disruption of, or interference with, the normal operations of the university; or allow time for a behavioral mental health assessment or evaluation. Interim suspension will be used for short periods of time, pending a hearing for a Student Code of Conduct violation or Involuntary Leave.

c.) During an interim suspension, a student will be denied access to university housing and/or university campuses. As determined appropriate by the Vice President for Enrollment Management & Student Services or the Dean of Campus Life, this restriction includes classes and/or all other university activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Campus Life and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student/respondent.
D. Hearing Options & Preparation

The following sections describe UIW’s conduct hearing processes. Except in a complaint involving failure to obey the summons of the Dean of Campus Life (or designee), no student may be found to have violated the Student Code of Conduct solely due to the student’s failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Student Conduct Administrator or Conduct Council presiding over the hearing. During the process of a hearing if it is determined that additional violations of the Student Code of Conduct have occurred, additional charges and sanctions may be assigned at the time of the hearing.

Administrative (Informal) Hearing
Where the accused student/respondent admits to violating the Student Code of Conduct, or in instances where the accused student/respondent is facing a complaint for which the consequences do not include suspension or expulsion from housing and/or the university, the Dean of Campus Life (or designee) may invoke informal resolution procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an administrative hearing. In administrative hearings, complaints will be heard, and final determinations will be made, by one or more Student Conduct Administrators.

Formal Hearing
Where the accused student/respondent denies violating the Student Code of Conduct, or in instances where the accused student/respondent is facing a complaint for which the consequences may include suspension or expulsion from housing and/or the university, a formal hearing will be conducted as befits the gravity of the alleged offense and the very serious nature of the consequences. This process is known as a Conduct Review Council (CRC) hearing. At the discretion of the Dean of Campus Life (or designee), a request by the accused student/respondent for an administrative hearing may be considered. Students who deny a violation for which a CRC hearing will be held will be given a minimum of seven (7) days to prepare for a formal hearing. Preparation for a formal hearing is summarized in the following guidelines:

a) Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Campus Life (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student’s university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

b) If there is an alleged victim of the conduct in question, the alleged victim may serve as the complainant or may elect to have the university administration serve as complainant. Where there is no alleged victim, the university administration will serve as complainant.

c) If an accused student/respondent fails to respond to notice from the Dean of Campus Life (or designee), the Dean of Campus Life (or designee) may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. Unless the student responds to this notice within two (2) days by answering the original notice, an administrative hearing may be scheduled and held on the student’s behalf and the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed in their university account, deeming them ineligible to register for courses or university housing until such time as he/she responds to the initial complaint.

d) At least three (3) days before any scheduled formal hearing, the following will occur:

1. The accused student/respondent will deliver, to the Dean of Campus Life (or designee), a written response to the complaint;
2. The accused student/respondent will deliver, to the Dean of Campus Life (or designee), a written list of all witnesses he/she wants to appear on his/her behalf;

3. The accused student/respondent will deliver, to the Dean of Campus Life (or designee), all items of physical information he/she intends to use or needs to have present at the hearing and will indicate who has possession or custody of such information, if known;

4. The complainant will deliver, to the Dean of Campus Life (or designee), a written list of all witnesses he/she wants to appear on his/her behalf;

5. The complainant will deliver, to the Dean of Campus Life (or designee), all items of physical information he/she intends to use or needs to have present at the hearing and will indicate who has possession or custody of such information, if known; and

6. The complainant and the accused student/respondent will notify the Dean of Campus Life (or designee) of the names of any advisors who may be accompanying the parties at the hearing.

e) The Dean of Campus Life (or designee) will ensure that the hearing information and any other available written documentation is shared with the complainant and the accused student/respondent at least one (1) day before any scheduled hearing. In addition, the parties will be given a list of the names of all the hearing officers for the complaint. Should either party object to any member(s) of the board or panel, he/she must raise all objections, in writing, to the Dean of Campus Life immediately. Hearing officers will only be unseated if the Dean of Campus Life concludes that their bias precludes an impartial hearing of the complaint. Additionally, any CRC or hearing officer who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings.

**E. Conduct Review Council (CRC) Hearing Procedures**

When a student faces suspension or expulsion from housing of the university, the process (e.g. the conducting of a CRC hearing) afforded is more rigorous and formal as befits the gravity of the alleged offense and the very serious nature of the consequences.

The complainant and the accused student/respondent have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend, it is that student’s responsibility to notify the Dean of Campus Life no later than one (1) business day before the scheduled hearing to arrange for another date, time and location.

a) Except in cases of grave or unforeseen circumstances, if the accused student/respondent fails to appear, the hearing will proceed as scheduled. If the complainant fails to appear, the complaint will be dropped unless the university chooses to pursue the allegation on its own behalf, as determined by the Dean of Campus Life.

*The Dean of Campus Life (or designee) and the Conduct Review Council will conduct CRC hearings according to the following guidelines:*

a) Hearings will be closed to the public.

b) Admission to the hearing of persons other than the parties involved will be at the discretion of the Conduct Review Council (CRC) and the Dean of Campus Life.
c) In hearings involving more than one accused student/respondent, the standard procedure will be to hear the complaints jointly; however, the Dean of Campus Life may permit the hearing pertinent to each respondent be conducted separately. In joint hearings, separate determinations of responsibility will be made for each respondent.

d) For offenses in which suspension or expulsion may be warranted, the complainant and respondent have the right to an advisor of his/her own choosing. Advisors may be chosen only from within the current University of the Incarnate Word community. The advisor may not make a presentation or represent the complainant or respondent during the hearing. Advisors are not permitted at less formal hearings except upon special application to the Dean of Campus Life (or designee).

e) The complainant, the accused student/respondent, the CRC and the Dean of Campus Life (or designee) will have the privilege of presenting witnesses and questioning all parties and present witnesses. Unduly repetitive witnesses can be limited at the discretion of the CRC Chairperson or the Dean of Campus Life (or designee).

f) Pertinent records, exhibits and written statements may be accepted as information for consideration by the CRC and the Dean of Campus Life. Formal rules of evidence are not observed. The Dean of Campus Life may limit the number of character witnesses presented or may accept written affidavits of character instead.

g) All procedural questions are subject to the final decision of the Dean of Campus Life.

h) After a CRC hearing, the Council will deliberate and determine, by majority vote, whether it is more likely than not that the accused student/respondent has violated the Student Code of Conduct. The Dean of Campus Life (or designee) will be present and available as a resource during all deliberations. When a finding is determined, if the finding is that of a policy violation, the CRC will determine an appropriate sanction(s). The Dean of Campus Life (or designee) is responsible for informing the CRC of applicable precedent and any previous conduct violations by the accused student/respondent. The CRC Chairperson will prepare a case adjudication report, written to the attention of the Dean of Campus Life, detailing the finding, how each member voted, the information cited by the Council in support of its finding, and any information the Council excluded from its consideration and why. This report should conclude with any recommended sanctions. This report will be submitted to the Dean of Campus Life within two (2) days from the end of deliberations.

i) The Dean of Campus Life may make appropriate modifications to the CRC’s report and will then implement and inform the accused student/respondent and complainant (if applicable by law or university policy) of the final determination within seven (7) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Dean of Campus Life (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student’s university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

j) There will be a single verbatim record, such as a tape recording, for all CRC hearings. Deliberations will not be recorded. Verbal presentations of the findings will be recorded. The record will be the property of the university and maintained according to the university’s record retention policy.
F. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Student Code of Conduct:

a) **Warning**: A written notice will be sent to the student(s) who violated university policies and/or rules. It specifies that inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the university.

b) **Restitution**: Compensation for damage caused to the university or any person’s property. This is not a fine but, rather, a repayment for property destroyed, damaged, consumed, or stolen.

c) **Fines**: Previously established and published fines may be imposed.

d) **Community/University Service Requirements**: For a student or organization to complete a specific supervised university service. This will not fulfill the university’s community service requirement for graduation.

e) **Loss of Privileges**: The student will be denied specified privileges for a designated period of time.

f) **Confiscation of Prohibited Property**: Items whose presence is in violation of university policy will be confiscated and will become the property of the university. Prohibited items may be returned to the owner at the discretion of the Dean of Campus Life and/or Campus Police.

g) **Behavioral Requirement**: This includes required activities such as, but not limited to, seeking academic or personal counseling, writing a letter of apology, etc.

h) **Educational Program**: Requirement to attend and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

i) **No Contact Order**: Contact between students is limited. At the request of a student, and after investigation by the Dean of Campus life or designee, a no contact order may be enforced between students. These orders are for no less than six weeks and may be reviewed for extension. No contact means that while the accused student and/or the complainant are on university property, or at any activity or event associated with the university, the accused may not attempt to communicate with the complainant or vice versa. Distance requirements may also be imposed. Communication includes talking with, attempting to talk with, touching, staring at, writing to or about, attempting telephone or electronic contact (e.g., email, social media, fax, pager), enlisting a proxy (third-party) to make contact on your behalf, and/or any other form of contact or communication of any kind. Appropriate monitoring and notification provisions may be made to enable enforcement.

