

STUDENT RESOURCES



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 oversees the University's compliance with the ADA and Section 504, and assists unit heads in meeting their equal opportunity obligations. The ADA coordinator is located in the Dean of Students suite in the SAC:

ADA Coordinator
Brian Bigelow
SAC-W301
(502) 852-5787

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, Brian Bigelow, (502) 852-8757, or brian.bigelow@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.

Athletic Academic Services (AAS)

Athletic Academic Services (AAS) provides academic support for all students engaged in the university's intercollegiate athletic programs, monitoring their academic performance as well as their progress toward graduation. AAS collaborates with the Committee on Academic Performance (CAP) and the Faculty Athletic Representative (FAR), Professor Elaine Wise (Elaine.Wise@louisville.edu), as well as academic unit advisors, in order to foster a close relationship with the faculty and academic units. Services include academic counseling, tutoring, objective based study halls, career services, computer services, accommodative services for student-athletes with learning disabilities, and referrals to a variety of university resources. The office also provides advising for several Registered Student Organizations which encourage student-athletes to participate in campus and community leadership opportunities and initiatives.

AAS can be accessed at gocards.com (<http://gocards.com>).

Campus Health Services

Student Medical and Psychiatric Services

The Campus Health Service provides medical and psychiatric services to undergraduate, graduate and professional students. Services include primary care, psychiatric, travel medicine and nutritional consults as well as allergy injections, immunizations, sports physicals and diagnostic testing.

Although all students are encouraged to call for appointments, walk-in and same day appointments are generally available at both locations. Charges for medical services are applied to the student's insurance and/or health fees. Students are responsible for any balance not covered by insurance or fees. Psychiatric services are covered through student fees.

There are two Campus Health Center locations that serve health needs of our students. The centers are located at:

Belknap Campus

Cardinal Station
215 Central Ave. Suite 110
(502) 852-6479

Health Sciences Center

Health Care Outpatient Center (HCOC)
410 E. Chestnut St. Suite 110
(502) 852-6446

Health Insurance and Health Fees

All students enrolled for at least six hours are charged the Primary Care Health Fee (PCHF) which can be waived within thirty days of the first day of class with proof of health insurance. The fee entitles students to basic services at the health centers such as examinations and allergy injections. This fee is not health insurance and does not provide for specialty care, hospitalization, x-ray or laboratory services. The PCHF fee can be waived with proof of health insurance or used as a supplement to the student's insurance.

All students enrolled in a program of study that requires them to train in the University's affiliated teaching hospitals such as the MD, DMD, Dental Hygiene, Audiology, and Speech Pathology programs are required to carry major medical insurance and pay a non-waivable Health Professionals Health Fee (HPHF). Students in these programs are charged for the university-sponsored insurance plan but may waive it with proof of alternate coverage.

For additional information about Campus Health Fees, contact the Insurance Advocate via email at stuins@louisville.edu or visit the Campus Health website (<http://louisville.edu/campushealth/information/fees/primary-care-health-fee>).

Campus Insurance Advocate

Cardinal Station
215 Central Ave. Suite 110
(502) 852-6519

Office of Health Promotion and Education

Health Promotion, a division of Campus Health Services, provides a variety of wellbeing programs, services, and resources including yoga, chair massage, stress resilience workshops, drop-in guided meditations, flash nap workshops, free & anonymous HIV testing, sexual health and consent workshops, safer sex supplies, healthy eating on campus, cooking workshops, and U-fit coaching.

Office of Health Promotion and Education

Campus Health Services

Student Activities Center
2100 South Floyd Street, room W309
(502) 852-5429

Additional information can be found on the Campus Health Services Office of Health Promotion website (<http://www.louisville.edu/healthpromotion>).

PEACC—Sexual Assault and Domestic Violence Center

Peace, Education, and Advocacy on Campus and in the Community

The PEACC Center believes that every student has the right to live, learn, and love free of violence and fear. PEACC provides services and programs that address power based personal violence such as dating violence, stalking and sexual assault. Students who have been directly impacted by personal violence can access free and confidential support, resources and referrals, and a survivor's network. Services are confidential to the limits provided by law.

In addition, the PEACC Center aims to prevent power-based personal violence by offering training, community discussions, art and activism projects, and awareness events like the Take Back the Night annual march and rally.

