



STUDENT HANDBOOK 2016-2018



UNIVERSITY OF THE INCARNATE WORD
STUDENT SUCCES: CAMPUS LIFE OFFICE
4301 BROADWAY, CPO #306
SAN ANTONIO, TX 78209
210.829.6034
www.uiwtx.edu

STUDENT HANDBOOK 2016-2018

4301 Broadway, CPO # 306
San Antonio, TX 78209
(210) 829-6034
www.uiw.edu

Revised: August 2016

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

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Mission Statement of the University of the Incarnate Word [\(Back to TOC\)](#)

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 Catholic Intellectual Tradition, and [Catholic Social Teaching](#),¹ the University of the Incarnate Word aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a [liberal education](#)² the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and [social justice](#).³

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 ([Back to TOC](#))

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 [\(Back to TOC\)](#)

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, national origin, sex, gender, age, disability, genetic information, 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.

Rights and Freedoms of Students [\(Back to TOC\)](#)

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 Student Success 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.

Welcome from Student Success [\(Back to TOC\)](#)

Dear Cardinals,

Welcome to UIW! We are so glad that you have chosen the University of the Incarnate Word as the place not only to continue your studies, but also to grow in your faith and develop your full potential. There are so many opportunities here, and we sincerely hope that you will take advantage of all of them—including getting to know your faculty, joining organizations, participating in worship opportunities, utilizing academic support services, attending athletic events and so much more.

This handbook introduces you to many of these opportunities as well as guides you to resources and offices with staff who are here to help you. It also introduces the policies and guidelines that will help you understand your responsibilities and rights as a student. We strongly encourage you to review the handbook and also mark it for reference to assist you when you may have questions.

Please do not hesitate to stop by any of our Student Success offices if you have any questions or concerns. We look forward to getting to know you and assisting you on your path to graduation. Again, welcome to UIW—where the universe is yours.

Sincerely,

The Dean and Directors of Student Success

Ms. Sandy McMakin, Dean, Student Success

Dr. Renée Moore, Associate Dean, Judicial Affairs and Student Conduct

Ms. Cristina Ariza, Director, Tutoring Services

Dr. Paul Ayala, Director, Campus Engagement

Dr. Sonia Jasso, Director, University Advising Center

Dr. Amanda Johnston, Director, Writing and Learning Center and Tutoring Services

Ms. Wynette Keller, Director, TRiO Student Support Services

Ms. Diana Sanchez, Director, Residence Life

Mr. Moises Torrescano, Director, Special Services

Board of Trustees [\(Back to TOC\)](#)

Dr. Denise Doyle	UIW Acting President	University of the Incarnate Word
Charles Amato	CEO	Southwest Business Corporation
Ernesto Ancira	Owner	Ancira Enterprises, Inc.
Scott Beckendorf	President/Owner	Western Beverages
Michael Belz	President/CEO	Catholic Life Insurance
Gayle Benson	Co-Owner/Director	New Orleans Saints
Mike Beucler	Owner/CEO	Beucler Properties , LP
Jacob Bloodworth	President, Student Government Association	University of the Incarnate Word
Sr. Brigid Marie Clarke	Congregational Appointee	Sisters of Charity of the Incarnate Word
Sr. Martha Estela Perez Curiel	Congregational Representative	Sisters of Charity of the Incarnate Word, Mexico
Catherine A. Dulle	President/CEO	CareLinc Options, LLC
Veronica Edwards	President/CEO	InGenesis, Diversified Healthcare Solutions
John Feik	CEWO	Feik Enterprises, LLC
Paula Gold-Williams	President & Chief Executive Officer	City Public Service
Suzanne Cheever Goudge	Board of Directors	Broadway Bank
Gary Henry	President/Owner	Waterpark Management, Inc. (Schlitterbahn)
Sr. Mary C. Henry	Congregational Representative	St. Pius V Catholic Church
Winell Herron	Group Vice President Public Affairs & Diversity	HEB Grocery Company, LP

Ricardo Hinojosa	Chief Judge	U.S District of Texas
Gary Joeris	President/Owner	Joeris General Contractors, Ltd.
Nancy Kudla	President/Founder	Kudla Family Foundation
Edward Leos	ID LIFE	Senior Director President Alumni
Jack Lewis, III	President/Owner	Mission Restaurant Supply
Charles Lutz, III	President	Intercontinental Asset Management
Sr. Maricela Aguilar Martinez	Congregational Appointee (CCVI)	Sisters of Charity of the Incarnate Word
Sr. Teresa Yolanda Maya	Congregational Coordinator, Secretary of the UIW BOT	Sisters of Charity of the Incarnate Word
Sr. Rose Ann McDonald	Congregational Appointee	Sisters of Charity of the Incarnate Word
John Miller	Co-Owner, Co-CEO	Bill Miller Bar-B-Q Enterprises
Carmen Nava	Senior Vice President, U-Verse Program	AT&T
Ramona Parker	President, Faculty Senate	University of the Incarnate Word
John Peveto	General Partner	Peveto Companies, Ltd.
Bobby Rosenthal	Partner	Rosenthal Pauerstein Sandoloski Agather, LL.P.
Richard T. Schlosberg III	Former Publisher / Past President	Los Angeles Times / Lucile Packard Fdtn.
St. Teresa Stanley	Congregational Appointee (CCVI)	Sisters of Charity of the Incarnate Word
Sr. Yolanda Tarango	Congressional Appointee	Sisters of Charity of the Incarnate Word

Board of Trustees Emeriti [\(Back to TOC\)](#)

Mr. Charles E. Cheever, Jr.	Sr. Eleanor Geever	Ms. Gloria Massey
Mr. David Cibrian	Ms. Olga Hachar-La Vaude	Mr. William G. Moll
Mr. James “Fully” Clingman	Sr. Rosita Hyland, CCVI	Ms. Marky Pontius
Sr. Helen Ann Collier, CCVI	Sr. Rosa Maria Icaza, CCVI	Mr. Joseph Reyes
Ms. Barbara S. Condos	Dr. Dennis Juren	Mr. Lionel Sosa
Mr. Alan Dreeben	Mr. A. J. (Jack) Lewis	Ms. Ruth Eilene Sullivan
Ms. James D. Ellis	Ms. Peggy Wolf Lewis	Mr. Lawrence W. Walker, Jr.
Sr. Maria Flores, CCVI	Sr. Margaret Mary Mannion, CCVI	Mr. Mark E. Watson, Jr.

Student Government Association Executive Officers [\(Back to TOC\)](#)

<u>SGA Office (210) 829-3833</u>	
NAME	TITLE
Jacob Bloodsworth	President
Trevor Mason	Vice President
Angel New	Treasurer
Olympia Cuellar	Secretary
Kim Ibarra	Chief of Staff
Maddie Benitez	Director of Public Relations
Celina Aur	Parliamentarian

Campus Activities Board [\(Back to TOC\)](#)

(210) 841-7376

www.uiw.edu/studentlife/cab.html

NAME	TITLE
Alexis Pedragon	CAB Board Member
Thao Nguyen	CAB Board Member
Susi Gaytan	CAB Board Member
Anita Kaduru	CAB Board Member
Salman Ali	CAB Board Member
Emily Mahyor	CAB Board Member
Emi Yokoo	CAB Board Member

Peer Ministers [\(Back to TOC\)](#)

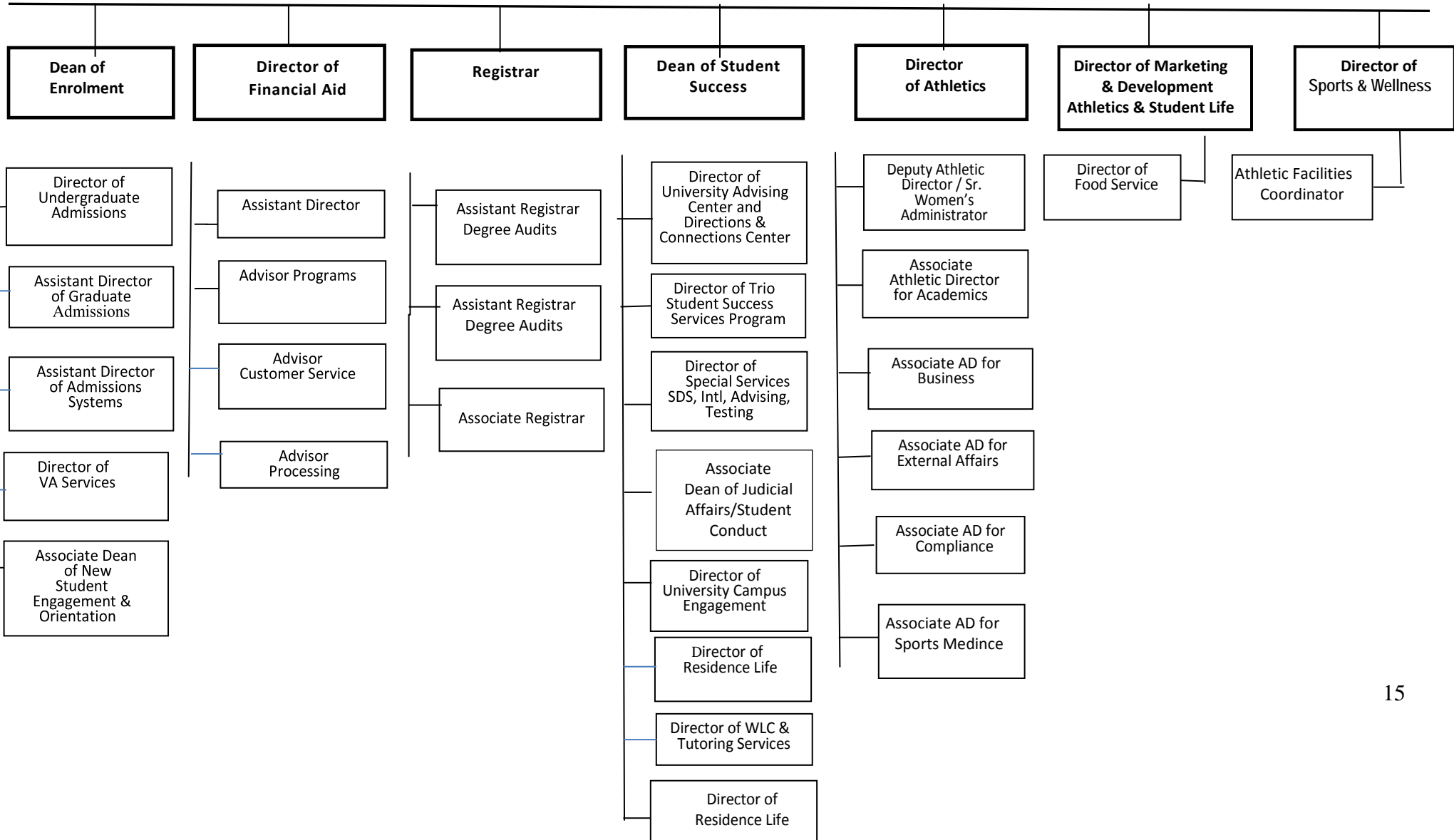
(210) 829-3128	
NAME	TITLE
Ariana Ceniseros	Breathe Ministry Intern
Mariela Fuentes	Breathe Ministry Intern
Jordan Milligan	Breathe Ministry Intern
Maria Montoya –Hernandez	Breathe Music Ministry Intern
Maryella Tudon	Breathe Ministry Intern
Rebecca Villarreal	Breathe Music Ministry Intern
Gina Delgado	Cardinals for Kids Ministry Intern
Katie James	Cardinals for Kids Ministry Intern
Austin Lazo	Cardinals for Kids Ministry Intern
Justin Lamontagne	Cardinals for Kids Ministry Intern
Zane Alsareinye	Interfaith Ministry Intern
Addyson Smith	Interfaith Ministry Intern
Amber Ochoa	Mass Coordinator-10:30am
Jordan Ortega	Mass Coordinator-8:00pm
Gabriela Fresquez	Music Ministry Intern-Laudate Choir
Jennifer Kroon	Music Ministry Intern-Laudate Choir
Nina McGuane	Music Ministry Intern-Laudate Choir
Sophia Altamirano	Music Ministry Intern Jubilate Keyboardist
Amy Poniatowski	Music Ministry Intern Jubilate Choir
Teresa Vincent	Senior Music Ministry Intern- Jubilate Choir
Hollie Oaks	Salve Retreat Ministry Intern
Cusandra Serrano	Salve Retreat Ministry Intern
Luis Almanzar-Galvan	Media Ministry-Graduate Assistant
Karissa Vigil	Mission & Ministry-Graduate Assistant