j) **Restriction of Visitation Privileges**: May be levied against an individual or individuals residing in university housing. The parameters of the restriction will be specified.

k) **University Housing Probation**: The student is put on official notice that, should further violations of Residence Life or university policies occur during a specified probationary period, the student may immediately be removed from university housing.
1) **University Housing Reassignment:** The student is reassigned to another university housing structure. Residence Life personnel will decide on the structure to which the student will be reassigned.

m) **University Housing Suspension:** The student is removed from university housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to university housing may be specified. Under this sanction, a student is required to vacate university housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for university housing, the student must gain permission from the Director of Residence Life (or designee).

n) **University Housing Expulsion:** The student’s privilege to live in, or visit, any university housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

o) **University Probated Suspension:** The student is suspended and deemed “not in disciplinary good standing” with the university for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Campus Life and terms of this conduct sanction may include, but are not limited to, the following:

   1. Ineligibility to hold any office in any student organization recognized by the university or hold an elected or appointed office at the university; or

   2. Ineligibility to represent the university to anyone outside the university community in any way including: participating in the study abroad program, attending conferences, or representing the university at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

p) **University Suspension:** The student is separated from the university for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified. The student is required to vacate university housing and/or campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and the Dean of Campus Life. This sanction may be enforced with a trespass action as necessary.

q) **University Expulsion:** The student is permanently separated from the university. The student is barred from being on campus and the student’s presence at any university sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

r) **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Vice President for Enrollment Management & Student Services, the Dean of Campus Life or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Student Code of Conduct*:

a) One or more of the sanctions listed above, specifically a) through i) and o) through r); and/or
b) Deactivation, loss of all privileges (including university registration), for a specified period of time.

Sanctions imposed will be implemented immediately unless the Dean of Campus Life stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

**G. Final Review**

Individuals who are dissatisfied with a decision of responsibility or assigned sanction(s) may petition for further action within three (3) days of issuance of a Conduct Council’s written decision. Available courses of action vary according to the original hearing option utilized and whether the alleged offense would constitute a “crime of violence” as defined by the Family Educational Rights and Privacy Act (FERPA). (Please see Section 4.J of this document for more information regarding FERPA’s definition of “crime of violence.”)

a) *Administrative (Informal) Hearing:*

1. If the alleged offense would constitute a “crime of violence” as defined by the FERPA, the complainant(s) and respondent(s) may request that the complaint be referred to the Conduct Review Council for resolution. This request must be made in writing and submitted to the Dean of Campus Life within three (3) days of the Conduct Council’s written decision.

2. If the alleged offense would not constitute a “crime of violence” as defined by the FERPA, the respondent(s) may request that the complaint be referred to the Conduct Review Council for resolution. This request must be made in writing and submitted to the Dean of Campus Life within three (3) days of the Conduct Council’s written decision.

b) *Conduct Review Council (CRC) (Formal) Hearing:*

1. If the alleged offense would constitute a “crime of violence” as defined by the FERPA, the complainant(s) and respondent(s) may petition for a review of the decision of responsibility or assigned sanction(s). This request must be made in writing and submitted to the Vice President for Enrollment Management & Student Services within three (3) days of the Conduct Council’s written decision.

2. If the alleged offense would not constitute a “crime of violence” as defined by the FERPA, the respondent(s) may petition for a review of the decision of responsibility or assigned sanction(s). This request must be made in writing and submitted to the Vice President for Enrollment Management & Student Services within three (3) days of the Conduct Council’s written decision.

If the Vice President for Enrollment Management & Student Services determines that a complaint may be reviewed, every opportunity will be taken, where possible, to return the complaint to the original Conduct Council for reconsideration; however, if this is not possible, the complaint will be reviewed by the Community Review Board (CRB). The original Conduct Council or the CRB may support or change a decision and/or increase, decrease or modify a sanction. The review body will be deferential to the original decision-maker, making changes to (1) the finding only where there is clear error, (2) to a sanction only if a compelling justification to do so exists, and (3) only when a unanimous decision is reached. Reviews will only be considered for one or more of the following purposes:

- To consider new information which was unavailable at the time of the original hearing and could be outcome determinative;
- To assess whether a material deviation from written procedures impacted the fairness or outcome of the hearing;
To decide if an assigned sanction(s) falls outside the range of sanctions the university has designated for this offense;

- To determine that the finding does not accord with the information provided in the hearing; or

- To assess whether bias on the part of a Student Conduct Administrator or Conduct Council member deprived the process of impartiality.

Except as required to explain the basis of new information unavailable at the time of a hearing, review of a formal hearing will be limited to the verbatim record of the initial hearing and all supporting documents.

**H. Community Review Board: Membership & Authority**

The Community Review Board (CRB) is a group of students, faculty and administrators who serve as the final level of review in any student conduct matter. Membership in the CRB is as follows:

a) Two (2) voting student representatives, one resident and one commuter, as appointed by the Student Government Association Executive Board;

b) One voting faculty representative as appointed by the Faculty Senate; and

c) One voting representative from the university administration as appointed by the Vice President for Enrollment Management & Student Services.

The Vice President for Enrollment Management & Student services will serve as the CRB’s non-voting advisor. A CRB chairperson, either a faculty or administration representative, will be determined prior to the start of each hearing by a consensus of the CRB. In the event of a member’s resignation, the group from which the representative came is responsible for providing a replacement as soon as possible. CRB members will be instructed by the Dean of Campus Life prior to participating in conduct proceedings and all members of the CRB, or approved substitutes, must be present in order for a review hearing to proceed.

**I. Failure to Follow Through on Conduct Sanctions**

All students, as members of the university community, are expected to comply with conduct sanctions within the time frame specified by the Student Conduct Administrator or Conduct Council. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in suspension from the university. In such situations, resident students will be required to vacate university housing within 24 hours of notification by the Dean of Campus Life, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and the Dean of Campus Life. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Vice President for Enrollment Management & Student Services in consultation with the Dean of Campus Life.

**J. Disciplinary Records**

Student conduct records are maintained by the university for seven (7) years from the time of the completion of the conduct process for a student’s most recent offense. Student conduct records older than seven (7) years will be destroyed on an annual basis with the exception of records that indicate a university expulsion or university housing expulsion was imposed. Records that indicate such impositions will be maintained indefinitely.
Section 8: Student Right To Know and Campus Security Act of 1990 (Back to TOC)
The Student Right to Know and Campus Security Act of 1990 is a federal mandate which requires all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students and employees about campus security and crime prevention, as well as statistics on the occurrence of specific crimes. Notification of the annual report is made by the UIW Chief of Police and the full report is posted on the university website annually and written copies are available upon request.

Section 9: Alcohol and Drug Policy (Back to TOC)
To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of UIW are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on university property or at university sponsored activities.

The university affirms that illegal drug use is wrong and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased incidence of accidents which may result in death or permanent injury. For information regarding the health effects of alcohol/drug use, the law and resources available to UIW students and staff, please see the appendices of this document.

Students exhibiting signs of excessive alcohol consumption will, at a UIW Campus Police officer’s discretion, be transported via Emergency Medical Services (EMS), and at the student’s expense, for medical attention. Refusal to cooperate with EMS personnel may result in arrest for Emergency Detention in order to ensure the student’s health and safety.

A. Policy on Parental Notification
UIW is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future.

The UIW alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Campus Life (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which their student is found responsible for violating the UIW alcohol and drug policy.

B. Alcohol Policy
The following sections describe UIW’s policy regarding the sale, service, distribution, and consumption of alcoholic beverages on university property or at university sponsored events in accordance with federal, state and local laws.
Basic Guidelines

1. Students who are 21 years of age or older are permitted to possess and consume alcohol in designated university housing rooms, if not residing with minors or if minors are not present. Students who are of legal drinking age may not share or provide alcohol to any students, employees or guests who are under 21 years of age.

2. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol, or provide alcohol beverages to others anywhere on university property or at university sponsored events. Drinking games, and simulated drinking games (e.g. water pong) are prohibited on campus.

3. The university will not sell, serve or permit the sale of alcohol on campus except in specifically designated building or facilities names by the President of the university. The Dean of Campus Life will maintain a current list of those facilities authorized for an alcohol permit on a permanent or temporary basis (as designated by the President of the University).

4. Alcohol beverages may not be possessed or consumed in classrooms, hallways, residence hall lounges, on athletic grounds, in the pool area, or in campus public areas including parking lots, streets and sidewalks or any other area unless designated by the President of the university. Any area on campus can be designated for “temporary use” at the discretion of the President or Dean of Campus Life.

5. Alcoholic beverages may be sold, served, or consumed in special use facilities only if the activity is (a) in compliance with law, and (b) occurs at social gatherings approved by the Dean of Campus Life or the President of the University.