The PEACC Center

Campus Health Services
2100 South Floyd Street
Student Activities Center Room 309 H

For more information about the PEACC Center's programs and events please call (502) 852-2663 or visit louisville.edu/peacc.

Campus Housing

Be at the center of the Cardinal experience as a resident of UofL Housing.

More than a place to rest your head, UofL's housing program offers a community-like atmosphere that supports students as they successfully transition from high school to college. It's a place where everyone can belong and make life-long connections to their peers. Campus Housing promotes a safe, convenient, inclusive and healthy living-learning environment, providing opportunities that engage students, facilitate student and faculty connections and encourage student success.

Total facilities include 11 residential communities on campus, four affiliated properties bordering Belknap campus, and one affiliated property near the HSC campus. First-year students are required to live on campus (please see First-Year Live-on Policy (<http://louisville.edu/housing/info/policies/firstyear>)).

The facilities are home to more than 6,000 students from Louisville, across the country and around the globe. Staffed by a team of professionals with expertise in student learning and development, we strive to make sure learning doesn't stop in the classroom. We emphasize healthy lifestyles and provide programs that facilitate student engagement and personal growth.

Housing is one of the largest campus employers of students on campus, with more than 300 part-time student employees assisting in facilities, services and programs that support our campus communities and help them thrive. The dynamic combination of professional staff, student leaders, and residents helps make UofL a vibrant campus with something to offer every individual.

For information, please contact the Campus Housing office:

Website: louisville.edu/housing

Phone: (502) 852-6636

Email: housing@louisville.edu

Career Development Center

The Career Development Center engages the campus community in comprehensive career and professional development connecting passion to purpose through innovative and inclusive career services.

To utilize CDC services fully, students and alumni must register through Cards Career Connection (<https://louisville.joinhandshake.com/login>) powered by Handshake. Among these services are:

- **Student Employment** – on and off campus positions available in Handshake;
- **Individual Career Coaching** – appointments with a career coach available through Handshake;
- **Career Assessments** – career coaches utilize Focus 2, Myers-Briggs Type Indicator, and the Strong Interest Inventory to assist students with career exploration;
- **Mock Interviews** – InterviewStream mock interview software available to students on our website;
- **Document Drop** – a resume and cover letter critique program;
- **Drop-in Advising** – open hours for brief advising without an appointment;
- **Internships & Professional Positions** – available in Handshake;

- **Career Workshops** – on career-related issues are available to classes and organizations;
- **Career Fairs** – where employers and students can network in a variety of fields;
- **Career Treks** – where students visit area employers;
- **Career Videos and Resources** – a variety of resources covering many topics from career exploration to resumes and interviewing are available on our website.

The Career Development Center collaborates with the career centers in the College of Business, Speed School of Engineering, and the Brandeis School of Law.

Please visit the Career Development Center's (<http://louisville.edu/career>) website for more information.

Counseling Center

The mission of the Counseling Center is to provide services and programs that support the psychological well-being, holistic development, and retention of University of Louisville students. The Counseling Center provides short-term individual, group/workshop, and couples counseling, outreach, urgent consultation, and psychological testing for currently enrolled students (psychiatric/medication services are provided by Campus Health).

Our clients seek services for a variety of areas of concern, including psychological, personal/social, academic, and career issues.

There is a fee for psychological testing, but all other services are covered by your student fee. Services are confidential to the limits provided by law.

We are committed to diversity in the provision of services and in supporting the University community, while honoring the unique needs and concerns of individuals and traditionally underrepresented groups.

UofL Counseling Center

Cardinal Station, 215 Central Ave, Suite 201 (Second floor)

louisville.edu/counseling

(502) 852-6585

The Counseling Center is accredited by the International Association of Counseling Services (<http://www.iacsinc.org/faqs.html>) (IACS).

The Center is open Monday–Friday from 8:00 am–5:00 pm, and we provide urgent consultations on a walk-in basis from 8:30 am–4:30 pm. We honor all University Holidays, closings, and delayed starts, and are closed on Oaks Day. There is free parking, and we are along the 94 Shuttle route.

For more information, including descriptions of our current groups and workshops, please call us or visit our website (<http://louisville.edu/counseling>).

Disability Resource Center

The Disability Resource Center coordinates services and programs for students and prospective students with disabilities. Accommodations and support services are individualized, depending on the needs of each student. Services and programs are designed to assure access for

qualified students with disabilities to all programs and activities of the university.