UNIVERSITY OF THE INCARNATE WORD

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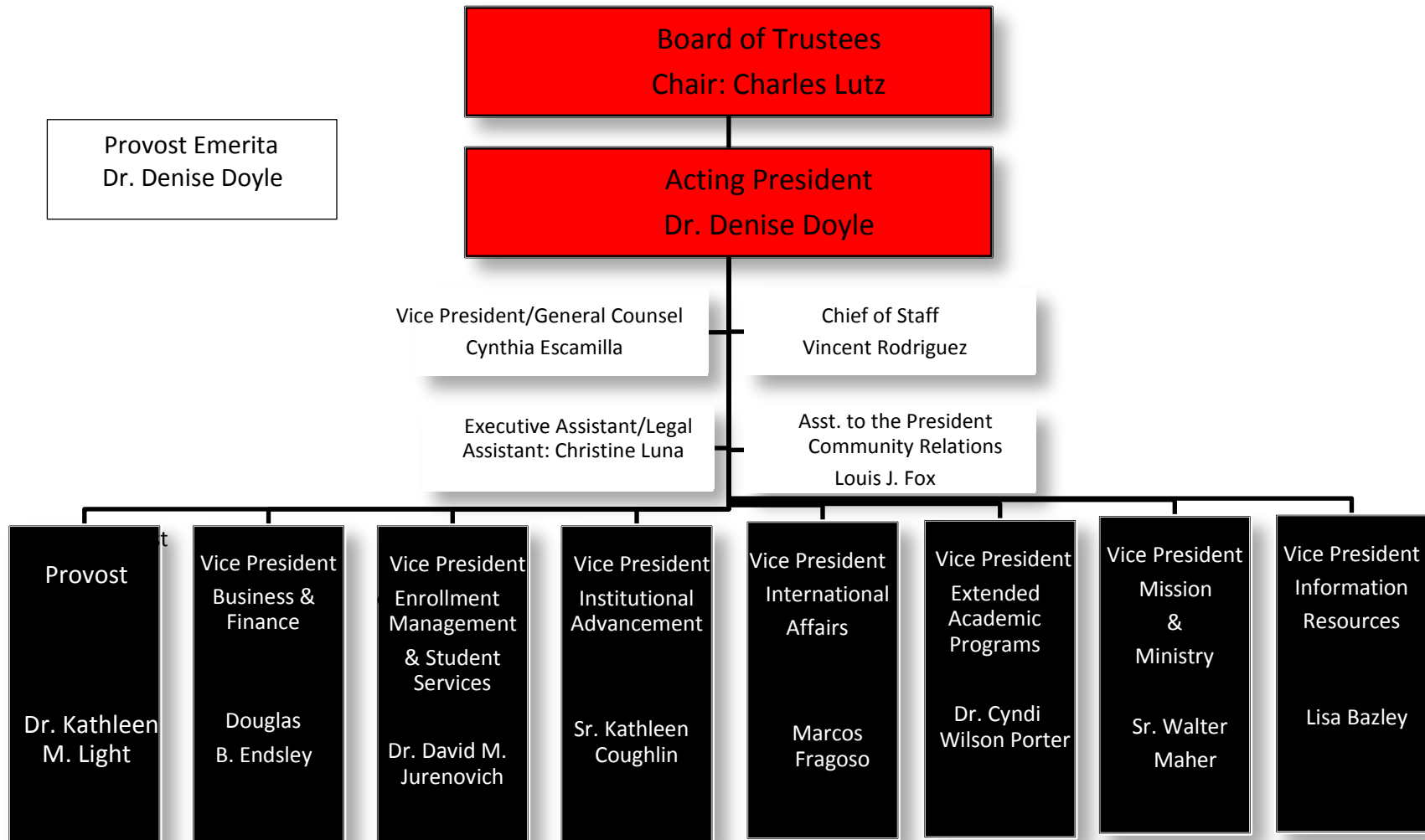
**DR. DAVID JURENOVICH
VICE PRESIDENT FOR ENROLLMENT MANAGEMENT & STUDENT SERVICES**

ADMINISTRATIVE ASSISTANT



Organizational Chart
Executive Officers 2014 – 2017

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UIW Directory ([Back to TOC](#))

Topic	Contact	Phone #
Absence Notification	University Advising	805-5814
Academic Advising	University Advising	805-5814
Undeclared Majors	University Advising	805-5814
Declared Majors	Department Offices	805-5814
Accidents	Campus Police	829-6030
Accounts	Business Office	829-6043
Activities	Campus Activities Board	841-7376
Adding Courses	Registrar	829-6006
Admissions Office	Admissions	829-6005
Alcohol/Drug Info	Student Conduct	805-5864
Alumni Relations	Alumni/Planned Giving	829-6014
Ambulance	Health Services	829-6017
Athletic Teams	Intercollegiate Athletics	829-6050
Audiovisual Services	Media Center	829-3945
Automobile Registration	Business Office	829-6043
Billing of Accounts	Business Office	829-6043
Books for Sale	Book Store	829-6056
Bus Passes	Student Center Desk	841-7360
Cafeteria	Campus Dining	829-2788
Campus Information	Student Center Desk	841-7360
Campus Ministry	Mission and Ministry	829-3128
Career Counseling & Information	Career Services	829-3931
Catering	Campus Dining	829-5011
Change of Address	Registrar	829-6006
Financial Assistance	Financial Aid	829-6008
Post Office	Post Office	829-3963
Human Resources (if employee)	Human Resources Dept.	829-6019
Chapel	Mission and Ministry	283-5027
Chaplain	Mission and Ministry	829-3131
Class Schedule	Registrar	829-6006
Community Service	Mission and Ministry	829-3128
Computer Lab Reservations	Instructional Technology	829-3920
Computer Questions	Help Desk	829-2721
Cooperative Problem	Counseling	829-3129
Copy Machines	Library	829-6010

Counseling	Counseling	832-5656
Course Registration	Registrar	829-6006
Dining Areas Sodexo	Food Service	805-2788
Marian Hall Cafeteria @ ICC	Sodexo Food Service	805-5874
Finnegan's Coffee Shop	Sodexo Food Service	829-3089
The Pharmacy Cafe	Sodexo Food Service	883-1125
Hortencia's Cafe	Sodexo Food Service	829-6055
Directory Information	Switchboard	829-6000
Disabilities	University Advising	805-5813
Disciplinary Matters	Judicial Affairs	805-5864
Discrimination Complaints	Judicial Affairs	805-5864
Dropping Courses	Registrar	829-6006
Email Problems	Administrative Computing	829-2721
Emergencies	Campus Police	829-6030
Employment Info	Career Services	829-3931
English as a Second Language	International Language Institute	283-5077
Enrollment Verification	Registrar	829-6006
Event Planning	Special Events	829-6045
Exchange Students	International Student Office	805-5700
Final Exam Schedules	Registrar	829-6006
Financial Assistance	Financial Assistance	829-6008
First-Year Advising/Assistance	Office of First Year Engagement	805-3006
Fitness Facility	Wellness Center	805-5872
Fulbright Grants	International Academic Programs	805-5806
Game Room	Student Center Desk	841-7360
Graduation	Registrar	829-6006
Graduate School	Graduate Studies	829-3157
Health Services	Health Services	829-6017
Housing for Students	Residence Life	829-6034
ID Cards	Campus Life	829-6034
International Student	International Student Office	805-5705
Internships	Career Services	829-3931
Intramural Sports	Athletics	805-3001
Laptop Questions	Administrative Computing	829-2721
Laundry Rooms	Residence Life	829-6034
Learning Assistance	Tutoring Services	829-3870
Library Services	J.E. & L.E. Mabee Library	829-6010
Loans to Students	Financial Assistance	829-6008

Logos Student Newspaper	Logos Office	829-3964
Lost and Found	Campus Police	829-6030
Mail	Post Office	829-3963
Math	Tutoring Center	841-7254
Mediation	Counseling	832-5656
Medical Problems	Health Services	829-6017
Student Center Meeting Rooms	Campus Life	832-5656
Mental Health Services	Counseling	829-3126
Movie Tickets	Student Center Desk	841-7360
Multimedia Support	Instructional Technology	829-6067
Nursing Information	Nursing	829-6029
Optometry	Data Point Location	883-1190
Orientation	Admissions	829-6005
Parking Day Passes	Campus Police	829-6030
Parking Permits	Business Office	829-6043
Payment of Fees	Business Office	829-6043
Peer Educators	STARS Health Services	829-6017
Physical Therapy	Debbie and Naty Saidoff Center	283-6477
Quirk	English Department	829-3166
Radio Station	KUIW Office	805-5849
Records, Student	Registrar	829-6006
Recording Special Events	Instructional Technology	829-3946
Refund of Tuition	Business Office	829-6043
Registration and Reinstatement	Registrar	829-6006
Residence Halls	Residence Life	829-6043
Resume Writing	Career Services	829-3931
Room and Roommate Questions	Residence Life	829-6034
Schedule, Classes	Registrar	829-6006
Sexual Harassment Title IX & Compliance Coordinator	Title IX Compliance Coordinator	283-6977
Shuttle Service	Transportation	805-5836
Smoking Policy	Student Success	829-6034
Sports Information	Athletics	829-6050
Student Center	Student Center	841-7360
Student Escort Service	Campus Police	829-6030
Student Government	Student Government Association	829-3833

Student Events	Campus Activities Board	841-7376
Student Organizations	Campus Engagement	829-6034
Student Success	Student Success Program Office	805-5813
Study Abroad Office	International Student Services	805-5709
Study Skills	Tutoring Services	829-3870
Swimming	Natatorium	829-2798
Teacher Certification	School of Education	829-3137
Telephone Repair	Administrative Computing	829-2721
Testing /Placement & Proficiency	Academic Testing Center	829-3876
Theater Performances	Box Office	829-3800
Thefts	Campus Police	829-6030
Time Management	Tutoring Services	829-3870
Transcripts	Registrar	829-6006
Transfer Credit	Registrar	829-6006
Tutors	Tutoring Services	829-3870
Math	Tutoring Center	841-7254
Writing & Learning Center	Writing & Learning Center	283-6326
Vending Machines	Student Center	841-7360
Voice Mail Info	Administrative Computing	829-2721
Volunteering	Ettling Center for Civic Leadership	829-3128
Withdrawal from Classes	Registrar	829-6006
Withdrawal from University	Student Success	805-5812
Withdrawal from Housing	Residence Life	829-6034
Work Study	Financial Assistance	829--6008
University Police	University Police	829-6030

[Student Services](#) [\(Back to TOC\)](#)

[Academic Advising](#) [\(Back to TOC\)](#)

AD 105 (210) 805-5814

The Academic Advising department, comprised of the University Advising Center (UAC) and the Directions and Connections Center (DCC), provides support to all main campus undergraduate students. The UAC serves as the primary advisor to transient, non-degree seeking and undeclared transfer students and assists them in understanding degree plans and selecting a major. The center assigns students who have declared a major to a faculty or professional advisor. The Advising team also coordinates scholastic probation, new student registrations, student intervention notices, advisor assignments, change of major/advisor requests and absence notifications. The Academic Advising staff is always available to give guidance, and assist students on their path to graduation.