6. Any sponsoring person or organization must obtain prior written approval from the Dean of Campus Life for the sale, service or consumption of alcoholic beverages for a specific event. The Dean of Campus Life reserves the right to deny the sale or consumption of alcoholic beverages at any event with sound reason.

7. The Dean of Campus Life may approve alcoholic beverages at events meeting all the following conditions (a) The event is held in a special-use location, facility, or building; (b) The event is requested by an administrator, faculty, staff, student organization, university department or division; (c) The event will have a majority of individuals over 21 years of age in attendance; (d) Food is served and alternate non-alcoholic beverages are provided; (e) The sale and serving of alcoholic beverages be discontinued at least one hour before the event ends; (f) proper security for the event is provided at ticket booths and distribution areas where alcohol is sold and/or served and officers patrol the event location, and (g) Alcohol is dispensed by a licensed Texas Alcohol Beverage Commission (TABC) server or is BYOB*. *with permission
8. The Dean of Campus Life, UIW Police Chief, Director of Special Events, and Director of University Events and Student Programs (if student group or organization) will determine the adequate number of security officers for the event.

9. At the beginning of each academic year, the Dean of Campus Life or designee will publicize this policy in any of the following ways (a) An article in The Logos, addressed to all in the university community; (b) a memorandum to the presidents or chief officers of all student organization and their faculty or staff sponsors; (c) a presentation to all transfer and beginning student during the orientation process; and/or (d) a memorandum to the President, vice presidents, deans, and faculty.

C. Procedures For Serving Alcohol On Campus

1. A request for approval of service and consumption of alcoholic beverages at an on-campus event will be directed to the Dean of Campus Life at least thirty (30) working days prior to the event. Sponsors initiating such a request should obtain an "alcoholic beverage activity permit" from the Dean of Campus Life or the Director of Special Events.

2. At least fifteen (15) working days prior to the date of the proposed event, the sponsor should take the completed form to the Director of Special Events, who will inform the sponsor of any specific policy or procedural limitations regarding the use of the facility. If the Director of Special Events approves the proposed event, he or she will sign the "alcoholic beverage activity" permit and return it to the sponsor.

3. If the University's food service contractor will be used to serve the alcoholic beverages, the sponsor must contact the contractor at least fifteen (15) working days prior to the proposed event. The food service contractor should inform the sponsor of all requirements for service on the proposed date, and will coordinate TABC permits if necessary.

4. The sponsor should then contact the Director of Campus Police at least fifteen (15) working days prior to the scheduled event in order to determine the need for officers at the scheduled event. The Director will assign the number of officers and assess the costs to be incurred by the sponsor. If he/she approves the proposed event, the Director will then sign the alcoholic beverage permit and return it to the sponsor.

5. The sponsor will then personally deliver the form to the Dean of Campus Life. If the Dean approves the event, he or she will sign the form, notify the sponsor, and send copies to offices involved in coordination of the event.

6. After the Dean of Campus Life approves the event, the sponsor will notify the Director of Special Events who will then place the event on the University Calendar.
7. If a planned event is canceled, the sponsor is responsible for notifying the Dean of Campus Life, the Directors of Campus Police, Special Events and Dining Services as soon as possible. The University will ensure that all permits required by the Texas Alcohol Beverage Commission (TABC) are approved prior to the activity.

Student organizations or groups should review the Student Organization Handbook - Requirement for Securing an Alcohol Permit at http://www.uiw.edu/studentlife/documents/studentorghandbook2014.pdf.

D. Violations of the University Alcohol Policy

As stated on page 10 of this document, “failure to comply with the directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so” is considered unacceptable behavior for a UIW student. An example of such inappropriate behavior includes refusing to submit to a breath test when requested by a police officer, whether on or off campus, which is considered a violation of the UIW Student Code of Conduct, and the law, and may result in disciplinary action.

A partial list of UIW alcohol policy violations and their subsequent sanctions is listed below.

1. Minor in Possession/Consumption of Alcohol or Residence Life Alcohol Policy Violations:

First Offense—Possible sanctions may include, but are not limited to:
- Participation in an alcohol education activity and/or a Minor in Possession course, at the student’s expense;
- Authorship of a research/reflection essay;
- Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
- Other sanctions as determined by the Dean of Campus Life (or designee).

Second Offense—Possible sanctions may include, but are not limited to:
- Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor’s evaluation;
- Observation of one or more sessions of Bexar County Misdemeanor or Felony Drug Court as determined by the Dean of Campus Life (or designee);
- Authorship of a research/reflection essay;
- Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
- Other sanctions as determined by the Dean of Campus Life (or designee).

Third and Subsequent Offenses—Possible sanctions may include, but are not limited to:
- Suspension or expulsion from university housing and/or the university;
- Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
- Other sanctions as determined by the Dean of Campus Life (or designee).

2. Purchasing, Selling or Providing Alcohol to Minors:

First Offense—Possible sanctions may include, but are not limited to:
- Participation in an alcohol education activity at the student’s expense and as determined by the Dean of Campus Life (designee);
- Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor’s evaluation;
- Observation of one or more sessions of Bexar County Misdemeanor or Felony Drug Court as determined by the Dean of Campus Life (or designee);
- Authorship of a research/reflection essay;
- Notification of parents/guardians of students under the minimum legal drinking age of 21 years;
- Eligibility restrictions;
- Suspension from university housing and/or the university;
- Community service hours to be performed at a specific location as determined by the Dean of Campus Life (or designee); and/or
- Other sanctions as determined by the Dean of Campus Life (or designee).

Second and Subsequent Offenses—Possible sanctions may include, but are not limited to:
- Expulsion from the university;
- Notification of law enforcement authorities;
- Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
- Other sanctions as determined by the Dean of Campus Life (or designee).

3. Driving Under the Influence/Driving While Intoxicated: UIW is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. In accordance with state law, the university abides by the legal definition of intoxicated as “not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body” (Texas Penal Code, Title 10, Chapter 49, Section 49.01) or 0.08 Breath or Blood Alcohol Concentration. In addition, students under the legal minimum drinking age of 21 years who are found to have any detectable amount of alcohol in their systems will be considered driving under the influence of alcohol and subject to penalties under that offense. Possible sanctions include:

First Offense—Possible sanctions may include, but are not limited to:
- Loss of driving and/or parking privileges on campus for a specified period of time;
- Participation in an alcohol education activity and/or a Minor in Possession course, at the student’s expense and as determined by the Dean of Campus Life (designee);
- Observation of one or more sessions of Bexar County Misdemeanor or Felony Drug Court as determined by the Dean of Campus Life (or designee);
- Community service hours to be performed at a specific location as determined by the Dean of Campus Life (or designee);
- Authorship of a research/reflection essay;
- Notification of parents/guardians of students under the minimum legal drinking age of 21 years;
- Eligibility restrictions; and/or
- Other sanctions as determined by the Dean of Campus Life (or designee).

Second and Subsequent Offenses—Possible sanctions may include, but are not limited to:
- Suspension or expulsion from the university;
• Notification of law enforcement authorities;
• Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
• Other sanctions as determined by the Dean of Campus Life (or designee).

Alcohol & Texas State Law

According to information provided by the Texas Alcohol and Beverages Commission, Texas State Law is stated in Table 1.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Penalty</th>
<th>Maximum Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession, purchase &amp; consumption of alcohol by minor</td>
<td>Suspension of driver’s license or denial of license for 30 days, 8-12 hours community service, and alcohol awareness class</td>
<td>Fine $250-$2000, jail term no more than 180 days, 20-40 hours community service, Driver’s license suspension for 180 days</td>
</tr>
<tr>
<td>Misrepresentation of age by minor</td>
<td>Same as above</td>
<td>Same as above</td>
</tr>
<tr>
<td>Public Intoxication</td>
<td>Same as above</td>
<td>Same as above</td>
</tr>
<tr>
<td>Sale or providing alcohol to minor</td>
<td>Fine up to $2000 and/or jail term up to 180 days (providing alcohol)</td>
<td>Fine up to $4000 and/or jail term up to one year</td>
</tr>
<tr>
<td>DWI by minor at ANY level of alcohol</td>
<td>Fine up to $500, alcohol awareness class, 20-40 hours community service, 60 days driver’s license suspension</td>
<td>2nd offense - same as min. but 40-60 hours community service, 120 days license suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd offense - 180 days license suspension, fine $500-$2000, jail term up to 180 days</td>
</tr>
<tr>
<td>DWI alcohol level at 0.08 and above</td>
<td>Up to $2000 fine, jail for no less than 3 days up to 180 days</td>
<td>Up to $10,000 fine and/or jail no less than 2 years and up to 10 years</td>
</tr>
<tr>
<td>With open container in vehicle</td>
<td>Jail term for 6 days and/or fine up to $2000</td>
<td>Same as above</td>
</tr>
</tbody>
</table>