Students are strongly encouraged to make early contact with the Disability Resource Center to assure adequate time to implement support services.

Please contact the Disability Resource Center at (502) 852-6938 or visit our webpage at louisville.edu/disability.

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=45137>)) 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 (<http://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 and alcohol awareness training programs

Consistent with federal law, UofL requires, as a condition of course registration, that all incoming students complete online sexual assault prevention training and, for students who will be under the age of 21 on the "add" deadline in the semester they matriculate at UofL, alcohol awareness 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 programs.

The sexual assault prevention course and alcohol awareness course are **two separate programs**. There is no fee for either 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 (<http://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
- Campus Health Services: (502) 852-6479; louisville.edu/campushealth
- Counseling Center: (502) 852-6585; louisville.edu/counseling
- Health Promotion Office: (502) 852-5429; louisville.edu/healthpromotion
- The PEACC Center: (502) 852-2663; louisville.edu/peacc
- University of Louisville Police Department: (502) 852-7233; louisville.edu/police

Find Your Fit (FYF)

Find Your Fit (FYF) is the university's current Quality Enhancement Plan (QEP) as required by its accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). FYF was launched in 2017 as an opportunity to foster a campus-wide conversation about student learning and success in the crucial second year of undergraduate studies. At the heart of this initiative is the design, implementation, and assessment of a new three-credit elective seminar,

ECPY 302 Seminar on Personal and Academic Inquiry, offered through the Department of Counseling and Human Development (ECPY), College of Education and Human Development.

This small seminar experience is designed for second-year undergraduate students who are undeclared, are pre-unit majors, or are in transition between majors. Students will explore an academic topic or theme of personal interest related to the seminar theme as they develop, complete and present their work on an original inquiry project. They will also engage in a variety of individualized and group activities to assist them in choosing a major and career path. Students will document their journeys and produce an Academic and Personal Plan in which they integrate their new knowledge and insights about the seminar topic, themselves, and their major and career trajectories.

Find Your Fit builds on the university's prior QEP, Ideas to Action (i2a (<http://louisville.edu/ideastoaction>)), which focused on fostering students' ability to think critically. The university has integrated key components of Ideas to Action into the undergraduate curriculum and experience. As we help our students "find their fit" academically and align their goals with a career path, UofL's QEP project is poised to have long-term implications for how we support our students inside and outside the classroom.

For more information about FYF and ECPY 302 Seminar on Personal and Academic Inquiry, visit the Find Your Fit website (<https://louisville.edu/findyourfit>).

International Center

The International Center is comprised of two offices, the Office of Study Abroad and International Travel and the International Student and Scholar Services (ISSS) office.

The International Center develops and promotes global efforts that is inclusive of the campus and local community in conjunction with the internationalization goals of the University. The International Center focuses on increasing international students and scholars at UofL; providing programming that serves this vital population; expanding cultural competency through increasing the number of students participating in education abroad programs; facilitating student and faculty international research and travel efforts; and providing quality services in support of these and other global initiatives.

For more information, contact one of the International Center's offices at iss@louisville.edu (iss@louisville.edu) or edabroad@louisville.edu. You can also visit the website at louisville.edu/internationalcenter.

Off-Campus Student Services

The Student Involvement Department (<https://louisville.edu/studentactivities>) provides opportunities for students who reside off campus to become engaged and connected to the university community through various programs and services. Through student organizations, events, and services, off-campus students can fully participate in the university.

The Student Activities Center provides services and the "living room" areas for off-campus students. Whether enrolling in one class or embarking on a new career, these areas provide students with a friendly, supportive environment where they may come for information, advocacy or a place to study or relax.

For more information, stop by and see us in the Student Activities Center (<http://louisville.edu/studentactivities/student-orgs/off-campus-services>) Room W310 or give us a call at (502) 852-6691.

Testing Services

This office serves as a national and university testing agency.

Office Location:

Testing Services

Davidson Hall, Room 310
Louisville, KY 40292

Campus testing includes: UofL faculty make-up exams; placement exams (Math/Reading); credit by exam (CLEP); Correspondence exams; and CIS 250. The ACT, SAT, and LSAT are also administered through Testing Services.

Testing Service's Prometric center offers individual computerized exams such as GRE, Praxis, and TOEFL. Registration materials are available online at louisville.edu/testing.