[Department of Alumni & Parent Relations](#) [\(Back to TOC\)](#)

Phone: (210) 829-6014

Established in 1903, the Alumni Association is the oldest on-campus organization. The Department of Alumni Relations maintains records of educational, personal and professional data — for nearly 30,000 university alumni. Alumni in San Antonio and around the globe meet throughout the year for educational, cultural and social occasions. 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 containing several committees that need volunteers to help plan events and assist in 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.

The Parent Association serves as a direct contact for current UIW Parents. We encourage parents to get involved on campus and attend several events such as Homecoming, Parent & Family Weekend, The Ring Ceremony and much more. Parents are a continuous motivator for our students, and we want to welcome our parents into the Cardinal Family. Should any parents like to volunteer on campus or attend events, we encourage them to visit www.uiwalumni.org to stay connected to UIW.

[The Arts on Campus](#) [\(Back to TOC\)](#)

Art Galleries: (210) 829-3855

Theatre Box Office: (210) 829-3800

Music Department: (210) 829-3855

The UIW Fine and Performing Arts programs offer free admission for students, faculty and staff to most performances, recitals and exhibits on campus. The 55,000 square foot UIW Fine Arts Complex and Kelso Art Center, located in the southeast area of campus is composed of a state-of-the-art music building, concert hall and Kelso Art Center.

- **Kelso Arts Center** features separate spaces and designated studios for drawing, painting, printmaking, photography and art history as well as three galleries: the Kelso Art Gallery, Semmes Gallery and a student gallery. The exterior wall of the building features a 40 X 20 foot aluminum sculpture that is designed to articulate with the wind. In the daytime, “The Source of Life” mural reflects the natural sunlight and in the evening its LED lights change to depict sunrise and sunset. The galleries offer exhibits by regional artists as well as faculty and students. The student-run Visual Arts Society hosts sales of student art in December and April.
- **Ruth Eilene Sullivan Ceramic and Sculpture Studio** adjoins the softball field. The studio features a gas kiln, a ceramic studio with 10 pottery wheels, spray booth for glazing and five to six electric kilns. The sculpture studio includes five metal welding stations, two large portable welding stations for larger pieces, a ban saw, a chop saw and a sandblaster.

The Music Department presents student recitals and an annual faculty recital and engages professional performing artists and guest lecturers. The Music Department enjoys accreditation by the National Association of Schools of Music (NASM).

- **Luella Bennack Music Center** features a 500-seat Concert Hall, the 101-seat Ingrid Seddon Recital Hall, Choir and Band rehearsal halls, recording studio, piano lab, computer labs, percussion studios, music therapy suite, practice rooms, percussion studio classrooms, listening library and more. The Music Department’s Cardinal Chorale, UIW Cardinal Singers, UIW Wind Ensemble, UIW Jazz Band, Orchestra of the Incarnate Word, and the UIW Cardinal Marching Band, offer concerts throughout the year.

The Theatre Arts Department presents exciting world drama from the past and present 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).

- **The Elizabeth Huth Coates Theatre** is a 270-seat proscenium arch theatre.
- **Cheever Theatre** is a studio theatre that seats 75-100 patrons.
- **The Halligan-Ibbs Theatre Building**, houses the Theatre Arts offices, Costume Shop, a classroom, the Green Room, a dance studio, and dressing rooms.

Athletic, Sports, and Wellness Facilities

- **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 Associate Athletics Director for External Affairs, (210) 829-6048, prior to use.

- **Ann Barshop Natatorium**

UIW's Ann Barshop Natatorium is capable of hosting international and NCAA meets due to its unique construction. The Natatorium has open swim hours available to all UIW students, faculty, and staff as well as community members for lap swimming and water aerobics. Call (210) 829-2798 for information regarding open swim time for students and members. Anyone desiring more information should contact the Director of Sport and Wellness, (210) 805-5873, prior to use.

Natatorium - Hours of Operation:

Mon – Thurs	8:00 a.m. - 8:30 p.m.
Friday	8:00 a.m. - 8:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	12:00 p.m. - 7:00 p.m.

- **Henrich Center for Fencing and International Sports**

The Henrich Center hosts the UIW NCAA Men's and Women's Fencing team, academic fencing classes, and community fencing programs. This state of the art facility offers eight international fencing strips and a regulation sports court for basketball and volleyball. The facility opened on May 13, 2013 as a collaboration/grant between UIW and Bexar County. Events hosted at the venue include NCAA, Regional, National, and International competitions and clinics. UIW students, faculty, staff and community members are welcome to participate in fencing, basketball, badminton, and table tennis during open hours. Please see schedule for updated times and dates. Anyone desiring more information should contact the Director of Sport and Wellness, (210) 805-5873, prior to use or visit the Henrich Center for Fencing and International Sports website at www.uiw.edu/fencing/

- **Clarence Mabry Tennis Courts**

Eight tennis courts are available for use by students, faculty, 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.

- **Richard and Janet Cervera Wellness Center**

The Richard and Janet Cervera Wellness Center offers a weight room, an aerobics room, classrooms, three racquetball courts, a Pilates/Yoga/Cycling room, a gymnasium and locker

rooms for UIW students, faculty, and staff members. All students, faculty and staff MUST have their UIW ID or another form of valid picture ID in order to enter the Richard and Janet Cervera Wellness Center. Entry is only granted to current students, faculty, staff, and members. Memberships for the greater community may be purchased at the front desk. Call (210) 805-5872 for information regarding the UIW Richard and Janet Cervera Wellness Center.

- **Wellness Center-Hours of Operation:**

Summer/Non-Semester		Fall/Spring Semester	
Mon - Thurs	6 a.m. - 9 p.m.	Mon - Thurs	6 a.m. - 12 p.m.
Friday	6 a.m. - 9 p.m.	Friday	6 a.m. - 12 p.m.
Saturday	8 a.m. - 6 p.m.	Saturday	8 a.m. - 6 p.m.
Sunday	12 p.m. - 9 p.m.	Sunday	12 p.m. - 12 p.m.

- **Headwaters at Incarnate Word Backfield and Sand Volleyball Court**

The backfield and sand volleyball court are available for field games and events through a formal request. Students, faculty, staff, campus organizations and groups desiring to use the backfield or court must get information on scheduling and/or renting the facilities and approval from the Director of Sports and Wellness, (210) 805-5873 prior to use.

Athletics, Sports, and Wellness Programs

- **NCAA Sports**

UIW offers 23 Division I sports programs for female and male students. Non-scholarship and scholarship athletes compete within the conferences of their sports. The majority of the UIW NCAA Sports are in the Southland Conference. For more information contact the UIW Athletic office at (210) 829-2722 or visit the UIW Athletic Website at www.cardinalathletic.com

- **Club Sports**

Club Sports are coordinated for the UIW undergraduate and graduate level student. Non-scholarship student-athletes compete with other colleges and universities in a desired sport. Leagues and tournaments are scheduled throughout the Fall and Spring semesters. Sports include but are not limited to: Women's Volleyball, Women's Basketball, Women's Soccer, Men's Basketball, Men's Soccer, Men's Lacrosse, Women's and Men's Trap and Skeet, and Women's and Men's Triathlon. You can also find additional information, registration, and schedule of events at www.uiw.edu/clubsports/ or at the UIW Club Sports office located in the Richard and Janet Cervera Wellness Center.

- **Intramural Sports**

Intramural Sports are coordinated to serve UIW students, faculty, administration, and staff. Programs include but are not limited to: flag football, basketball, softball, 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.edu/intramurals/ or at the front desk of the UIW Richard and Janet Cervera Wellness Center.

- **Recreational Sports**

Recreational sports are offered to UIW students, faculty, and staff during the Fall and Spring semesters. Sports and activities include “Slackline”, “Spikeball”, Table Tennis, Bocce, and Washers. Participants do not need to sign up prior to participation but are requested to show their UIW ID prior to participation. You can also find additional information and a schedule of events at www.uiw.edu/intramurals/ or at the front desk of the UIW Richard and Janet Cervera Wellness Center.

Bookstore ([Back to TOC](#))

Phone: (210) 829-6056

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, 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 until thirty (30) days before the semester end. 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 <http://www.bkstr.com/incarnatewordstore/home>. 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 now ship to PO Boxes via SmartPost. Please be aware that this may take a little longer.

Textbook Rentals

Since August 2010, the Bookstore, in conjunction with the university, began offering textbook rental. Approximately 55 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 ([Back to TOC](#))

Phone: (210) 829-6043

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 the 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.
- Tuition is due on the first day of the semester OR the student must be enrolled in a **Tuition Payment Plan**. 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 \$75 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 a payment plan includes a \$50 enrollment fee.

To enroll in the deferred payment plan go through the MyWord portal 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 each 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 (via university email). 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. 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 a refund for 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.** 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 the insurance company.

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. Graduate and post graduate students will be assessed a parking fee dependent upon the number of semester hours they are enrolled. The fee will be based on a rate of \$16 per credit hour. 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 Police and Parking [\(Back to TOC\)](#)

Phone: (210) 829-6030

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, mobile patrol, criminal 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.

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. The policies and procedures, as well as sanctions for their violation, are available online by logging onto Banner Web and clicking on Cardinal Cars.



Call Boxes

Emergency Call Boxes & Help Stations

[\(Back to TOC\)](#)

Emergency call boxes are located in the following locations:

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

Campus Engagement ([Back to TOC](#))

Phone: (210) 829-6034

Fax: (210) 283-5023

The purpose of Campus Engagement 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 Campus Engagement.

In the spring semester of each year, the student body elects the Student Government Association President and Vice President. 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 student 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.

Contact Campus Activities Board

210 (841-7376)

cab@uiwtx.edu

www.uiw.edu/studentlife/cab.html



Greek Life

The UIW Greek Community has thirteen social Greek-letter organizations that either fall under the Panhellenic council, Multicultural Greek Council or are governed by Campus Engagement. Sororities include: Alpha Sigma Alpha, Alpha Sigma Tau, Delta Beta Chi, Delta Xi Nu, Kappa Delta Chi, and Sigma Delta Lambda. Fraternities include: Chi Phi, Lambda Chi Alpha, Omega Delta Phi and Omega Psi Phi. In

addition, UIW has partnerships with two city-wide sororities: Alpha Kappa Alpha and Delta Sigma Theta. By joining the Greek life community, you are exposed to a variety of areas that can enhance your personal and professional development; as part of your collegiate experience; some of these areas include: scholarship, leadership, community service, chapter management and campus involvement.

To be eligible to join a Greek organization, a student must meet the Greek Guidelines that can be found at <http://www.uiw.edu/studentlife/organizationgreek.html>. The Assistant Director of Campus Engagement serves as the advisor to Greek Life and can be reached at 210-841-7365.

Office of Career Services & Professional Development ([Back to TOC](#))

Phone: (210) 829-3931

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.

Cardinal Careers

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.

Counseling Services ([Back to TOC](#))

Phone: (210) 832-5656

Full-time professional counselors and counseling interns are present on a daily basis to assist you with personal concerns. Individual, family, and group counseling services are available. Students commonly seek services for stress management, anxiety reduction, depression, life challenges, and substance abuse problems.

Appointments

Counseling Services is open Mon.-Thurs. 8 a.m.-6 p.m., and Fridays, 8:00 a.m. - 5:00 p.m. (Summer Hours: Mon - Fri 8:00 a.m. – 5:00 p.m.) To make an appointment with one of our counselors, simply call **(210) 832-5656**. When deemed necessary by the Counseling Services staff, students with severe mental health issues may be referred to a psychiatric hospital, emergency room, or crisis center if needed.

Services

Counseling Services provides counseling for a variety of issues. The most common reasons why students seek our help is for stress management or relationship issues. However, we treat a variety of issues including depression and mood issues, test anxiety, adjustment to the college environment, career concerns, anxiety, sleep hygiene, and identity issues.