E. Illegal Drug Policy

The following sections describe UIW’s policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off university property or at university sponsored events in accordance with federal, state and local laws. This policy provides flexibility for the university in addressing drug related offenses which occur on or off campus. Moreover, it permits the university to address its fundamental Mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the university must address the education and well-being of all its students and employees. In addition to university imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on university property or at university activities.
F. Safe Harbor
The university has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserve help. If any UIW student brings use, addiction or dependency to the attention of university officials outside the threat of an official drug test or conduct complaint and/or sanctions, and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student as long as no violence or harm to self or others is indicated by the student’s conduct. Failure to comply with the action plan will nullify the Safe Harbor protection and campus conduct processes may be initiated. For more information on the Safe Harbor Program, please contact:

Assistant Director of Campus Life
Telephone: (210) 832-2189
Email: studentconduct@uiwtx.edu
Location: Marian Hall Student Center, Offices of Campus Life

G. Violations of the University Illegal Drug Policy
A partial list of UIW drug policy violations and their subsequent sanctions is listed below.

a) Manufacture, Sale or Distribution of Illegal Drugs:
   1. First Offense—Possible sanctions may include, but are not limited to:
      • Expulsion from the university;
      • Notification of parents/guardians of students under 21 years of age;
      • Notification of law enforcement authorities; and/or
      • Other sanctions as determined by the Dean of Campus Life (or designee).

b) For the Possession or Use of Drug Paraphernalia, Synthetic Substances and/or Illegal Drugs: Drug paraphernalia (e.g. bongs), illegal drugs, and synthetic substances (e.g. K2, Spice) whose common purpose is to replicate the effects of illegal substances are prohibited on campus.
   1. First Offense—Possible sanctions may include, but are not limited to:
      • Participation in a drug education activity, at the student’s expense and as determined by the Dean of Campus Life (or designee);
      • Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor’s evaluation;
      • Observation of one or more sessions Bexar County Misdemeanor or Felony Drug Court as determined by the Dean of Campus Life (or designee);
      • Authorship of a research/reflection essay;
      • Notification of parents/guardians of students under 21 years of age; Immediate removal from university housing;
      • Suspension from the university for a period of not less than the remainder of the semester in which the infraction occurred (Typically this constitutes a long semester, fall or spring.);
      • Notification of law enforcement authorities; and/or
      • Other sanctions as determined by the Dean of Campus Life (or designee).

   2. Second Offense—Possible sanctions may include, but are not limited to:
      • Notification of parents/guardians of students under 21 years of age;
      • Notification of law enforcement authorities;
      • Expulsion from the university; and/or
      • Other sanctions as determined by the Dean of Campus Life (or designee).
The University of the Incarnate Word is committed to complying with all requirements as set forth by Title IX of the Education Amendment of 1972 (“Title IX”). As such, discrimination on the basis of sex will not be tolerated in any of UIW’s education programs or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; and failure to provide equal opportunity in admissions, employment or athletics. Furthermore, the university will ensure that pregnant and parenting students have equal access to class and activities; that all separate programs for pregnant or parenting students be completely voluntary; and that absences that are due to pregnancy or childbirth for as long as is deemed medically necessary by the student’s physician are excused.

The UIW Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for “identifying and addressing any patterns or systemic problems that arise during the review of such complaints” (www2.ed.gov). Questions or concerns regarding UIW and Title IX may be directed to one or more of the following resources:

Title IX Coordinator
Annette Thompson, Director of Human Resources
Office of Human Resources
4301 Broadway
Kathleen Watson Enrollment Building, 2nd Floor
San Antonio, TX. 78209
Phone: (210) 829-6019
Email: athompson@uiwtx.edu

United States Department of Education: Office for Civil Rights
Phone: (800) 421-3481
Email: ocr@ed.gov

For more information on the UIW Sex/Gender Discrimination Policy, including complaint and grievance procedures, please visit: http://www.uiw.edu/campuslife/harassment.html

To read more about Title IX of the Education Amendment of 1972, please visit:

References

Section 11: Sexual Misconduct Policy

The University of the Incarnate Word maintains a policy of zero tolerance for sexual misconduct regardless of the sex, sexual orientation, or gender identity of individuals engaging in sexual activity. Members of the university community, guests, and visitors have the right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and an accused student/respondent is found to have violated this policy, serious sanctions will be imposed to ensure that such actions are never repeated. All members of the university community are expected to conduct themselves in a manner that does not infringe upon the rights of others. UIW’s Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes; it serves as a measure to determine, after-the-fact, if behaviors trespassed on community values and as a guide for students on the expectations UIW has, preventatively, for sexual communication, responsibility and respect.

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph: In accordance with the Catholic teaching, the university does not condone engaging in sexual activity outside the confines of marriage. Individuals who choose to engage in sexual activity of any type with each other must first obtain clear consent. Consent is sexual permission and can only be given by one of legal age. Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Individuals who consent to sex must be able to fully understand what they are doing. Under this policy, —No always means —No and —Yes may not always mean —Yes. For example, when alcohol or other drugs are used, a person will be considered unable to give valid consent if the person cannot appreciate the what, who, where, when, why, or how of a sexual interaction. In addition, silence—without clear actions demonstrating permission—cannot be assumed to indicate consent.

Finally, there is a difference between seduction and coercion; coercion is defined in this policy as a person unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

A. Violations of the University Sexual Misconduct Policy

Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions as described in Section 7: Conduct Procedures. A partial list of UIW sexual misconduct policy violations is listed below.

   c) Sexual Harassment: Gender-based verbal or physical conduct that has the effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment. There are three (3) types of sexual harassment:

1. Hostile Environment includes situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and objective (a reasonable person’s) viewpoint. The determination of whether an environment is —hostile must be based on all the circumstances. These circumstances could include, but are not limited to:

   • The frequency of the speech or conduct;
   • The nature and severity of the speech or conduct;
   • Whether the conduct was physically threatening;
   • Whether the speech or conduct was humiliating;
   • The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
   • Whether the speech or conduct was directed at more than one person;
• Whether the speech or conduct arose in the context of other discriminatory conduct;
• Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
• Whether a statement is a mere utterance of an epithet which engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
• Whether the speech or conduct deserves the protections of academic freedom.

2. **Quid Pro Quo sexual harassment** exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to, or rejection of, such conduct results in, or is thought to result in, educational or employment action.

3. **Retaliation** exists when an individual harasses or intimidates a person because of the person’s participation in an investigation of discrimination or sexual misconduct. Harassment or intimidation includes, but is not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, taunting, bullying, or ostracism. The university will sanction any faculty, student or staff member found to be engaging in retaliation.

  d) **Non-consensual Sexual Intercourse (or attempts to commit the same):** Any sexual intercourse (anal, oral or vaginal), however slight, with any object, by a man or woman upon a man or woman, without explicit consent.

c. **Non-consensual Sexual Contact (or attempts to commit the same):** Any intentional sexual touching, however slight, with any object, by a man or woman upon a man or woman, without explicit consent.

d. **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

  H. Prostituting another student;
  I. Non-consensual video or audio recording of sexual activity;
  3. Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity;
  4. Engaging in Peeping Tommery; and/or
  5. Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

**B. Confidentiality and Reporting Sexual Misconduct**

University officials, depending on their roles at the university, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the university nor the law requires them to divulge private information that is shared with them, except in the rare circumstances. The following is a description of the three reporting options at UIW:
a. **Confidential Reporting:** If you would like the details of an incident to be kept confidential, you may speak with on-campus counselors, campus health service providers, off-campus rape crisis resources, or off-campus members of the clergy/chaplains who will maintain confidentiality. Campus counselors are available to help you free of charge and can be seen on an emergency basis during normal business hours.

b. **Quasi-Confidential Reporting:** You may seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as resident advisors (RAs), faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect your confidentiality to the greatest extent.

c. **Non-Confidential Reporting Options:** You are encouraged to speak to university officials, such as the Dean of Campus Life, Campus Police, or the Judicial Educator to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the university when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting does not mean that your report will not be confidential, but it does mean that people who need to know will be told, and information will be shared as necessary with investigators, witnesses, and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

C. **Federal Timely Warning Obligations**

Victims of sexual misconduct should be aware that university administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**Definitions:**

*Sexual Misconduct*

Sexual misconduct is a broad area that includes, but is not limited to, intentional and undesired physical contact, rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, cyber-stalking, harassment, sexual harassment, sexual exploitation, bullying, cyber-bulling, indecent exposure, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating or coercing (physically or psychologically) a person or persons; and includes any actions to aid or facilitate the commission of a violation, and retaliation.
Sexual Assault
Sexual assault is a term used to describe a broad range of unwanted sexual contact. It is any unwanted sexual contact, a sex offense, without consent. This can include sexual assault, sexual abuse, rape, statutory rape, dating violence, fondling, incest, and/or domestic violence where unwanted contact, including intercourse, touching or any other sexual stimulation that is performed without consent or through the use of threat and/or force.

Sexual Offense
Sexual offenses are against chastity, common decency, morals, and the like. Incest, indecent exposure and statutory rape are included, as well as attempts.

