

# UNIVERSITY POLICIES AND PROCEDURES

---



## Student Grievance Officer

Students who have complaints, grievances, or concerns regarding courses taken at the University of Louisville or other University policies or services should contact the Student Grievance Officer to have the issues resolved in an expeditious, fair, and amicable manner. Students should first seek to resolve their complaints through informal discussion and administrative channels. The same resources are provided to on-campus and off-campus students.

The Student Grievance Officer (<https://louisville.edu/dos/students/studentpoliciesandprocedures/student-grievance/>) is responsible for informing students of their rights and obligations under the University's Student Grievance Procedures (<http://louisville.edu/provost/redbook/contents.html/chap6.html#ART68>). The Student Grievance Officer will seek to resolve informally as many grievances as possible. For assistance, please contact Dr. Joy Hart at [joy.hart@louisville.edu](mailto:joy.hart@louisville.edu) or call (502) 852-6293.

## Privacy of Student Records (FERPA)

The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office, Department of Education, concerning alleged failures by the institution to comply with the Act.

The University has adopted a policy which explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Questions concerning the Family Educational Rights and Privacy Act may be referred to the office of University Counsel or visit the website at: [louisville.edu/counsel/ferpa-1](https://louisville.edu/counsel/ferpa-1) (<https://louisville.edu/counsel/ferpa-1/>)

## Drug-Free Schools and Campuses Drug-Free Schools and Crime Awareness, Campus Security Information Report 1993, and Communities Act Amendments of 1989

### Purpose and Goal

The University of Louisville is committed to protecting the safety, health and wellbeing of all students, faculty, and staff and other individuals in our workplace. As a recipient of federal grants and contracts, the university gives this notice to students, faculty, and staff that it is in compliance with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989. Students, faculty and staff are herein notified of the standards of conduct that will be applicable while on university property, business, and/or at university-sponsored activities. This policy is incorporated and is a part of the official University of Louisville Policies and Procedures.

This policy recognizes that student, faculty, and staff involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work or academic performance of student, faculty, and staff, pose serious health risks to users and others, and have a negative impact on productivity and morale.

As a condition of employment or enrollment, the university requires that students, faculty, and staff adhere to a strict policy regarding the use and possession of drugs and alcohol. The university encourages students, faculty, and staff to voluntarily seek help with drug and alcohol problems.

### Prohibited Behaviors

Under university regulations, federal law, state law, and, in some instances, local ordinance, students, faculty, and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on university property, on university business and/or at university-sponsored activities. Under this policy, students, faculty and staff are required to abide by state laws concerning alcoholic beverages.

Kentucky law (<https://apps.legislature.ky.gov/>) (KRS 244.085 (<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=50405>)) states that, if one is under the age of 21, it is unlawful to:

- Possess or consume alcoholic beverages,
- Misrepresent one's age for the purpose of purchasing alcoholic beverages, or
- Use a fake ID in an attempt to purchase alcoholic beverages.

It is unlawful for anyone of any age to:

- Procure any alcoholic beverages for anyone under 21 years of age,
- Drink or be intoxicated in a public place (Public Intoxication KRS 525.100 (<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=19929>))

University campuses and buildings are considered as public places for purposes of these laws, except for a facility licensed to serve alcoholic beverages, and a facility used as a private residence, unless university regulations state otherwise. Ordinances of the Greater Louisville area parallel the state laws.

The specifically defined standards of conduct, the disciplinary procedures, and the appropriate sanctions are detailed in the Code of Student Conduct (<https://catalog.louisville.edu/undergraduate/>)

university-wide-unit-specific-policies/student-conduct/), Personnel Policies and Procedures (PER-5.01), Staff Handbook (Disciplinary Action, page 8.2) and *The Redbook*.

In addition, it is a violation of state law to operate a motor vehicle while under the influence of any substance that may impair one's driving ability (drugs or alcoholic beverages).

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any student, faculty, and staff taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with job or academic performance.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job or academic performance deterioration and/or other accidents occur.

### Consequences for Violating This Policy

Under university regulation, students who violate this standard of conduct are subject to student conduct action from a warning to expulsion from the University. Students who reside in university housing are subject to further conduct action that may vary from a warning to termination of their housing contract.

### Notice of Drug-Related Conviction

In compliance with the Federal Drug-Free Workplace Act of 1988, any employee shall notify the immediate supervisor if the employee is convicted of a criminal drug offense occurring in the workplace or while on university business within five days of the conviction. The university shall take appropriate sanction and remedies in accordance within its policies. The provisions of this section are applicable to students who are employees of the university. If the employee is under a federal contract or grant, the university shall notify the contracting or granting agency of the conviction and of its actions. This section of this policy is also applicable to students who receive a Pell grant (federal grant).