Referral

Counseling Services staff are available to provide referrals to needed resources in the community. Referrals can be provided for additional behavioral health services or helpful community resources.

Education

Counseling Services staff are dedicated to educating others about how behavioral health services work and answering questions about mental illness. We also routinely provide presentations to the university community.

Mediation

Counseling Services professionals can serve as mediators to help resolve conflict in the university community.

Crisis Intervention

If you are having an emergency, please refer to the following.

During business hours

Call (210) 832-5656 or come directly to the Counseling office. You will be seen by the first available counselor.

Outside of business hours

If you are on campus, please contact Campus Police at (210) 829-6030 or Health Services at (210) 829-6017 or notify a Resident Assistant.

- If you are off campus, please contact any of the following resources:
- The Bexar County crisis line (210) 223-7233 (24 hours a day for any type of psychiatric crisis)
<http://www.chcsbc.org>
- National Suicide Prevention Lifeline 1-800-273-8255 (24 hours a day)
<http://www.suicidepreventionlifeline.org/>
- Family Violence Prevention Services Domestic Violence Hotline (210) 733-8810 (24 hours a day)
<http://www.fvps.org/get-help/our-services/>

If someone is injured or is a serious threat to self or others, call 911 immediately. You can ask for a CIT officer if the person you are concerned about his mental health issues. These are officers with special mental health training*

Development Office ([Back to TOC](#))

Phone: (210) 829-6013

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 the 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 or joining the student PHILanthropy.

Dining Services ([Back to TOC](#))

Phone: (210) 805-3563

Sodexo is the food service contractor for the university. The director and staff are available to assist you with your food service desires. If you have special dietary requirements, allow them to accommodate your needs.

The University of the Incarnate Word offers several locations for food service:

Marian Hall Café at the ICC, located in the International Conference 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-n-go salads, and convenience foods and snacks.

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

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

Cardinals on the Fly, conveniently located inside Dubuis Hall, offers such items as soups, chips, sandwiches and Simply to Go products.

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](#) *[\(Back to TOC\)](#)*

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.

[Ettling Center for Civic Leadership](#) *[\(Back to TOC\)](#)*

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 Ettling 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 Ettling Center is located on the first floor of the Administration Building, Room 158 and is open from 8:00a.m. to 5:00p.m. Monday through Friday. Visit the Ettling Center’s website at www.uiw.edu/eccl or feel free to speak to any staff member at (210) 283-6423 or via email at rigonza4@uiwtx.edu or daespin1@uiwtx.edu

Financial Assistance ([Back to TOC](#))

Phone: (210) 829-6008

Check out our online student guide at:

http://www.uiw.edu/finaid/documents/ofa_assistance_guide2.pdf

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 scholarship searches. The OFA webpage at <http://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. (SAP)
- 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 Scholarships

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 <http://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 up 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 [\(Back to TOC\)](#)

Phone: (210) 805-3006

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 [\(Back to TOC\)](#)

Phone: (210) 829-3948

This office is responsible for cultivating donor relationships with corporations, philanthropic foundations, and the state 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 for programmatic and research needs.

Health Services [\(Back to TOC\)](#)

Phone: (210) 829-6017

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 - Fri 8 a.m. - 5:00 p.m. (Summer Hours: Mon - Fri 8:00 a.m. – 5:00 p.m.) It is located on the ground level of the Agnese Sosa parking garage with the entrance behind the Nursing Building. A doctor will be available by appointment. 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 September 15th for this academic year. A link to the waiver form is available at: <https://consolidatedhealthplan.com/group/514/waiver/1> 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>

Information Resources ([Back to TOC](#))

Technology Help Desk: (210) 829-2721 or 1 (866) 614-5043

J.E. & L.E Mabee Library: (210) 829-6010

Lisa M. Bazley, Vice President for Information Resources & Chief Information Officer

Phone: (210) 829-3866, or email: lisa@uiwtx.edu, Mabee Library

Overview - What you need to know The Information Resources Division provides many library and technology services to students to ensure a successful and rewarding academic experience at UIW. The division includes the main campus libraries and libraries located within all the professional schools. The technology departments include Technical Support, Enterprise Applications, Infrastructure, Web Development, Mobile Applications, Instructional Technology and Media Services. Here is a summary of the most important services, but remember – if you have a technology concern or question that is not answered here, just ask us, and we will do our best to assist you.

J.E. & L.E. Mabee Library ([Back to TOC](#))

Phone: (210) 829-6010

Hours of operation: Open seven days a week. Please visit www.uiw.edu/library for specific hours.

The J.E. and L.E. Mabee Library is a student–centered facility with a rapidly growing resource collection. It houses the latest in instructional and electronic technology to support the expanding curricula and research needs of the university.

The library’s website, www.uiw.edu/library, maintains current library information such as regular and holiday hours, contact information for library personnel and service desks, access to collections, policies and services.

The Mabee Library manages a strong, well-balanced academic collection that contains over 270,000 print and electronic books. More than 40,000 unique journal titles are also available in print and electronically. Students may gain full access to over 180 databases and other online collections by visiting the library’s web page. Remote users can log into subscribed resources using their UIW credentials, 24/7. The majority of electronic resources are protected by U.S. Copyright Laws and vendor licensing agreements; therefore, access is limited to current UIW users.

Materials not available at UIW may 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 may 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 UIW students and faculty in good standing.

Bibliographic management tools (RefWorks and EndNote) as well as the library's 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 .

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. Students must have their ID with them when visiting the library.

Others Services and Resources:

Audiovisual Collection

This growing collection includes CDs, DVDs, streaming video collections, educational and feature films for student and faculty use. The entire AV collection is located on the first floor of the library. Most items can be checked out for seven (7) days.

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.

Periodicals/Journals

Scholarly 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. Popular magazines and newspapers can be found on the first-floor of the library in the same area as the AV collection.

Reference Desk

The Reference desk is staffed by librarians who can provide research assistance, information about library resources/services and brief one-on-one research help to get you started. Call (210) 829-3935, text (210) 526-0776 or email questions 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, select "Ask the Library" under "Get Help" and then click on the "Subject Area 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 (www.uiw.edu/library). Click on the Databases tab and type in the name of the resource.

Circulation Desk

Centrally located at the first floor entrance, patrons may borrow and return materials, (including course reserve materials), check out group study room keys, laptops, cameras, camcorders and other small equipment. Other circulation services include, picking up Interlibrary Loan items and adding value to student IDs for photocopying and printing in the library and Media Center Computer Lab.

Photocopiers

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

Library Computer Lab

Located adjacent to the Reference Desk, this lab houses multiple computer workstations specifically for research. All users should keep in mind that information saved to the desktop will be deleted at the close of their session.

Graduate Research Room 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.

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.

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 first and second 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 two to 12 UIW students. All rooms are equipped with white boards and many 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.

Technology Services ([Back to TOC](#))

Technology Help Desk: (210) 829-2721 or 1 (866) 614-5043

Hours of Operation: Technology Help Desk Call Center is open 24x7x365 days. Desk window is open 6 days a week Mon – Sat. Please visit <http://www.uiw.edu/ird/helpdesk> for specific hours.

Located on the ground floor of the J.E. & L.E. Mabee Library.

Technology Support

Our Technology Help Desk offers 24x7x365 phone support services. Contact the Technology 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 will assist you in resolving login issues and answer your questions about UIW email, Blackboard, Banner, MyWord Portal and other commonly-used applications.

Media Center Computer Lab

Hours of operation: 7 days/week. Hours are listed on the library's website:

<http://www.uiw.edu/library/>.

The Media Center Computer Lab is an open lab that is located on the ground floor of the Mabee Library. The center features a full complement of desktop PCs, Macs, a GoPrint pay/print station, high resolution scanners, large scale printing services and color image print services. UIW students with proper ID may use computers in the Media Center Lab (G32).

At the Media Center Computer Lab students have access to the latest software versions of:

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

The UIW Network

UIW is a fully networked and fully wireless campus. All buildings at the university are wired for Internet access, including dorm rooms. Wireless access is also available virtually anywhere on the campus that you might want to go, including dorm rooms, the Mabee Library and shady spots under trees throughout the main campus! If you have problems getting connected to Wi-Fi, just contact or stop by the Technology Help Desk.

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 Technology Help Desk for more information about ResNet.

Student Laptop Purchase Program

Students are expected to have and use laptop or tablet computers for their academic endeavors. Students are welcome to 'Bring-Your-Own-Device' to campus or we will be happy to help you purchase a device through our program that includes support during your academic career at UIW. If you purchase a device through our program, we will ensure that it comes equipped with the productivity software you will likely use in your classes. If you purchase a computer from UIW, you will 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 Technology Help Desk team will gladly assist you in resolving network/Internet access issues but for other problems, you will need to contact the vendor that supports your system.

Managing your University Information

MyWord is the UIW student portal. It provides single sign-on access to most of the electronic academic tools you will use at UIW (e.g., Cardinal Mail, Blackboard, Bannerweb, etc.) as well as social media 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 Cardinal Mail. This address is important, because it is the electronic address to which official university correspondence is sent. Students use Webmail or the Outlook client for student email, so students 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 Internet connected device from anywhere in the world.

Incoming freshmen are sent an email and a letter from the university after they have registered for classes to advise them of their UIW email address and how to use that account. If you do not receive this information or have lost your login information, contact the Technology Help Desk for assistance in recovering your username and password.

Remember: protecting your password is important. Do not 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.

Instructional Technology ([Back to TOC](#))

Phone: (210) 829-3945

The Office of Instructional Technology (OIT) provides students, faculty and staff with the tools, training and resources needed to promote student engagement and success. The OIT staff work to enhance and improve teaching, learning, research and administrative operations.

Students may sign up for classes that will help them make better use of technology during their time at UIW. You will especially want to sign up for classes that help you master Blackboard (UIW's online course management system), Cardinal Mail and various workshop offerings targeted at laptop and tablet computer users. Visit <http://www.uiw.edu/ird/students> for more information on services for students.

Audiovisual support for special events and classrooms is available through the Media Services office. For more information, visit <http://www.uiw.edu/ird/instructional-technology/audiovisual.html> or contact the Technology Help Desk at (210) 829-2721 or 1 (866) 614-5043 to put in the AV request.

Do Not Forget

At the university, we govern ourselves and our actions on the Internet through the use of several acceptable use policies. We have 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 Resources website at: <http://www.uiw.edu/technology/policies-procedures/>

Institutional Advancement [\(Back to TOC\)](#)

Phone: (210) 829-2748

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 and 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 Communications and Marketing, 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 Communications and Marketing.

International Student & Scholar Services [\(Back to TOC\)](#)

Phone: (210) 805-5705 or Fax: (210) 805-3021

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 their UIW academic experience and 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.

[Post Office \(Back to TOC\)](#)

Phone: (210) 829-3963

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 \(Back to TOC\)](#)

Phone: (210) 829-6006

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 and Suspension

Please refer to the University Catalogue 2015-2017 for further detailed information. Information can also be obtained at <http://www.uiw.edu/registrar/catalogs.htm>.

Policy on Privacy of Student Records

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>. For additional information regarding the Registrar's office hours of operations, please visit the website at <http://www.uiw.edu/registrar>.

Residence Life ([Back to TOC](#))

Phone: (210) 829-6034

Fax: (210) 283-5023

Campus Housing

Students seeking campus housing should submit a housing application, proof of meningitis vaccine 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
- ***Watson Lofts:*** 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
- **Skyview Hall:** 2 residents per bedroom/suite-style bathroom
- **Joeris Hall:** 1 resident per bedroom available to upperclassman residents with suite style bathroom;3 residents per bedroom with private bath for 1st year female students.
- **McCombs Hall:** 1-2 residents per bedroom/4-7 residents per apartment
- **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. Residents can choose from one of three meal plan options. 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 five facilities on campus, which include the Marian Hall Café at ICC, Hortencia's, Finnegan's, Cardinals on the Fly and the Pharmacy Café.