Consent
Consent is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If the person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption or any other reason such as being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over another person may be a factor in determining consent.

Domestic Violence
The term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim/survivor, by a person with whom the victim/survivor shares a child in common, by a person who is cohabitating with or has cohabitated with the victim/survivor as a spouse or intimate partner, by a person similarly situated to a spouse of the victim/survivor under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

In Texas, Domestic Violence is known as Family Violence. A full description and definitions can be found at: [http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.22.htm](http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.22.htm)

Dating Violence
Dating Violence is an act, other than a defensive measure to protect oneself, and is committed against an individual by someone who is or has been in a social relationship of a romantic or intimate nature. It can happen to people of all races, cultures, incomes, and education levels. The violence may include, but is not limited to, controlling, abusive, and aggressive behaviors which may also include verbal, emotional, physical, or sexual abuse, or a combination.

Dating violence includes:
- Physical abuse like striking, hitting, shoving, kicking, punching, biting, strangling, restraining, or throwing things;
- Emotional abuse like isolations from friends and family, verbal abuse such yelling and name-calling, bullying, embarrassing, saying you deserve the abuse, or giving gifts to "make up" for the abuse. (Read more about emotional abuse.)
- **Sexual abuse** like forcing you to do something such as kissing or touching (fondling), doing something sexual when you cannot agree to it (like when you are very drunk), rape (acquaintance, statutory), sexual assault. (Read more about sexual attacks.)

In Texas, Dating Violence is identified and defined as part of Family Code and can be found at: [http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.22.htm](http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.22.htm).

**Reference:**

**Rape**

As part of the new requirements, Rape is based on the Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting (UCR) definition where rape is the “penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.”

However, in the State of Texas, rape is defined as **Sexual Assault**, and is summarized as any act of non-consensual sexual intercourse requiring penetration, however slight, that is perpetrated against a person’s will by means of force, violence, coercion, duress, menace, the fear of immediate physical harm, or through manipulation. Rape may include the non-consensual penetration, or by an instrument used by another person. This may include various types of intercourse/sex. Non-consensual sexual intercourse may take many forms including, but not limited to, rape by a stranger, an acquaintance, friend, classmate, partner while on a date, rape by multiple perpetrators (often referred to as “gang rape”), and may occur both on and off campus.

**Stalking**

Stalking is a course of conduct involving two or more acts, including, but not limited to, acts in which the stalker directly or indirectly, or through third parties, by actions, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Examples include, but are not limited to, acts of unwanted attention, harassment, physical or verbal contact, or other course of conduct directed at a specific person that would cause a reasonable person to feel fear for her/his safety or the safety of others, or suffer substantial emotional distress. Substantial emotional distress would mean significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment of counseling. Other examples of stalking, as well as cyber-stalking, behaviors include being followed, receiving excessive texts and calls, or having another person seek out and misuse personal information about you. All students on our campus have a right to an environment free from any behaviors that interfere with students attaining their educational goals. Therefore, UIW will treat all incidents of stalking seriously.

- **Cyber-stalking**

  Cyber-stalking is a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person.

Stalking and cyber-stalking may involve individuals who know one another or have an intimate or sexual relationship, as well, it may involve individuals not known to each other.
Harassment
See Student Handbook, Section 7: Anti-Harassment Policy

Sexual Harassment
See Student Code of Conduct, Section 11: Sexual Misconduct Policy

Bullying
Bullying is engaging in written or verbal expression, expression through electronic means, or physical conduct of an individual or group of individuals who intend to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. Such acts can occur as a single, severe incident or repeated incidents that manifest in:

- **Physical bullying** (pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person’s work area or personal property; and/or damaging or destroying a person’s work product);
- **Verbal/written bullying** (ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual’s known intellectual or physical vulnerabilities);
- **Non-verbal bullying** (directly threatening gestures toward a person or invading personal space after being asked to move or step away).
- **Cyber-bullying** is bullying an individual using electronic form, including, but not limited to the Internet, interactive and digital technologies, or mobile phones.

To see Texas Laws on Sexual Assault, go to:

**See TEX. CODE ANN. § 22.011: Texas Statutes – Section 22.011: SEXUAL ASSAULT**
Appendix A: Alcohol, Illegal Drugs & the Law

Texas State Law and Alcohol
The following is a brief summary of Texas state alcohol laws and the mandatory legal sanctions imposed upon individuals found in violation by a court of law as outlined by the Texas Alcoholic Beverage Commission:

Underage Drinking Laws
Minors who purchase, attempt to purchase, possess, or consume alcoholic beverages, as well as minors who are intoxicated in public or misrepresent their age to obtain alcoholic beverages, face the following consequences:

- Class C misdemeanor, punishable by a fine up to $500
- Alcohol awareness class
- 8 to 40 hours community service
- 30 to 180 days loss or denial of driver’s license

If a minor is 17 years of age or older and the violation is the third offense, the offense is punishable by a fine of $250 to $2,000, confinement in jail for up to 180 days or both, as well as automatic driver’s license suspension.

A minor with previous alcohol-related convictions will have his or her driver’s license suspended for one year if the minor does not attend alcohol awareness training that has been required by the judge.

Penalties for Providing Alcohol to a Minor
Adults and minors who give alcohol to a minor also face a stiff penalty. The punishment for making alcoholic beverages available to a minor is a class A misdemeanor, punishable by a fine up to $4,000, confinement in jail for up to a year, or both. Additionally, the violator will have his or her driver’s license automatically suspended for 180 days upon conviction.

Persons 21 or older (other than the parent or guardian) can be held liable for damages caused by intoxication of a minor under 18 if the adult knowingly provided alcoholic beverages to a minor or knowingly allowed the minor to be served or provided alcoholic beverages on the premises owned or leased by the adult.

Sale to a minor is a class A misdemeanor, punishable by a fine up to $4,000, confinement up to a year in jail, or both.

Zero Tolerance Law
In Texas it is illegal for a person under 21 to operate a motor vehicle in a public place while having ANY detectable amount of alcohol in their system. On September 1, 2009, this law was expanded to include watercraft in addition to motor vehicles.

- **The consequences for the minor on the first offense of driving under the influence of alcohol:**
  - Class C misdemeanor, punishable by a fine up to $500
  - Attendance at an alcohol awareness class
  - 20 to 40 hours of mandatory community service
  - 60 days driver’s license suspension. The minor would not be eligible for an occupational license for the first 30 days.

- **A second offense increases the consequences to:**
  - Attendance at an alcohol awareness class at the judge’s discretion
  - 40 to 60 hours of mandatory community service
• 120 days driver’s license suspension. The minor would not be eligible for an occupational license for the first 90 days.
• A third offense is not eligible for deferred adjudication.
• The minor’s driver’s license is suspended for 180 days and an occupational license may not be obtained for the entire suspension period.
• If the minor is 17 years of age or older, the fine increases to $500 to $2,000, confinement in jail for up to 180 days, or both.
• Class C misdemeanor, punishable by a fine up to $500

**Appendix B: Information Regarding the Impact of Alcohol & Other Drug Use (AOD)**  
*[Back to TOC]*

**Risks of Alcohol Use**
The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

**The Truth about Alcohol: Tips for Teens (U.S. Department of Health & Human Services, 2003)**

a. *Alcohol affects your brain.*  
Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.

b. *Alcohol affects your body.*  
Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.

c. *Alcohol affects your self-control.*  
Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.

d. *Alcohol can kill you.*  
Drinking large amounts of alcohol can lead to coma or even death. Also, in 2008, 31 percent of young drivers, 15- to 20-year-olds, who were killed in crashes had a BAC or .01 g/dL or higher.

Reference:  

**Top Ten Myths about Alcohol (National Institute on Alcohol Abuse and Alcoholism: National Institutes of Health)**

a. Can you hold your liquor? That is not a good thing. If you have to drink increasingly larger amounts of alcohol to get a ‘buzz’ or get ‘high,’ you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.

b. One in three 18 to 24 year olds admitted to emergency rooms for serious injuries are intoxicated. And alcohol is also associated with homicides, suicides, and drownings.

**2Young2Drink.com (Texas Alcoholic Beverage Commission)**

a. In 2007, the Texas Department of Public Safety (DPS) arrested 11,457 minors (under 21 years of age), for driving under the influence of alcohol.
b. In 2007, 1,485 Texas died in alcohol related traffic accidents, more than any other state.
c. In 2008, the Texas Alcoholic Beverage Commission (TABC) issued 6,886 citations from Minor in Possession/Consumption of an Alcoholic Beverage.
d. TABC issued 2,063 violations in 2007 for making alcohol available to a minor, sale/serve/deliver alcoholic beverages for a minor or attempted purchase by a minor.
e. Alcohol poisoning is a serious—and sometimes deadly—consequence of consuming large amounts of alcohol in a short period of time. Drinking too much too quickly can affect your breathing, heart rate and gag reflex and potentially lead to coma and death.
f. Emergency services should be called immediately if any of the following signs of alcohol poisoning are present:
   1. Person cannot be awakened;
   2. Person appears confused or in a stupor;
   3. Vomiting;
   4. Slow breathing (fewer than eight breaths per minute);
   5. Irregular breathing;
   6. Blue-tinged skin or pale skin;
   7. Low body temperature (hypothermia); and/or
   8. Person is unconscious.