### Health Risks

The scope and impact of health risks from alcohol and drug use are both alarming and well documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family, organizations and society at large. The university, therefore, conducts regular programs to educate its students, faculty, and staff that consumption and use of drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical or psychological dependence.

Alcohol and/or drug use may lead to the deterioration of physical health by causing or contributing to various health conditions including but not limited to fatigue, nausea, personal injury, insomnia, pathological organ damage, some forms of cancer, pancreatitis, heart attack, respiratory depression, birth defects, convulsions, coma, and even death. Alcohol and drug use may also result in deterioration of mental health by causing or contributing to various conditions such as increased aggression, hallucinations, depression, disorientation, and psychosis.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also

increases the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and intellectual disabilities. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

### Training, Counseling, and Resources

The University of Louisville is committed to the overall health and well-being of students, faculty, and staff and encourages a compassionate university.

### Required online sexual assault prevention training programs

Consistent with federal law, UofL requires, as a condition of course registration, that all incoming students complete online sexual assault prevention training. Emails are sent to each student's UofL email account (beginning about 5 weeks before their first semester begins) to provide specific directions for accessing the training program. There is no fee for this program.

The university also recommends an online alcohol awareness training that is available. There is no fee for this program.

Visit the Title IX (<https://louisville.edu/titleix/>) website for more information.

### Kentucky Medical Amnesty Law

KRS 244.992 (<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=42516>) Medical amnesty for persons reporting an alcohol overdose:

- (1) A person shall be immune from prosecution for the criminal offenses identified in subsection (2) of this section if:
  - (a) A law enforcement officer has contact with the person because the person:
    1. Requests emergency medical assistance for himself or herself or another person;
    2. Acts in concert with another person who requests emergency medical assistance; or
    3. Appears to be in need of emergency medical assistance and is the individual for whom the request is made

See KRS 244.992 for full text.

### Good Samaritan Consideration

The health and safety of our students is of the highest priority. At times, students may need immediate medical or other professional assistance.

However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the Code of Student Conduct (<https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/student-conduct/>). Although policy violations cannot be overlooked, the University will consider the positive impact of reporting an incident when determining the appropriate response for policy violations.

Continuous efforts are made to make students, faculty, and staff aware of programs that provide information and professional services on matters related to the abuse of alcohol and drugs.

The Building Resilience In Campus Community (BRICC) Coalition, Counseling Center, Health Promotion Office, The PEACC Center, and the University of Louisville Police Department provide a number of programs and workshops using a tiered approach: a) primary prevention in the form of awareness, skill-building, and risk-reduction for all students and b) targeted presentations for specific high-risk populations.

The University Counseling Center is committed to assisting students with their mental health, personal development, and academic development. Because substance use is often connected to other personal/psychological issues, students coming to the Counseling Center with alcohol and substance use concerns are provided with support, appropriate therapeutic interventions, and referrals when necessary.

- Building Resilience in Campus Community (BRICC) Coalition: (502) 852-3442; [louisville.edu/bricc](http://louisville.edu/bricc) (<http://louisville.edu/bricc/>)
- Campus Health Services: (502) 852-6479; [louisville.edu/campushealth](http://louisville.edu/campushealth) (<http://louisville.edu/campushealth/>)
- Counseling Center: (502) 852-6585; [louisville.edu/counseling](http://louisville.edu/counseling) (<http://louisville.edu/counseling/>)
- Health Promotion Office: (502) 852-5429; [louisville.edu/healthpromotion](http://louisville.edu/healthpromotion) (<http://louisville.edu/healthpromotion/>)
- The PEACC Center: (502) 852-2663; [louisville.edu/peacc](http://louisville.edu/peacc) (<http://louisville.edu/peacc/>)
- University of Louisville Police Department: (502) 852-6111 (Belknap), (502) 852-2402 (HSC), (502) 852-1436 (Shelby Campus); [louisville.edu/police](http://louisville.edu/police) (<http://louisville.edu/police/>)

---

## Disability Resource Center

In recognition of disability as an important part of the diversity of our community, the Disability Resource Center fosters an inclusive campus climate through education, service, collaboration, and outreach to the University of Louisville community. We provide support for students with documented disabilities by promoting equal access to all programs and services. Accommodations and support services are individualized, depending on the needs of each student.

The Disability Resource Center also offers an academic coaching program for students with disabilities. Peer coaches work with participating students one-on-one each week to provide support in meeting the demands of college coursework and staying organized.

Students are strongly encouraged to make early contact with the Disability Resource Center to assure adequate time to implement support services. Please visit [louisville.edu/disability](http://louisville.edu/disability) (<http://louisville.edu/disability/>) for more information, and feel free to contact us with questions at [askdrc@louisville.edu](mailto:askdrc@louisville.edu) or (502) 852-6938.