Any accepted or admitted student may request an application at any time by applying online at <https://housing.uiwtx.edu/starRezPortal>. Room assignments are made based on application and deposit dates, and in a nondiscriminatory manner without regard to race, creed or nationality or ethnic origin. Priority is given to undergraduate students. 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 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.

[Student Center Services](#) [\(Back to TOC\)](#)

Phone: (210) 841-7360

The Student Center, temporary located in Dubuis 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. The temporary location has several lounge spaces, two flat screen televisions and a ping pong table.

The Student Center information desk serves as the source for general campus information. At the Student Center desk, you can purchase discounted movie tickets, VIA bus passes, and limited school

and testing supplies. Items available to be checked out to the students (free with UIW ID) are a variety of game console (PlayStation 3, Nintendo Wii, and Xbox 1) and ping pong paddles and balls. Items available to student organizations for loan are a popcorn machine, igloo coolers, ice chest and canopies.

During the fall and spring semesters, the Student Center is open Monday through Friday from 9:00 a.m. – 10:00 p.m. and weekends from 3:00 p.m. – 7:00 p.m.

Student Disability Services Office ([Back to TOC](#))

Phone: (210) 829-3997

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 Media ([Back to TOC](#))

The LOGOS

The *Logos* is the official student newspaper for the University of the Incarnate Word. It is published eight times a year- five issues in the fall and three in the spring. The award-winning *Logos*, which has a faculty adviser, is produced and edited by a student editor who may be reached at logos@uyiwtx.edu, students enrolled in the Publications Practicum class for academic credit, some work-studies and volunteers. 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

Quirk is UIW's student-produced literary art journal. Published every spring by the members of Editing and Publishing (ENGL 3365), *Quirk* contains poetry, short fiction, creative nonfiction and visual art, including photographs, drawings, graphic design, 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 on the Quirk website at <http://www.uiw.edu/quirk>. New and old copies of the journal are available for sale at AD 340.

[Student Identification Cards](#) [\(Back to TOC\)](#)

Campus Life Office

Phone: (210) 829-6034

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.

[Study Abroad Office](#) [\(Back to TOC\)](#)

Phone: (210) 805-5709

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 <http://www.uiw.edu/studyabroad/>. The staff encourages all interested students to make an appointment to discuss the variety of options available for foreign study.

[Tutoring Services](#) [\(Back to TOC\)](#)

Phone: (210) 829-3870

Email: tutoringservices@uiwtx.edu

Tutoring Services guides students to succeed in foundational undergraduate courses in the sciences, humanities, Spanish and business. We offer:

- One-on-one tutoring
- Group review sessions
- Help with 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 Tutoring Center, located in the Bonilla Science Hall, room 336. 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 [\(Back to TOC\)](#)

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 income-eligible, first-generation university students, and/or 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 Mission and Ministry [\(Back to TOC\)](#)

Phone: (210) 829-3128

Mission Statement

The purpose of University Mission & Ministry is to make “the love of God, as shown in the incarnation, a real tangible presence in the world (CCVI Constitution, C-2) ”

We do this by engaging university life through prayer, liturgy, outreach, faith development, and pastoral care. While expressing a Catholic identity and 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 initiatives indicative 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: Breathe (weekly prayer experience), Bible Studies, Cardinals for Kids, Cardinals for Life, peace and justice initiatives, Interfaith Council, SALVE Fall Retreat, Spiritus Spring Retreat, Jubilate Choir Laude Choir, Media Ministry 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 at the beginning of 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. Since

2011, hundreds of students and faculty/staff have served the San Antonio community through the Willie Velasquez Center and the Frank Garret Center on the West Side of San Antonio.

[University Testing Center](#) [\(Back to TOC\)](#)

Phone: (210) 829-3876

University Testing Services offers an alternative testing environment for students to complete faculty make-up exams and ADA accommodated exams. Students with knowledge in various subjects can also earn university credit by successfully passing the College Level Examination (CLEP) and Defense Activity for Non-Traditional Education Support Standardized Test (DANTES), exams. University Testing Services also administers other national exams such as the Law School Admission Test (LSAT), and Texas Higher Education Assessment Internet Based Test (THEA IBT). Location: 216 Administration Building, ph. (210)829-3876. For more information, please visit University Testing services webpage: <http://www.uiw.edu/testingservices>.

[Writing and Learning Center \(WLC\)](#) [\(Back to TOC\)](#)

Phone: (210) 283-6326

Email: wlc@uiwtx.edu

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
- 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](#)

[Attendance Policy for Main Campus and Extended Academic Programs](#) [\(back to TOC\)](#)

Effective Date: Summer 2016

Approved by Provost: February 8, 2016

Policy

Unless otherwise stated in the course syllabus/outline, or unless an absence is excused in accordance with this policy, students are expected to attend and participate in all scheduled class meetings. Students taking online courses are expected to show active participation in the course as defined in the course syllabus/outline. Faculty are expected to communicate class attendance and participation requirements in the course syllabus/outline. Students are responsible for meeting the attendance and participation requirements in each course. If there are any questions or concerns over the requirements, students should speak directly to the faculty at the beginning of the semester.

Policy requirements

1. **Notification of Faculty**
 - a. **Planned Absences.** Students must notify instructors in writing at least two weeks prior to planned absences such as participation in an official university function, observance of a religious holy day or active military service. If the absence is for the observance of a religious holy day see *Class Absences for Religious Holy Days* policy. If the absence is for military service the student should provide to each instructor a copy of the military orders (see #2.b. below regarding extended absences due to military service).
 - b. **Illness or other extenuating circumstances.** Students should notify the instructor directly of absence due to illness or other extenuating circumstance.
2. **Making up missed work**
 - a. With instructor permission, make-up exams and assignments will be scheduled by the instructor within a reasonable time. Make-up exams and assignments will be equivalent to and no more difficult than the original assignments.
 - b. A student who misses multiple class periods should seek advice from the instructor about the advisability of continuing in the course or requesting an Incomplete grade (if the student is otherwise eligible for an Incomplete).
3. **Withdrawing from a course**
 - a. Students who are not able to attend a course are responsible for dropping the course by the appropriate deadline. Instructors may not automatically drop a student from a course. Students who do not attend and who do not officially drop the course will receive a failing grade for the course.
4. **Disputes and Appeals**
 - a. If there are disagreements about absences that cannot be resolved between the student and the instructor the student should contact the Office of the Dean of the College or School who has oversight for the respective course. The Student Complaint Policy is found in the Student Handbook & Code of Conduct.
5. **Communication of Policy**
 - a. The policy and procedure are to be printed in the *UIW Student Handbook & Student Code of Conduct*.
 - b. International Student & Scholar Services will include the policy in the *International Student Handbook* and *Welcome Week* literature.
 - c. The policy will be included in the Faculty Handbook (Chapter 7 *Policies and Procedures on Instruction*).
 - d. The policy will be included in the *Undergraduate and Graduate Bulletins* under “Attendance”.

Class Absences for Religious Observances Policy, Main Campus and Extended Academic Programs [\(Back to TOC\)](#)

Effective Date: Summer 2016

Approved by Provost: February 8, 2016

Policy

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances even though they may conflict with university class meetings, assignments, or examinations. This policy is intended to ensure that both faculty and students are fully aware of their rights and responsibilities in the accommodation of students' religious observances.

Policy Requirements

1. Notification of Faculty

Students must inform instructors in writing at least two weeks before the religious holy days or religious activities, but preferably at the beginning of the semester, to enable planning and coordination of class assignments and examinations. In some professional schools the Dean's approval will also be required.

2. Making up missed work

- a. With instructor permission, make-up exams and assignments will be scheduled to be completed before the religious observance if possible or within a reasonable and specified time after the observance;
- b. Make-up work must be equivalent to and no more difficult than the original assignments;
- c. It is not appropriate to excuse a student from make-up work and consequently reduce the student's grade;
- d. Students are not required to prove attendance at religious observances in order to complete make-up work and complete a course;
- e. Because of time limitations at the end of the semester, this policy does not apply to the final exam period; student do have the option of requesting an incomplete grade (IP) for the course if the religious observance occurs at the end of the semester.

3. Disputes and Appeals

Should disagreements arise over any aspect of this policy, the student or instructor should contact Office of the Dean of the College or School that has oversight over the respective course. The procedures for the *Student Complaint Policy* are found in the *UIW Student Handbook & Student Code of Conduct*.

4. Communication of Policy

- a. The policy and procedure above are to be printed in the [UIW Student Handbook & Student Code of Conduct](#).
- a) International Student & Scholar Services will include the policy in the *International Student Handbook* and Welcome Week literature.

- b) The policy will be included in the *Faculty Handbook* (Chapter 7 *Policies and Procedures on Instruction*).
- c) The policy as stated above will be included in the *Undergraduate and Graduate Bulletins* under "Attendance".
- d) Faculty will include the following statement in the course syllabus and announce the procedure the first day of class.

Class Absences for Religious Observances

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances and who will miss class. Students must inform instructors at least two weeks prior to attending a religious observance. Students use the form found in the UIW Student Handbook & Student Code of Conduct to request accommodations from the instructor.

University of the Incarnate Word

REQUEST FOR ACCOMMODATION FOR RELIGIOUS OBSERVANCES

TO BE COMPLETED BY STUDENTS

A hardcopy of this form must be submitted by the student to the instructor two weeks before the religious observance. A separate form must be submitted for each day and for each course. The instructor will fill in the bottom section of the form, then return the original form to the student and retain a photocopy.

Department: _____ Course number and name: _____

Instructor name: _____ Date submitted: _____

Student name: _____ Phone: _____

Student signature: _____ E-mail: _____

I request accommodation for the following religious observance:

Name of religious holiday: _____ Name of religion: _____

Day(s), date(s), and time(s) of religious holiday (e.g., "sundown Monday, September 29, through sundown Tuesday, September 30"):

The student's signature is attesting to the fact that this absence is due to a religious observance and that the information provided is true and accurate.

TO BE COMPLETED BY INSTRUCTOR

This request has been accepted by the instructor, and the following accommodations will be allowed:
Instructor signature: _____ Date submitted: _____

Approved: _____ Date: _____
UIW School Dean (or designee)

[Student Complaint Policy](#) *(Back to TOC)*

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.

Please check the UIW Undergraduate Catalog 2015 – 2017 to read the entire complaint policy and information about offices to contact for different kinds of complaints.

<http://www.uiw.edu/registrar/catalogs.html>

- Course Work Complaints
- Other Academic Complaints
- Administrative Department Complaints
- Violations of the Student Code of Conduct
- General Concerns or Complaints
- Harassment Complaints
- US Department of Education Program Integrity Regulations Complaint Process

[Community Policies](#) *(Back to TOC)*

[Section 1: Posting Policy](#)

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. 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 Campus Engagement.

- 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 Communications and Marketing Office 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 Campus Engagement in the office of Student Success.
- 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 Office of Student Success once approved.
- It is not the responsibility of the Office of Student Success staff to post your approved flyers.

UIW departments/schools:

- Your poster design (art work) must be approved by both the UIW Office of Printing Services and Graphic Design and the UIW Communications and Marketing Office 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.
- All posting must be consistent with the Branding Guidelines: <http://www.uiw.edu/styleguide/>

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 Campus Engagement.

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 Campus Engagement. Please bring advertisement flyers to the Offices of Student Success for approval by the Director of Campus Engagement.

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 Enrollment and Student Services 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 Campus Engagement 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 Office of Student Success 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 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 Complex 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 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 Campus Engagement. 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 the 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 Campus Engagement through OrgSync. The process includes being approved by the Student Organizations Coordinator, the Director, Student Government Association (SGA), the Dean of Student Success 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 Student Success (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: Harassment-Free Work and Learning Environment Policy*](#) [\(Back to TOC\)](#)

UIW is committed to providing a professional and collegial work and learning environment that values diversity and emphasizes the dignity, respect, and worth of every individual. Accordingly, no form of harassment or conduct which is inappropriate and that may lead to or suggest harassment is tolerated by or against all employees, students, vendors, contractors or any other individuals engaged in activities on behalf of UIW.