The Naked Truth: Alcohol and Your Body (FactsOnTap.org)

a. The amount of alcohol it takes to make you pass out is dangerously close to the amount of alcohol it takes to kill you.
b. A hangover is caused partly by the body’s being poisoned by alcohol and partly by the body’s reaction to withdrawal from alcohol.

Harmful Interactions: Mixing Alcohol with Medicines (U.S. Department of Health & Human Services)

a. Some medicines that you might never have suspected can react with alcohol, including many medications which can be purchased ‘over the counter’—that is, without a prescription. Even some herbal remedies can have harmful effects when combined with alcohol.
b. Mixing alcohol with certain medications (both prescription and over-the-counter) can cause nausea and vomiting, headaches, drowsiness, fainting, or loss of coordination. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.
c. Alcohol and medicines can interact harmfully even if they are not taken at the same time.
d. Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.

Facts about Women and Alcohol (Texas Commission on Alcohol and Drug Abuse)

a. Women are more susceptible to the influence of alcohol just prior to or during their menstrual cycle than at other times during their cycle.
b. On average, a woman weighing 120 pounds requires 2.5 hours to metabolize one (standard) drink.
c. A daily glass of wine with dinner can add 10 pounds per year.
d. The course of alcohol addiction progresses at a faster rate among women than men.
Substance Abuse Trends in Texas: June 2009 (Maxwell, 2009)

a. 63 percent of Texas students in the 7th to 12th grades have used alcohol.
b. 12 percent of Texas students in the 7th to 12th grades report that they consume 5 or more beers on the occasions when they drink.
c. 78 percent of Texas students in the 9th to 12th grades have used alcohol.
d. 84 percent of Texas university students have used alcohol.
e. Approximately 30 percent of Texas university students have engaged in binge drinking.
f. 58 percent of Texas university students aged 18 to 20 have used alcohol in the last month.

Risks of Drug Use

The following is a partial list of the adverse effects of drug use on the individual and society arranged by source.

Youth Substance Abuse Issues: Research and Legislation Report Card (Texans Standing Tall, 2008)

a. In 2005, 9 percent of Texas’ fulltime undergraduates aged 18-26 reported having used cocaine/crack in their lifetime.
b. In 2005, 37 percent of Texas’ fulltime undergraduates aged 18-26 reported having used marijuana in their lifetime.

Marijuana…It Can Leave You Breathless! (Texas Commission on Alcohol and Drug Abuse)

a. Marijuana contains over 400 different chemicals including THC.
b. THC, the active ingredient in marijuana, remains in the fat cells of the body from 14 – 30 days.
c. Marijuana use…
   1. Slows reaction time;
   2. Impairs thinking;
   3. Interferes w/coordination;
   4. Impairs comprehension skills;
   5. Impairs mathematical skills;
   6. Impairs reading skills;
   7. Impairs verbal skills; and
   8. Can lead to psychological dependency.
d. Long term, regular use of marijuana can have a permanent, negative effect on attention span, concentration, memory, judgment and logical thought.
e. Smoking one marijuana cigarette is as harmful to the lungs as smoking approximately 4 - 5 regular cigarettes. Smoking both greatly increases the risk of developing emphysema, cancer and other lung diseases.
f. Regular use of marijuana can affect fertility in males as it can suppress testosterone production.

Drugs & Pregnancy…No Way to Start a Life! and Drug Abuse & Pregnancy (Texas Commission on Alcohol and Drug Abuse)

a. The use of marijuana during pregnancy may result in low birth weight and smaller length and head circumference in babies.
b. Babies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. Also, THC, the ingredient in marijuana that causes the ‘high,’ accumulates in the mother’s milk and transfers to nursing infants where it could cause harm to the baby’s development.
c. The use of cocaine during pregnancy increases the risk of hemorrhage and premature delivery. Chronic use of cocaine causes increased risk of spontaneous abortion.
d. Nursing babies of cocaine abusers can also receive doses of cocaine through their mother’s milk.
e. Mental retardation and abnormal facial features have been seen in babies whose mothers used inhalants or solvents in combination with alcohol while they were pregnant.

f. The use of solvents during pregnancy has also been linked to central nervous system defects in newborns.

g. Heroin use during pregnancy increases the likelihood of stillbirths and neonatal deaths, and babies born to opiate-addicted mothers experience withdrawal symptoms such as restlessness, tremulousness (tremors), sweating, vomiting, diarrhea, high-pitched crying, frantic fist sucking and seizures.

Inhalants…Deadly Fumes! (Texas Commission on Alcohol and Drug Abuse)

a. Products such as spray paint, glues, felt-tip markers, typewriter correction fluid, poppers and RUSH are considered inhalants.

b. The immediate effects of sniffing inhalants are disorientation, confusion, feelings of drunkenness, possible hallucinations, incoherence and loss of memory.

c. Sniffing inhalants can cause unpredictable or violent behavior in some persons. In other cases, it may cause someone to become withdrawn and isolated.

d. Inhalant abuse can cause permanent brain, liver, heart and lung damage.

Amphetamines…A Dead End Street! (Texas Commission on Alcohol and Drug Abuse)

a. Amphetamines are used to treat some forms of Attention Deficit Disorder (ADD) and narcolepsy.

b. The term amphetamines refer to three related drugs: amphetamine, dextroamphetamine and methamphetamine.

c. Street names for amphetamines include: speed, white crosses, uppers, and crystal.

d. Health risks associated with amphetamine use:
   1. Brain damage;
   2. Skin Disorders;
   3. Lung Disease;
   4. Delusions;
   5. Paranoia;
   6. Malnutrition;
   7. Ulcers;
   8. Heart Disease; and
Synthetic Marijuana, Spice, K2
(http://www.whitehouse.gov/sites/default/files/ondcp/Blog/synthetic_marijuana.pdf)

a. Spice, K2, and other synthetic marijuana products are often sold in legal retail outlets as “herbal incense” and labeled “not for human consumption” to mask their intended purpose and avoid FDA regulatory oversight of the manufacturing process.

b. These products consist of plant material that has been laced with substances (synthetic cannabinoids) that claim to mimic Δ9-tetrahydrocannabinol (THC), the primary psychoactive active ingredient in marijuana, and are marketed toward young people as a “legal” high.

Use of synthetic marijuana has increased significantly. According to data from the 2011 Monitoring the Future study of youth drug use trends, 11.4 percent of 12th graders used Spice or K2 in the past year. The Administration has been working over the past 24 months with Federal, congressional, state, local, and non-governmental partners to put policies and legislation in place to address this issue, and to get the word out to communities across the country about the tremendous health risk posed by these substances.

c. According to data from the American Association of Poison Control Centers, 2,915 calls were received relating to synthetic marijuana in 2010, and 5,741 calls were received in 2011 as of October 31st. Poison control calls have increased nearly every month for the past ten months.

d. Effects of use include:
   1. Anxiety
   2. Nausea
   3. Vomiting
   4. Tachycardia (fast, racing heartbeat)
   5. Elevated blood pressure
   6. Tremor
   7. Seizures
   8. Hallucinations
   9. Paranoid behavior

Case reports describe psychotic episodes, withdrawal, and dependence associated with the use of synthetic cannabinoids similar to syndromes observed in marijuana use. First responders report that individuals using these substances have suffered from intense hallucinations.

Steroids (Texas Commission on Alcohol and Drug Abuse)

Synthetic anabolic steroids are drugs which act like the male hormone, testosterone…Some athletes use steroids to increase their strength, muscle mass, and endurance. While not all athletes use steroids, many weight lifters and body builders do…Also, some non-athletes who want well-defined muscular shape and attractive overall body appearance use steroids.

a. A partial list of the adverse side effects experienced by male users includes:
   1. Enlarged breasts;
   2. Permanent premature hair loss;
   3. Shrinkage of the testicles;
   4. Risk of heart and blood vessel disease; and
   5. Sterility.

b. A partial list of the adverse side effects experienced by female users includes:
   1. Male sounding voice;
   2. Growth of permanent facial hair;
3. Reduction in breast size;
4. Male-like muscle growth;
5. Increased sex drive; and
6. Permanent sterility.

c. A partial list of the adverse side-effects shared by male and female users includes:
   1. Pimples & skin blemishes;
   2. Inability to release body heat through sweating;
   3. Abnormal blood clotting;
   4. Unusually aggressive behavior;
   5. Violent rages;
   6. High blood pressure;
   7. Liver dysfunction;
   8. Depression and frustration;
   9. Drug dependency; and
  10. Liver cancer.