---

## Americans with Disabilities Act

The University of Louisville (UofL) is committed to providing equal opportunity for persons with disabilities. This commitment includes complying with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. UofL strives to maintain a barrier-free, welcoming environment for all qualified persons with disabilities.

The university's ADA Coordinator will monitor compliance and assists unit heads in meeting equal opportunity obligations. The ADA coordinator is located in Grawemeyer Hall:

### ADA Coordinator

Grawemeyer 202

(502) 852-0769

<https://louisville.edu/ada> (<https://louisville.edu/ada/>)

The Disability Resource Center staff (502-852-6938) will assist the University community by serving as an information resource center and coordinating support services for students with disabilities. No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination in university programs. The President, Board of Trustees, Student Government, Faculty and Staff Senates affirm UofL's long standing and continuing commitment to Equal Opportunity for persons with disabilities.

## Formal Student ADA Complaint Procedure

The university has a continuing responsibility to monitor and maintain its compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) and their implementing regulations. Internal student complaints alleging non-compliance with the ADA and/or Section 504 should follow the university's complaint procedure (<https://louisville.edu/disability/students/formal-complaint-procedure/>).

The university's formal complaint procedure provides for prompt and equitable resolution of complaints.

Complaints should be directed to the UofL ADA Coordinator at (502) 852-0769 or [adacoord@louisville.edu](mailto:adacoord@louisville.edu).

## Filing a Formal Complaint of Disability Discrimination

A complaint must be filed in writing with the Coordinator. The complaint should contain the name and address of the person filing it and a brief description of the alleged violation. Upon receipt of the written complaint, the Coordinator or his designee shall acknowledge receipt within five workdays.

A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation; however, a complaint filed after that point may be investigated in accordance with this procedure as necessary, in the judgment of the ADA Coordinator, to ensure the university's compliance with the ADA and/or Section 504.

An investigation, as may be appropriate, shall follow a filing of complaint. The Coordinator's office shall conduct the investigation. This University complaint procedure involves an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to a complaint.

Following completion of the investigation, a written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Coordinator's office and a copy forwarded to the complainant and any individually-named respondent within 60 days of the date the complaint was filed. Should extenuating circumstances (e.g., unavailability of key witnesses, family emergency of investigative staff, etc.) prevent completion of the investigation and determination process within 60 days, the complainant and any individually-named respondents will be timely notified in writing, and will be kept apprised of the status of the Coordinator's handling of the complaint through resolution. In all disputes arising under Section 504 or the ADA the proper standard of proof is preponderance of the information (i.e., more likely than not that the violation alleged in the complaint is true).

The Coordinator's Office shall maintain the files and records relating to the complaints filed.

### Requesting Reconsideration of a Determination

The complainant (and any individually named respondent, as appropriate) may request a reconsideration if dissatisfied with the Coordinator's determination. The request for reconsideration should be made in written or electronic form within 15 workdays to the Coordinator's Office.

Requests for reconsideration must present information showing that:

- The original determination applied the incorrect standard or applied the applicable standard incorrectly to the facts of the case; or
- New information that might affect the outcome of the determination but was not available to the Coordinator at the time of the original determination is now available and should be considered.

The Coordinator shall, barring extenuating circumstances that preclude a more timely response (in which case the complainant shall be updated as to the status of the reconsideration request), rule upon the request for reconsideration within 15 workdays after receipt of the request.

An Internal ADA complaint does not preclude other remedies.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a discrimination complaint with the responsible federal department or agency. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, nor does one's pursuit of outside remedies preclude one's filing a complaint pursuant to this procedure.

These rules shall be construed to protect interested persons, to meet appropriate due process standards, and to assure that the university complies with the ADA, Section 504, and their implementing regulations.

### Title IX Director's Office

The University strives to provide a safe environment and is committed to keeping the health and well-being of the campus community in the forefront of our thinking. Title IX Director ensures that every person affected by the University's operation, including faculty, staff, and students, is aware of their legal rights under Title IX and that the school and all its employees, through its policies, procedures and practices, complies with its legal obligations. Specifically, the Title IX Director oversees the University's preventive education about, and response to, sexual misconduct including sexual harassment (includes quid pro quo and hostile environment); sexual assault; domestic violence; dating violence; and stalking.

The Title IX Director's contact information is:

**Tim Beam, Title IX Director**  
Grawemeyer Hall, Suite 202  
2301 S. Third Street  
Louisville, KY 40208  
(502) 852-1198

Email: [titleix@louisville.edu](mailto:titleix@louisville.edu)

Webpage: <https://louisville.edu/titleix> (<https://louisville.edu/titleix/>) (policies)