UIW prohibits any harassment, bias or prejudice on the basis of an individual's race, color, national origin, sex, gender, age, disability, genetic information, veteran status, or any other factor protected by law in either employment or the provision of services. This includes, but is not limited to, the following forms of sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal behavior or physical contact of a sexual nature (regardless of how the overture is communicated) when:

- Submission is made explicitly or implicitly a condition of the individual’s employment, or educational experience;
- Submission to or rejection of the overture is used as the basis for employment decisions or academic decisions that affect the individual; or
- The conduct has the purpose or effect of interfering unreasonably with an individual’s work performance, academic performance, participation in extracurricular activities or creating an intimidating, hostile or offensive work environment.

Sexual harassment may involve individuals of the same or opposite sex and is prohibited whether directed towards men or women. Such conduct is inappropriate whether the individual consents to it or not.

National origin harassment is associated with an individual’s place of origin, or because an individual is affiliated with, or has the physical, cultural or linguistic characteristics of a particular group. Examples of this type of harassment may include, but are not limited to, the following: unwelcome slurs, jokes, and comments; other unwelcome verbal statements; graphic and offensive pictures; and/or unwelcome physical contact.

Reporting Violations of this Policy

Students having a complaint should report the harassment to the Dean of Student Success in person or by telephone as published in the Campus Directory. Complaints regarding faculty and students may also be made to the Provost by telephone as published in the Campus Directory. Complaints related to the Sexual Misconduct Policy should be referred to the Title IX and Compliance Coordinator.

Annette Thompson, PHR
 Director of Human Resources
 Phone: 210-829-6019
afthomps@uiwtx.edu

Sandra D. McMakin
 Dean, Student Success
 Phone: (210) 805-3005
mcmakin@uiwtx.edu

Caitlin McCamish, J.D.
 Title IX and Compliance Coordinator
 Phone: (210) 283-6977
mccamish@uiwtx.edu

Incidents or concerns may also be reported online:
<https://cm.maxient.com/reportingform.php?UnivoftheIncarnateWord>

***The entire policy is published in the UIW Employee Handbook,**
<http://www.uiw.edu/hr/documents/employeehandbook.pdf>

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 Student Success 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 Student Success will address hazing incidents involving university student organizations or groups, 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 to 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:

<https://cm.maxient.com/reportingform.php?UnivoftheIncarnateWord>

[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 ([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.

[Section 14: Missing Student Notification Policy & Procedure](#) [\(Back to TOC\)](#)

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 Student Success, 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](#) [\(Back to TOC\)](#)

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.

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. If there are pending administrative charges/concerns at the time of withdrawal, then the student's return may be treated similarly to a university-initiated withdrawal.

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.

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 medically 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 Student Success (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 Student Success (or designee).

If the medical evaluation and/or administrative assessment (e.g. BIT assessment) support the need for a withdrawal, the Dean of Student Success 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.

D. 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 Student Success (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 Student Success (or designee) of any witnesses the student intends to bring. The student may, at the discretion of the Dean of Student Success (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 Student Success (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.

E. 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.

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 : 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.
- Children are not permitted 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.
- Children are not permitted in any kitchen or other food preparation areas.
- Children are not permitted in 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 17: Sexual Misconduct, Harassment, Stalking Policy \(Back to TOC\)](#)

In accordance with the Campus SaVE, Violence Against Women Act (VAWA), as amended, 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, including sex and/or gender based discrimination; sexual and sex and/or gender based harassment; sexual assault; sexual exploitation; stalking; relationship violence (including domestic and dating violence), and retaliation. The University of the Incarnate Word is committed to addressing and working towards preventing crimes of sexual violence that are never acceptable and will not be tolerated. The university encourages the prompt reporting of any incidents.

For more detailed information, go to: <http://uiw.edu/titleix>

The university's Title IX and Compliance Coordinator manages all concerns related to sexual misconduct, including sex and/or gender based discrimination; sexual and sex and gender-based harassment; sexual assault; sexual exploitation: stalking; relationship violence (including domestic and

dating violence), and retaliation. To report a complaint or incident of that nature, please go to <http://uiw.edu/titleix> or contact:

Caitlin McCamish, Title IX and Compliance Coordinator
Agnese Sosa, 7th Floor, Room 101
210-283-6977
mccamish@uiwtx.edu

For support in filing an incident report, <http://uiw.edu/titleix> or contact the following offices:

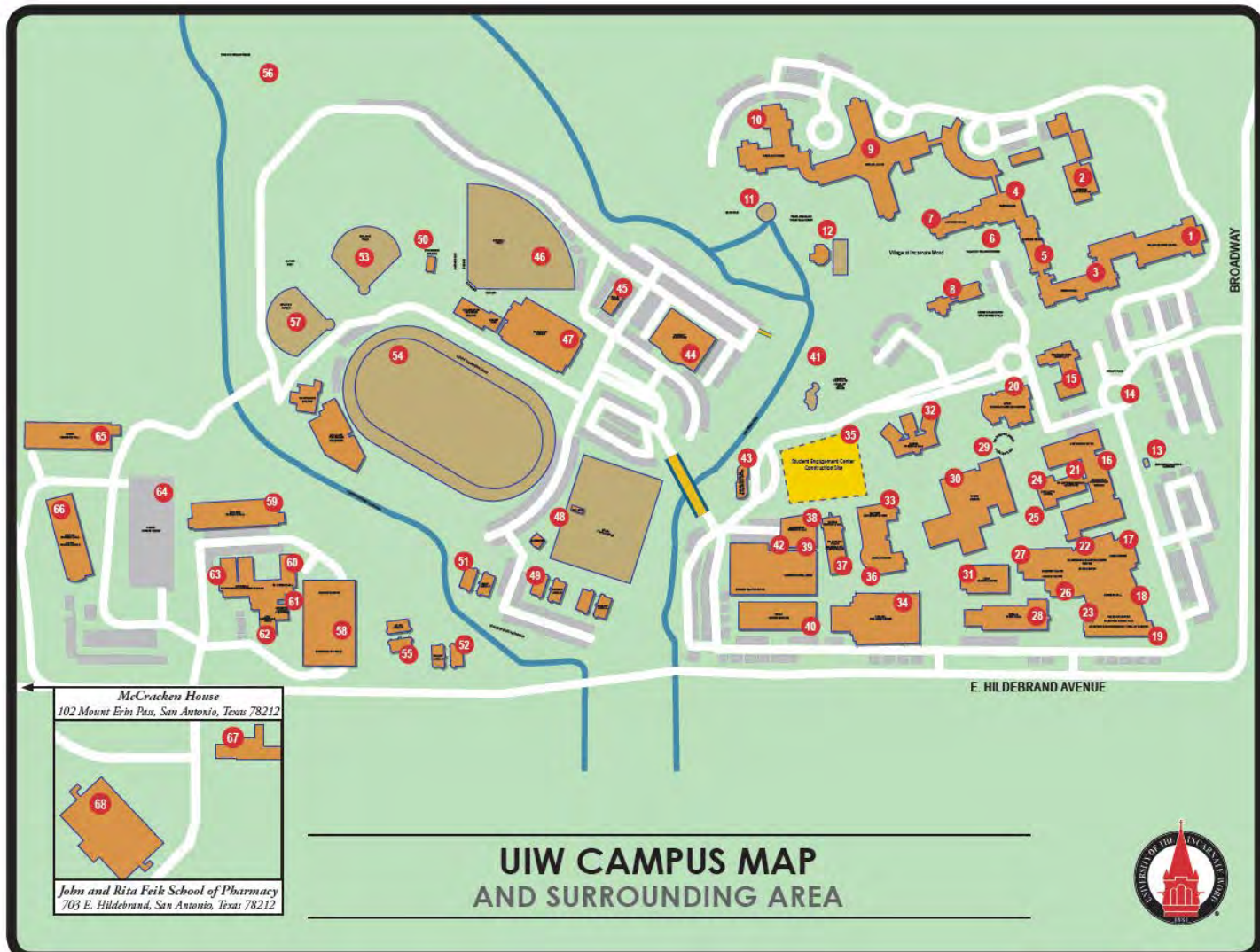
Dean of Student Success
(210) 805-3005
mcmakin@uiwtx.edu

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

Associate Dean, Judicial Affairs
AD 439
(210) 805-5864
reneem@uiwtx.edu
Studentconduct@uiwtx.edu

[Section 18 – Concealed Weapons Policy \(back to TOC\)](#)

Pursuant to the Texas Penal Code, Sections 30.06 (Trespass by License Holder with a Concealed Handgun) and 30.07 (Trespass by License Holder with an Openly Carried Handgun), a person licensed under subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter the UIW property with a concealed handgun, or a with a handgun that is carried openly. The use, possession or carrying of any weapon, including but not limited to a concealed handgun, by any person on UIW property (with the exception of authorized weapon(s) carried by Campus Police officers while on duty or as otherwise specifically permitted by Texas law) is prohibited and in violation of a state law. Any UIW student violating this policy will be required to leave the premises immediately and not return until he/she has disposed of the weapon. Violation of this policy may also result in disciplinary action up to and including expulsion from the university. Guests or visitors of UIW carrying any weapon(s) will be advised of this policy and asked to immediately leave the premises. Any student who becomes aware of someone on campus possessing a weapon should immediately report it to Campus Police (210-829-6030).



UIW CAMPUS MAP AND SURROUNDING AREA



UIW CAMPUS MAP & SURROUNDING AREA

- | | | | |
|--|--|--|---|
| 1. Incarnate Word Chapel ** | 22. Mawreen Halligan-Ronald Ibbes Theatre and Dance Center (HIT) | 44. Bishop Natatorium (NATA) | 63. Grossman International Conference Center, Dining Services (ICC) |
| 2. CHRISTUS Heritage Room * | 23. Kelso Art Center (FA) | 45. Solar House | 64. Ancira Parking Tower |
| 3. Pierre House * | 24. Financial Aid (1st floor) (CHAPEL) | 46. Softball Field | 65. Joeris Residence Hall |
| 4. Dubuis House * | 25. Our Lady's Chapel (CHAPEL) | 47. McDermott Center, offices (2nd floor) (CONV) | 66. Skyview Residence Hall, Ancira Parking Garage |
| 5. Madeline House * | 26. Coates Theatre (EHMT) | 48. Mabry Tennis Center | 67. McCracken House |
| 6. Village at Incarnate Word * | 27. Cheever Theatre (EHMT) | 49. Dowling Avoca A, Escobar Avoca B (A&B) | 68. Feik School of Pharmacy (FSOP) |
| 7. Alphonse House * | 28. Bonilla Science Hall (BSH) | 50. Sullivan Ceramic Studio | |
| 8. George Washington Brackenridge Villa ** | 29. The Marjorie Jordan Carillon Plaza | 51. Smiley Avoca C | |
| 9. DeMatel House * | 30. Mabee Library, McCreless Art Gallery, Computer Labs, Counseling (LIBR) | 52. Molloy Avoca D | |
| 10. Angelique House * | 31. AT&T Science Center (AT&T) | 53. Sullivan Field | |
| 11. Blue Hole ** | 32. Dubuis Residence Hall | 54. Gayle & Tom Benson Stadium | |
| 12. Picnic Area/Sand Volleyball Court | 33. Slattery Leadership Center | 55. Hayes Avoca E | |
| 13. Bernard O'Halloran Garden | 34. Cervena Wellness Center (WC) | 56. Practice Soccer Fields | |
| 14. Mission Plaza | 35. Student Engagement Center Construction Site | 57. Practice Infield | |
| 15. Incarnate Word Generalate ** | 36. Gorman Center (GB) | 58. McCombs Center: Housing/Bookstore (4th floor)/Rosenberg Sky Room, Java on the Hill | |
| 16. Columkille Administration Building: Admissions Center, Registrar, Business Office, Post Office, Campus Ministry, Paul R. Daher Academic Computer Center, Ashe-Bowie-White Teleconferencing Center (AD) | 37. Sr. Clement Eagan Residence Hall, Campus Police | 59. Hillside Residence Hall | |
| 17. Music Center | 38. Agnes/Sosa Residence Hall | 60. Sr. Joseph's Hall | |
| 18. Concert Hall | 39. Center for Well-Being | 61. Henriette Leonard Auditorium | |
| 19. Fine Arts Complex (FA) | 40. Frank Nursing Building (NB) | 62. AT&T Conference Room | |
| 20. Joyce Design & Technology Center (JB) | 41. Lourdes Grotto and Angel of Hope Statue | | |
| 21. Sr. Antoninus Buckley Courtyard | 42. Student Health Center | | |
| | 43. Buckley-Mitchell Advancement Center (BUCMIT) | | |

Incarnate Word High School
727 E Hildebrand Ave.
San Antonio, TX 78212
(not indicated on map)

Sr. Anthony's High School
3200 McCullough Ave.
San Antonio, Texas 78212
(not indicated on map)

* Village at Incarnate Word
** grounds of the Generalate

This publication is available in alternate formats by request. To request an alternate format, please contact Admissions at 829-6005. 11/15



STUDENT CODE OF CONDUCT

2016 - 2018

CARDINAL 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.