**Appendix C: Alcohol and Other Drug Use Prevention, Education & Intervention Resources** (Back to TOC)

Free prevention, education and intervention services are available to students and employees through the following offices:

**Counseling Services**
Director: Keith Tucker, Ed.D., LPC, LMFT
Telephone: (210) 829-3129
Email: tucker@uiwtx.edu
Webpage: [http://www.uiw.edu/campuslife/counseling.html](http://www.uiw.edu/campuslife/counseling.html)

**Health Services**
Director: Marveen Mahon, RN, BSN
Telephone: (210) 805-3549
Email: marveenm@uiwtx.edu
Location: Agnese/Sosa Living & Learning Center, Ground Floor
Webpage: [http://www.uiw.edu/health/index.htm](http://www.uiw.edu/health/index.htm)

**Other community resources, all which might include a fee, are listed below:**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Address</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>8804 Tradeway</td>
<td>(210) 828-6235</td>
</tr>
<tr>
<td>Alpha Home</td>
<td>300 E. Mulberry Ave. (women only)</td>
<td>(210) 735-3822</td>
</tr>
<tr>
<td></td>
<td>419 East Magnolia</td>
<td>(210) 223-4284</td>
</tr>
<tr>
<td>Army Substance Abuse Program</td>
<td>1706 Stanley Rd.</td>
<td>(210) 221-2988</td>
</tr>
<tr>
<td></td>
<td>Active, on duty military</td>
<td></td>
</tr>
<tr>
<td>Association for the Advancement of Mexican Americans</td>
<td>434 S. Main, Ste. 217</td>
<td>(210) 270-8575</td>
</tr>
<tr>
<td>Center for Health Care Services</td>
<td>401 N. Frio</td>
<td>(210) 246-1300</td>
</tr>
</tbody>
</table>
Community Alliance for Traffic Safety (CATS)
Services offered: substance abuse screenings; court-approved alcohol and drug education; parenting and life skills classes; etc.
Website: http://traffic7719.tripod.com/

Palmer Drug Abuse Program
Drug Abuse Counseling
111 Dallas Street
10266 Ironside Dr. (210) 227-2634 (210) 697-9766

San Antonio Council on Alcohol & Drug Abuse (SACADA)
AT&T Building
Services offered: alcohol, drug and tobacco prevention services; treatment referrals; free educational materials through the Prevention Resource Center, Region 8; etc.
Website: www.sacada.org

Appendix D: Information Regarding the University Sexual Misconduct Policy, Resources & Risk Reduction

Information Regarding the University Sexual Misconduct Policy
In addition to the information provided in the university Sexual Misconduct Policy, students should know that rape is a crime and should be reported to civil authorities. Rape is often thought of as a violent attack on a woman by a madman who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. —Victims/Survivors of rape and sexual assault report that in nearly three out of four incidents, the offender was not a stranger…two thirds of the victims/survivors 18 to 29 years old had a prior relationship with the rapist (Greenfield, 1997). Therefore, university students are more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger. Forced intercourse by a person one knows is defined as date rape or acquaintance rape, both of which are as serious a crime as stranger rape. In date and acquaintance rape, the forced individual is violated on the most personal level and the individual who has forced the victim is a rapist.

Frequently Asked Questions
The following are some of the most commonly asked questions regarding the university’s sexual conduct policy and procedures.

a.) Does a complaint remain confidential?
The confidentiality of all parties to a complaint of sexual misconduct must be strictly observed, except insofar as it interferes with the university’s obligation to fully investigate allegations of sexual misconduct. Where confidentiality is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of confidentiality by either the complainant or the accused student/respondent may lead to conduct action by the university.
In all complaints of sexual misconduct, the complainant will be informed of the outcome. In some instances, the administration also may choose to make a brief announcement of the nature of the violation and the action taken, using no names, to the community. Certain university administrators are informed on a confidential basis (e.g., the President of the University, Dean of Campus Life, Chief of Police, etc.). If you report an act of alleged sexual misconduct to a student conduct administrator and there is information that a felony has occurred, Campus Police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the university is legally required to notify law enforcement authorities. The university also must statistically report the occurrence on campus of any of six major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

b.) Will my parents/guardians be told?
No, not unless you tell them. Whether you are the complainant or the accused student/respondent, the university’s primary relationship is to the student and not to the parent/guardian; however, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, or in a life threatening situation, or if an accused student has signed the permission slip at registration which allows such communication.

c.) Will I have to confront the alleged perpetrator?
Yes, however there are options. Sexual misconduct is a serious offense and the accused student/respondent has the right to confront the accuser through the formal complaint process; however, the university does provide options for allowing confrontation without direct contact, including closed-circuit testimony, using a room divider or using separate hearing rooms.

d.) Do I have to name the alleged perpetrator?
Yes, if you want formal conduct action to be taken against the alleged perpetrator; and no, if you choose to respond informally and do not file a formal complaint against the alleged perpetrator. One should consult the complete confidentiality policy described in Section 11: Sexual Misconduct Policy in UIW’s Student Code of Conduct to better understand the university’s legal obligations regarding information which is shared with various university officials.

e.) What should I do if I am accused of sexual misconduct?
First, do not contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Dean of Campus Life, who can explain the university’s procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor in Counseling Services.

f.) What should I do about legal advice?
Victims/survivors of criminal sexual assault need not retain a private attorney because legal issues will be handled through a representative from the District Attorney’s office. You may want to retain an attorney if you are the accused student/respondent or are considering filing a civil action against the alleged perpetrator.

g.) What should I do about changing university housing rooms?
If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is the university’s policy that in emergency room changes, the student is moved to the first available suitable room. If you believe that you have been the victim of sexual misconduct, you must be willing to pursue formal university conduct action in order to request an emergency room change. Other accommodations available to you might include:
1. Assistance from university support staff in completing the relocation;
2. Arranging to dissolve a housing contract and prorating a refund;
3. Exam, paper or assignment rescheduling;
4. Taking an incomplete in a class;
5. Transferring class sections;
6. Temporary withdrawal; and/or
7. Alternative course completion options.

h.) What should I do to preserve evidence of a sexual assault? (Click on: What to do if you have been sexually assaulted?)

Physical information of a criminal sexual assault must be collected within 96 hours. If you believe you have been a victim of a criminal sexual assault, you should go to a hospital emergency room (Methodist Transplant Hospital) before washing yourself or your clothing. A sexual assault health professional (a specially trained nurse referred to as a Sexual Assault Nurse Examination at the hospital is on call and will counsel you. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute, this is your choice. The exam will help to keep that option open for you should you decide later to exercise it.

The hospital staff will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe, and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as information. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear information for the police to collect.

i.) Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?

The severity of the infraction will determine the nature of the university’s response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol when dealing with victims of sexual misconduct. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

j.) Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?

The use of alcohol and/or drugs by either party will not diminish the accused student’s/respondent’s responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant’s memory and, therefore, may affect the outcome of the complaint. A person bringing complaints of sexual misconduct must either remember the alleged incident or have sufficient circumstantial information, physical information and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused student/respondent without further corroborating information.

k.) Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

No, not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.
1.) What should I do if I am uncertain about what happened?
If you believe that you have experienced non-consensual sexual contact, but are unsure of whether it was a violation of the university’s sexual misconduct policy, you should contact the Dean of Campus Life. The university provides counselors who can help you to define and clarify the event(s), and advise you of your options.

What to do if you have been sexually assaulted?
- Get away from the attacker to a safe place as fast as you can. Call 911 or the UIW Police Department at (210) 829-6030 or ext. 6030, if calling from campus phone.
- Call a family member or trusted friend who can be with you and provide you support.
- Preserve all physical evidence of the assault. Do not shower, bathe, douche, eat, drink, wash your hands, or brush your teeth until after you have had a medical examination. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not clean or disturb anything in the area where the assault occurred.
- Go to a hospital emergency department or a specialized forensic clinic that provides treatment for sexual assault survivors. Even if you think that you do not have any physical injuries, you should still have a medical examination performed by a Sexual Assault Nurse Examiner (SANE) and discuss the risk of exposure to sexually transmitted infections (STI’s) and the possibility of pregnancy resulting from the sexual assault. Having a medical exam is also a way for you to preserve physical evidence of a sexual assault. In San Antonio, you may contact law enforcement for assistance:
  - San Antonio Police Department (SAPD), (210) 207-7273
  - SAPD Sex Crimes Unit, (210) 207-2313
  - Bexar County Sheriff’s Department, (210) 270-6000
  - Bexar County Sex Crimes, (210) 270-6070

The hospital performing SANE exams for adults (over 18), is:
  - Methodist Specialty and Transplant Hospital
    8026 Floyd Curl
    San Antonio, TX
    210-575-8168 (ER)

- If you suspect that you may have been given a "rape drug," ask the hospital or clinic where you receive medical care to take a urine sample. Drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Get information whenever you have questions or concerns. After a sexual assault, you have a lot of choices and decisions to make - e.g., about getting medical care, making a police report, and telling other people. You may have concerns about the impact of the assault and the reactions of friends and family members. You can get information by calling a rape crisis center, a hotline, or other victim assistance agencies. Someone from the Rape Crisis Center will be at the hospital, providing information, support and referral sources to you. A packet of information will be given to you before you leave the hospital. To talk to someone immediately, call (210) 349-7273 – the Rape Crisis Center's 24-hour hotline.
- A complete medical evaluation, which you are not forced to undertake any part of, will include the collecting of evidence mainly by a physical examination as well as treatment and/or counseling. Part of the counseling will be a discussion over whether you wish to file a police report. This might be discussed with a sexual assault nurse examiner (SANE), a healthcare provider, experienced social worker or a crisis counselor.
- After 2 weeks, a follow up will be made with the healthcare provider. Following this you will be able to assess your options with regards to counseling services and victim compensation services.
• You may talk with a counselor who is trained to assist rape survivors. Counseling can help you learn how to cope with the emotional and physical impacts of the assault. You can find a counselor by contacting (210) 349-7273 – the Rape Crisis Center's 24-hour hotline. Other resources include survivor assistance agencies, or RAINN. RAINN is a national survivor assistance organization, at 1-800-656-HOPE. RAINN will connect you to a rape crisis center in your area. For more information, website: https://www.rainn.org.