I will respect the dignity of others, treating them with civility, courtesy, and compassion as I carry out the UIW Mission.

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.

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 Student Success. 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 Student Conduct 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 Student Success 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](#) [\(back to TOC\)](#)

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 call the Campus Police for emergency medical assistance in response to the possible alcohol overdose of a friend. 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 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 safely

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 advantage of or hurt 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. Make sure the incapacitated person is safe and gets home safely;
- Ensure friends who are incapacitated do not leave the party or go to secluded places with others;
- Go out as a group and come home as a group – never separate and never leave your friend(s) behind;

- Ask a person you are worried about if he/she is okay. Provide options and a listening ear;
- Trust your instincts. If a situation doesn't seem "right" to you, trust your gut and remove yourself from the situation, if possible.

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 Campus Police 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:

Darley, John M.; Latane, Bibb (1968). Bystander Intervention in Emergencies: Diffusion of Responsibility. *Journal of Personality and Social Psychology*, Vol. 8(4, Pt.1), Apr 1968, 377-383
 Berkowitz, AD (2009). *RESPONSE ABILITY: A Complete Guide to Bystander Intervention*. Chicago, Beck & Company.

University of Oregon Division of Student Affairs. Sexual Violence Prevention and Education.

Adapted from: <http://police.uoregon.edu/sites/police.uoregon.edu/files/Bystander%20Accountability.pdf>

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 publicly and/or to any third party. FERPA lists “crimes of violence” as:

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

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 Student Success and the Associate Dean of Judicial Affairs 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 Statutes, 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

Incaruate 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 its entirety at: <http://www.uiw.edu/ird/policies-procedures/responsible-use-of-computing-resources.html>. 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 purposes;
 - 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. Sexual misconduct, including but not limited to: sex and/or gender based discrimination; sex and/or gender based harassment; sexual assault; discrimination; sexual exploitation; stalking; relationship violence (including domestic and dating violence); and retaliation (see Sexual Misconduct Policy).
7. Inappropriate conduct which is disrespectful, disorderly, disruptive or indecent while on campus or at functions sponsored, or participated in, by the university;
8. 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
9. Smoking in any university-controlled building.

e) **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 Associate Dean, Judicial Affairs 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs (or designee), such disposition will be final and there will be no subsequent proceedings.

The Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs will assemble a Conduct Review Council (CRC) according to the following guidelines:

- a) The Dean of Student Success, the Associate Dean of Judicial Affairs, 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 Student Success will have final authority to approve students, faculty and administrators serving on the CRC.

The non-voting conduct advisor to the CRC is the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs/designee will be final, pending the normal review process. Sanctions imposed will be implemented immediately unless the Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs whose interpretation is final.

The Associate Dean of Judicial Affairs 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 Student Success.

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 Associate Dean of Judicial Affairs (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 Student Success, 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 Associate Dean of Judicial Affairs (or designee) will assume responsibility for the investigation of the alleged violation as described in Section 6: Conduct Authority.

B. Notice of Hearings

When a determination is made that reasonable cause exists for the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee), and after investigation by the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs when necessary to protect the health and safety of a student or 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 Associate Dean of Judicial Affairs, 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee), the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee), a written response to the complaint;
 - 2. The accused student/respondent will deliver, to the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee), a written list of all witnesses he/she wants to appear on his/her behalf;
 - 5. The complainant will deliver, to the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee) of the names of any advisors who may be accompanying the parties at the hearing.
- e) The Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs immediately. Hearing officers will only be unseated if the Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs no later than one (1) business day before the scheduled hearing to arrange for another date, time and location.

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 Associate Dean of Judicial Affairs.

The Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs.
- c) In hearings involving more than one accused student/respondent, the standard procedure will be to hear the complaints jointly; however, the Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs (or designee).
- e) The complainant, the accused student/respondent, the CRC and the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee).

- f) Pertinent records, exhibits and written statements may be accepted as information for consideration by the CRC and the Associate Dean of Judicial Affairs. Formal rules of evidence are not observed. The Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs.
- 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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs, 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 Associate Dean of Judicial Affairs within two (2) days from the end of deliberations.
- i) The Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs (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 the 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs 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.

- l) *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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs. 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 Student Success and the Associate Dean of Judicial Affairs or designee.

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

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

Sanctions imposed will be implemented immediately unless the Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs 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 Associate Dean of Judicial Affairs, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and the Associate Dean of Judicial Affairs. 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 Student Success and the Associate Dean of Judicial Affairs.

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 Associate Dean of Judicial Affairs (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 alcoholic 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 buildings or facilities named by the President of the university. The Dean of Student Success 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. Alcoholic 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 Student Success.

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 Student Success or the President of the university.
6. Any sponsoring person or organization must obtain prior written approval from the Dean of Student Success for the sale, service or consumption of alcoholic beverages for a specific event. The Dean of Student Success reserves the right to deny the sale or consumption of alcoholic beverages at any event with sound reason.
7. The Dean of Student Success 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 Alcoholic Beverage Commission (TABC) server or is BYOB*. *with permission
8. The Dean of Student Success, 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 Student Success 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 Student Success 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 Student Success 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 Student Success. 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 Student Success 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 Student Success, 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 Alcoholic Beverage Commission (TABC) are approved prior to the activity.
8. Student organizations or groups should review the Student Organization Handbook Requirement for Securing an Alcohol Permit:
<http://www.uiw.edu/studentlife/documents/studentorghandbook2016-18.pdf>

D. Violations of the University Alcohol Policy

As stated in the Core Values and Behavioral Expectations section 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 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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee); and/or
- Other sanctions as determined by the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (designee);
- Observation of one or more sessions of Bexar County Misdemeanor or Felony Drug Court as determined by the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee).

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:

Associate Dean of Judicial Affairs
Telephone: (210) 805-5864
Email: studentconduct@uiwtx.edu
Location: Administration Building, Room 439

G. Violations of the University Illegal Drug Policy

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

1) Manufacture, Sale or Distribution of Illegal Drugs:

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 Associate Dean of Judicial Affairs (or designee).

2) For the Possession or Use of Drug Paraphernalia, Synthetic Substances and/or Illegal Drugs: Drug paraphernalia (e.g. bong), illegal drugs, and synthetic substances (e.g. K2, Spice) whose common purpose is to replicate the effects of illegal substances are prohibited on campus.

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 Associate Dean of Judicial Affairs (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 of Bexar County Misdemeanor or Felony Drug Court as determined by the Associate Dean of Judicial Affairs (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 Associate Dean of Judicial Affairs (or designee).

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 Associate Dean of Judicial Affairs (or designee).

H. Alcohol & Other Drug Education

Required Programs for Incoming Students

The University of the Incarnate Word has joined many other schools in the country by providing online alcohol education and sexual assault prevention. All first year and new transfer students are required to take each of these online courses provided by EduRisk.org. The programs are offered free of charge to the student.

Each of the four programs takes approximately 30 minutes to complete and is available by **August 1, 2016**. Complete all modules by September 16, 2016.

Healthy Relationships and Dating Violence

Topics Covered:

- Characteristics of healthy and unhealthy relationships
- Forms of dating abuse, including abuse in the LBGT community
- Victims of cyber abuse
- How students can get help

Harassment/Respect Among Peers

Topics Covered:

- The types of behaviors that can be considered harassment
- How to address and report harassing behaviors

Know Your Limit

Topics Covered:

- The importance of moderating alcohol intake
- The dangers of binge drinking
- Ways to intervene if friends have had too much to drink

Lasting Choices: Protecting Our Campus From Sexual Assault

Topics covered:

- Sexual assault investigations
- The role of alcohol in sexual assault
- How to report incidents
- Intervention strategies

Alcohol and Other Drug Resources and Prevention Education Opportunities

Students are encouraged to participate in co-curricular alcohol and other drug education/prevention programming offered throughout the year. The programming is both active and passive and is free to enrolled students. The activities include such events as: National Night Out, Guest Speakers, On-line programs; Risk Management Training; Residence Life programming, etc.

Alcohol: How Do You Measure Up?

An Interactive Assessment Tool; Program takes approximately 20 minutes

This tool lets students examine their drinking habits and compare them to their peers. It highlights impact such as:

- Money spent on drinks
- Caloric intake
- Possible adverse outcomes

Appendix A: Alcohol, Illegal Drugs & the Law [\(Back to TOC\)](#)

Texas State Law and Alcohol

The Texas Alcoholic Beverage Commission (TABC) provides the following summary of Texas state alcohol laws and the mandatory legal sanctions imposed upon individuals found in violation of the law. For more information visit the TABC website:

https://www.tabc.state.tx.us/laws/underage_drinking_laws.asp

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 seventeen 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.

1. 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.

2. A second offense increases the consequences to:
 - Class C misdemeanor, punishable by a fine up to \$500
 - 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.

3. 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.

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

Effects of Alcohol

Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work. Source: <https://www.drugabuse.gov/drugs-abuse/alcohol>

The National Institute on Alcohol Abuse and Alcoholism published the following information regarding the consequences of drinking and underage college students. For more information, visit these websites:

<http://www.collegedrinkingprevention.gov/StatsSummaries/snapshot.aspx> and

<http://pubs.niaaa.nih.gov/publications/CollegeFactSheet/CollegeFact.htm>

A Snapshot of Annual High-Risk College Drinking Consequences

The consequences of excessive and underage drinking affect virtually all college campuses, college communities, and college students, whether they choose to drink or not.

- **Death:** 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor vehicle crashes ([Hingson et al., 2009](#)).
- **Injury:** 599,000 students between the ages of 18 and 24 are unintentionally injured under the influence of alcohol ([Hingson et al., 2009](#)).
- **Assault:** 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking ([Hingson et al., 2009](#)).
- **Sexual Abuse:** 97,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape ([Hingson et al., 2009](#)).
- **Unsafe Sex:** 400,000 students between the ages of 18 and 24 had unprotected sex and more than 100,000 students between the ages of 18 and 24 report having been too intoxicated to know if they consented to having sex ([Hingson et al., 2002](#)).