**Risk Reduction Tips (Back to TOC)**

Generally, a date rape will follow a four-step pattern:

1. An individual’s personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
4. The victim feels trapped or unable to be assertive and is raped.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

Make your limits known before things go too far.

a.) Give clear messages. Say — *yes* when you mean yes and — *no* when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor — *NO* clearly and loudly, like you mean it.

b.) Try to extricate yourself from the physical presence of a sexual aggressor.

c.) Grab someone nearby and ask for help.

d.) Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.

e.) Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.

f.) Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures and eye contact.

g.) Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.

h.) Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow — politeness to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.

i.) Trust your feelings. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.
If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

a.) Do not make assumption about:
   1. Consent;
   2. Someone’s sexual availability;
   3. Whether a person is attracted to you;
   4. How far you can go; or
   5. Whether a person is physically and mentally able to consent to you.

b.) Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.

c.) Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.

d.) Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.

e.) Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.

f.) Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.

g.) On this campus, silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

**Other ways to lower risk:**

- Be aware of your surroundings – who’s out there and what’s going on.
- Walk with confidence. The more confident you look, the stronger you appear.
- When walking at night have keys ready and if possible, cell phone in hand.
- Know your limits when it comes to using alcohol.
- Be assertive — don’t let anyone violate your space.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Don’t prop open self-locking doors.
- Lock your door and your windows, even if you leave for just a few minutes.
- Watch your keys. Don’t lend them, leave them or lose them. And don’t put your name and address on the key ring.
- Watch out for unwanted visitors. Know who’s on the other side of the door before you open it.
- Be wary of isolated spots, like underground garages, offices after business hours, and apartment laundry rooms.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Have your key ready to use before you reach the door — school, home, car, or work.
- Park in well-lit areas and lock the car, even if you’ll only be gone a few minutes.
- Drive on well-traveled streets, with doors and windows locked.
- Never hitchhike or pick up a hitchhiker.
- Keep your car in good shape with plenty of gas in the tank.
- In case of car trouble, call for help on your cell phone. If you don’t have a phone, put the hood up, lock the doors, and put a banner in the rear mirror that says, “Help. Call police.”
How can I help someone who has been sexually assaulted?

There are things you can do to help a friend/someone to cope and to find help.

1. Always ensure that your friend/individual is safe
2. It is not your role to define or prove assault. Remain supportive while referring your friend/individual to campus or community agencies.
3. If someone discloses this to you, it usually means that you are someone they trust. Your friend/individual may just want to be heard. There is not one right way to respond, however you can:
   - Believe your friend/individual.
   - Maintain a calm manner.
   - Listen without interrupting. Don’t be judgmental. Offer comfort and encourage your friend/individual to take whatever time is necessary.
   - Respect the language your friend uses to identify what happened.
   - Be aware and understanding that individuals from different backgrounds may express or experience reactions to an assault in different ways.
   - Validate your friend’s/individual’s experience or reactions.
   - Help your friend/individual identify other safe people in his or her existing support system.
   - Encourage your friend/individual to seek medical attention and counseling, and to report the sexual assault to law enforcement (UIW PD 829-6030 or 911). Provide resources.
   - Help your friend/individual understand it is natural to feel anger or shame, and remind him or her that it is not his/her fault.
   - Allow your friend/individual to make his or her own decisions.
   - If your friend/individual is considering suicide, don’t judge. Allow them to express their feelings freely, and get assistance (see Resources) or contact UIW PD 829-6030 or 911.

References


Local Resources (Back to TOC)

UIW Police Department
For emergencies, call (210) 829-6030, or extension, 6030 from any on-campus phone

UIW Health Services
Located at the ground level of the Agnese/Sosa parking garage, behind the Ilia Faye School of Nursing
(210) 829-6017 Website (http://www.uiw.edu/health/index.htm)

UIW Counseling Services
Located at the Kathleen Watson Enrollment Center, 2nd Floor, Room 216
UIW Campus Life – Student Conduct
Student Center, Marian Hall
(210) 829-6034 Website (http://www.uiw.edu/campuslife/judicial.htm)

Medical
Christus Santa Rosa Emergency Center 403 Treeline Park (210) 294-8000
Methodist Healthcare System 7700 Floyd Curl Drive (210) 575-4000
Northeast Baptist Hospital 8811 Village Drive (210) 297-2000
University Health System 4502 Medical Drive (210) 358-8082

Minor Emergencies
Alamo Heights Minor Emergency Clinic 5000 Broadway (210) 930-4500
Alamo City Medical Group River Walk Clinic 414 Navarro (210) 225-4810

Alcohol & Drugs, Counseling & Mental Health
Alcoholics Anonymous 8804 Tradeway (210) 828-6235
Center for Health Care Services 401 N. Frio (210) 246-1300
Catholic Charities 7711 Madonna (210) 337-1133
Christus Santa Rosa Health Care 333 N. Santa Rosa (210) 704-3007
Esperanza Area Narcotics Anonymous 2186 Jackson Keller Rd. (210) 434-0665
Jewish Family Services of San Antonio 12500 N.W. Military (210) 302-6920
Laurel Ridge Treatment Center 17720 Corporate Woods Dr. (210) 491-9400
Methodist Hospital – Psychiatric Services 8026 Floyd Curl Drive (210) 575-0500
NAMI – National Alliance on Mental Illness 510 Belknap Place (210) 734-3349
Palmer Drug Abuse Program (PDAP) 111 Dallas Street (210) 227-2364
San Antonio Council on Alcohol Drug Abuse 7500 US Hwy 90 W (210) 225-4741

For more information about sexual assault, call or contact the following organizations:

<table>
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<tr>
<th>Organization</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>womenshealth.gov</td>
<td>(800) 994-9662</td>
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<tr>
<td></td>
<td>TDD: 888-220-5446</td>
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<tr>
<td>Loveisrespect.org</td>
<td>(866) 331-9474</td>
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<tr>
<td></td>
<td>TDD: (866) 331-8453</td>
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<tr>
<td>National Center for Victims of Crime</td>
<td>(800) 394-2255</td>
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<tr>
<td></td>
<td>(202) 467-8700</td>
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<tr>
<td></td>
<td>TDD: (800) 211-7996</td>
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<tr>
<td>National Crime Prevention Council</td>
<td>(202) 466-6272</td>
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National Domestic Violence Hotline | (800)799-7233  
TDD: (800) 787-3224

National Sexual Violence Resource Center | (877) 739-3895  
(717) 909-0710  
TDD: (717) 909-0715

Office on Violence Against Women, OJP, DOJ | (202) 307-6026  
TDD: (202) 307-2277

Rape, Abuse, and Incest National Network | (800) 656-4673  
(202) 544-1034

National Sexual Assault Hotline  
operated by RAINN | 1-800-656-HOPE(4673)

National Sexual Violence Resource Center  
(NSVRC) | 1-877-739-3895

**Other helpful resources: (click on title to link to website)**

National Associations of Anorexia Nervosa and Associated Disorders

National Eating Disorders Association

**Not Alone** – Together Against Sexual Assault (official website of U.S. Government)

National Institute of Justice

Centers for Disease Control and Prevention

AEquitas – resource on violence against women

End Violence Against Women International

International Association of Chiefs of Police

**Mending the Sacred Hoop** – working to end violence against Native American women

National Alliance to End Sexual Violence

National Sexual Violence Resource Center

National Center for Victims of Crime

Rape Abuse Incest National Network

Resource Sharing Project – supporting sexual assault coalitions

Sisters of Color Ending Sexual Assault

Vision of Hope – info on protecting children from abuse

Break the Cycle

**That’s Not Cool** – information on digital access & password pressure in relationships

Men Can Stop Rape – campaign info on men stopping rape

National Online Resource Center on Violence Against Women

Dating Matters Initiative

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