- **Academic Problems:** About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall (Engs et al., 1996; Presley et al., 1996a, 1996b; Wechsler et al., 2002).
- **Health Problems/Suicide Attempts:** More than 150,000 students develop an alcohol-related health problem (Hingson et al., 2002), and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use (Presley et al., 1998).
- **Drunk Driving:** 3,360,000 students between the ages of 18 and 24 drive under the influence of alcohol (Hingson et al., 2009).
- **Vandalism:** About 11 percent of college student drinkers report that they have damaged property while under the influence of alcohol (Wechsler et al., 2002).
- **Property Damage:** More than 25 percent of administrators from schools with relatively low drinking levels and over 50 percent from schools with high drinking levels say their campuses have a "moderate" or "major" problem with alcohol-related property damage (Wechsler et al., 1995).
- **Police Involvement:** About 5 percent of 4-year college students are involved with the police or campus security as a result of their drinking (Wechsler et al., 2002), and 110,000 students between the ages of 18 and 24 are arrested for an alcohol-related violation such as public drunkenness or driving under the influence (Hingson et al., 2002).
- **Alcohol Abuse and Dependence:** 31 percent of college students met criteria for a diagnosis of alcohol abuse and 6 percent for a diagnosis of alcohol dependence in the past 12 months, according to questionnaire-based self-reports about their drinking (Knight et al., 2002).

For more information and the references for these studies go to:

<http://www.collegedrinkingprevention.gov/StatsSummaries/snapshot.aspx>

What is Binge Drinking?

Many college alcohol problems are related to binge drinking. Binge drinking is a pattern of drinking that brings blood alcohol concentration (BAC) levels to 0.08 g/dL. This typically occurs after 4 drinks for women and 5 drinks for men—in about 2 hours. Drinking this way can pose serious health and safety risks, including car crashes, drunk-driving arrests, sexual assaults, and injuries. Over the long term, frequent binge drinking can damage the liver and other organs.

How Much is a Drink?

To avoid binge drinking and its consequences, college students (and all people who drink) are advised to track the number of drinks they consume over a given period of time. That is why it is important to know exactly what counts as a drink. In the United States, a standard drink is one that contains about 14 grams of pure alcohol, which is found in:

- 12 ounces of beer with 5 percent alcohol content
- 5 ounces of wine with 12 percent alcohol content
- 1.5 ounces of distilled spirits with 40 percent alcohol content

Unfortunately, although the “standard” drink amounts are helpful for following health guidelines, they may not reflect customary serving sizes. A large cup of beer, an overpoured glass of wine, or a single mixed drink could contain much more alcohol than a standard drink. In addition, while the alcohol concentrations listed are “typical,” there is considerable variability in alcohol content within each type of beverage (e.g., beer, wine, distilled spirits).

Alcohol Poisoning and College Students

Thousands of college students are transported to the emergency room each year for alcohol poisoning, which occurs when high levels of alcohol suppress the nervous and respiratory systems and the body struggles to rid itself of toxins produced from the breakdown of alcohol. Signs of this dangerous condition can include:

- Mental confusion, stupor, coma, or the person cannot be roused
- Vomiting
- Slow or irregular breathing
- Hypothermia or low body temperature, bluish or pale skin

Alcohol poisoning can lead to permanent brain damage or death, so a person showing any of these signs requires immediate medical attention. Don’t wait. Call 911 if you suspect alcohol poisoning.

Source: <https://www.drugabuse.gov/drugs-abuse/alcohol>

Commonly Used Drugs and their Risks

The National Institute on Drug Abuse provides the following information. Most drugs of abuse can alter a person's thinking and judgment, leading to health risks, including addiction, drugged driving and infectious disease. Most drugs could potentially harm an unborn baby; pregnancy-related issues are listed in the chart below for drugs where there is enough scientific evidence to connect the drug use to specific negative effects. To learn more about each of the following commonly used drugs, their street names, their possible long and short-term health effects, including combining them with alcohol and treatment options, click on this link:

<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

- Alcohol
- Ayahuasca
- Cocaine
- GHB
- Hallucinogens
- Marijuana (Cannabis)
- MDMA (Ecstasy/Molly)
- Mescaline (Peyote)
- Methamphetamine
- Over-the-counter Cough/Cold Medicines (Dextromethorphan or DXM)
- Prescription Opioids
- Prescription Sedatives (Tranquilizers, Depressants)
- Prescription Stimulants
- Psilocybin
- Rohypnol® (Flunitrazepam)
- Salvia
- Steroids (Anabolic)
- Synthetic Cannabinoids
- Synthetic Cathinones (Bath Salts)
- Tobacco

Source: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

Appendix C: Alcohol and Other Drug Use Prevention, Education & Intervention Resources [\(Back to TOC\)](#)

Free prevention, education and intervention services are available to UIW students through the following offices:

Counseling Services

Telephone: (210) 829-5656

Location: Administration Building 4th floor Suite: 438

Webpage: <http://www.uiw.edu/campuslife/counseling.html>

Health Services

Telephone: (210) 829-6017

Office email: healthsvcs@uiwtx.edu

Location: Agnese/Sosa Living & Learning Center, Ground Floor (The entrance to our facility is behind the Ila Faye Miller School of Nursing; there is a red awning over the entrance).

Webpage: <http://www.uiw.edu/health/index.html>

Other Community Resources (might require a fee)

Alcoholics Anonymous	8804 Tradeway San Antonio, TX 78217	(210) 828-6235
Alpha Home (women only)	300 E. Mulberry Ave. San Antonio, TX 78212	(210) 735-3822
Army Substance Abuse Program Active, on duty military	1706 Stanley Rd. Ft. Sam Houston, TX	(210) 221-2988
Association for the Advancement of Mexican Americans	248 Post Ave. San Antonio, TX 78215	(210) 223-4004
Center for Health Care Services	3031 IH-10 West San Antonio, TX 78201	(210) 261-1000
Community Alliance for Traffic Safety (CATS)	7719 Pipers Lane San Antonio, TX 78251	(210) 681-8655
Crosspoint, Inc.	301 Yucca San Antonio, TX 78203	(210) 225-0864
Palmer Drug Abuse Program	111 Dallas Street San Antonio, TX 78205	(210) 227-2634
San Antonio Council on Alcohol & Drug Abuse (SACADA)	7500 U.S. Hwy 90 West, #100 South TX Center, AT&T Building San Antonio, TX 78227	(210) 225-4741

Appendix D: Health & Risk Reduction Resources [\(Back to TOC\)](#)

Ways to Lower your Risk of Harm

- 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.”

UIW Campus Resources

UIW Police Department	Clement Hall, First Floor	Emergencies: (210) 829-6030 or extension, 6030 from any on- campus phone
UIW Counseling Services	Administration Building 4th floor, Suite 438	(210) 829-5656
UIW Health Services	Agnese/Sosa Living & Learning Center, Ground Floor Entrance is behind the Ila Faye Miller School of Nursing	(210) 829-6017
UIW Student Conduct	Administration Building, Room 439	(210) 805-5864

Community Health Resources

Hospitals

CHRISTUS Santa Rosa Alamo Heights Hospital	403 Treeline Park San Antonio, TX 78209	(210) 294-8000
Methodist Hospital	7700 Floyd Curl Drive San Antonio, TX 78229 8026 Floyd Curl Drive San Antonio, TX 78229	(210) 575-4000
Methodist Speciality & Transplant Hospital	8811 Village Drive #300 San Antonio, TX 78217	(210) 575-8110
Northeast Baptist Hospital	4647 Medical Drive San Antonio, TX 78229	(210) 297-7005
University Health System		(210) 358-8145

Minor Emergencies

Alamo Heights Minor Emergency	6496 N New Braunfels Ave. San Antonio, TX 78209	(210) 930-4500
Alamo City Medical Group River Walk Clinic	414 Navarro St # 809 San Antonio, TX 78205	(210) 225-4810

Alcohol, Other Drugs, & Mental Health

Alcoholics Anonymous	8804 Tradeway San Antonio, TX 78217	(210) 828-6235
Center for Health Care Services	3031 IH-10 West San Antonio, TX 78201	(210) 261-1000
Catholic Charities	7711 Madonna San Antonio, TX 78216	(210) 337-1133
CHRISTUS Santa Rosa Health Care	333 N. Santa Rosa San Antonio, TX 78207	(210) 704-3007
Esperanza Area Narcotics Anonymous	3701 W. Commerce San Antonio, TX 78207	(210) 434-0665
Family Violence Prevention Center (Domestic Abuse Treatment Center)	7911 Broadway St. San Antonio, TX 78209	(210) 733-8810
Jewish Family Services of San Antonio	12500 N.W. Military San Antonio, TX 78231	(210) 302-6920
Laurel Ridge Treatment Center	17720 Corporate Woods Dr. San Antonio, TX 78259	(210) 491-9400
Methodist Specialty & Transplant Hospital	8026 Floyd Curl Drive San Antonio, TX 78229	(210) 575-8110
NAMI – National Alliance on Mental Illness	510 Belknap Place San Antonio, TX 78212	(210) 734-3349
Palmer Drug Abuse Program	111 Dallas Street San Antonio, TX 78205	(210) 227-2634
San Antonio Council on Alcohol & Drug Abuse (SACADA)	7500 U.S. Hwy 90 West, #100 South TX Center, AT&T Building San Antonio, TX 78227	210) 225-4741
San Antonio Rape Crisis Center (24 hour crisis hotline)	7500 U.S. Hwy West 90 San Antonio, TX 78227	(210) 349-7273

Other Helpful Resources:

Centers for Disease Control and Prevention: Promote healthy and safe behaviors, communities and environment www.cdc.gov/Violenceprevention/sexualviolence/index.html

Joyful Heart Foundation provides programs to heal, educate, and advocate for victims of sexual assault, domestic violence and child abuse. <http://www.joyfulheartfoundation.org/>

Love is Respect: A resource to empower youth to prevent and end dating abuse. It is a project of Break the Cycle and the National Domestic Violence Hotline. <http://www.loveisrespect.org/>

Men Can Stop Rape: To mobilize men to use their strength for creating cultures free from violence, especially men's violence against women. <http://www.mencanstoprape.org/>

National Associations of Anorexia Nervosa and Associated Disorders seeks to prevent and alleviate the problems of eating disorders, especially including anorexia nervosa, bulimia nervosa and binge eating disorder <http://www.anad.org/>

National Center for Victims of Crime: nonprofit organization that advocates for victims' rights, trains professionals who work with victims, and serves as a trusted source of information on victims' issues. www.nij.gov/topics/crime/rape-sexual-violence/pages/welcome.aspx

The National Domestic Violence Hotline: provides lifesaving tools and immediate support to enable victims to find safety and live lives free of abuse. Callers to The Hotline at 1-800-799-SAFE (7233) can expect highly trained, experienced advocates to offer compassionate support, crisis intervention information and referral services in over 170 languages. <http://www.thehotline.org/>

The National Eating Disorders Association: A non-profit organization in the United States advocating on behalf of and supporting individuals and families affected by eating disorders <http://www.nationaleatingdisorders.org/>

National Institute of Justice: nonprofit organization that advocates for victims' rights, trains professionals who work with victims, and serves as a trusted source of information on victims' issues. <http://www.nij.gov/topics/crime/rape-sexual-violence/pages/welcome.aspx>

The National Organization of Sister of Color Ending Sexual Assault (SCESA): addresses multiple layers of discrimination faced by Women of Color and Communities of Color. Ensures inclusion of our experiences in systems-wide responses, and establish social change initiatives related to sexual assault on a state, territory, and national level. www.breakthecycle.org

Not Alone: provides information for students, schools, and anyone interested in finding resources on how to respond to and prevent sexual assault. <https://www.notalone.gov/>

Rape, Abuse & Incest National Network (RAINN): the nation's largest anti-sexual violence organization. Created and operates the National Sexual Assault Hotline in partnership with over 1,000 local sexual service providers and operates the DOS Safe Helpline for the Department of Defense. Implements programs to prevent sexual violence, help victims, and ensure that perpetrators are brought to justice. <http://www.rainn.org/>

That's Not Cool: national public education initiative that partners with young people to help raise awareness and bring educational and organizing tools to communities to address dating violence, unhealthy relationships, and digital abuse. <https://thatsnotcool.com/>