



Elmhurst
College

STUDENT HANDBOOK 2017-2018

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A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Dear Elmhurst Student:

Welcome to Elmhurst College!

I encourage you to make the most of your time at Elmhurst College. Work hard in the classroom. Be present and actively involved in your classes, and be willing to expand your horizons. Complement your learning in the classroom with the large array of out-of-class opportunities for student involvement. Be willing to step outside of your comfort zone.

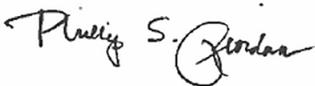
Student Affairs at Elmhurst College seeks to engage students in experiences that broaden the mind, strengthen the body, and inspire the spirit. The opportunities for such experiences abound here at Elmhurst College. In collaboration with student leaders, the Division of Student Affairs aims to enrich the lives of students through meaningful engagement in student organizations, service learning, campus activities, community and civic engagement, recreation, and leadership development. You will find that campus life is full of opportunities for involvement, and you are sure to find a few that capture your attention.

The opportunities provided for you at Elmhurst are matched by the high expectations the College maintains for members of our community. The policies and procedures outlined in this handbook will provide you with information critical to ensuring your responsible membership in the Elmhurst College community.

As you become involved on campus, I challenge you to develop your unique talents, to lead others with integrity, to celebrate unique styles, and to contribute to the betterment of our community and society. Student leaders are instrumental in shaping and sustaining a vibrant, responsible, and friendly campus ethos. Reach out and become involved! Your college experience can be some of the best years of your life. You are a part of the Elmhurst College family. This family, along with your immediate family, will enable you to go far beyond your dreams if you embrace it.

I encourage you to learn about the different opportunities for growth and development. The Student Affairs team is happy to meet you, and we can be found in the Frick Student Center. I hope you have a great year.

Go Bluejays!

A handwritten signature in black ink that reads "Phil Riordan". The signature is written in a cursive style with a large, stylized "P" and "R".

Dr. Phil Riordan
Vice President for Student Affairs

MISSION AND CORE VALUES

MISSION

Elmhurst College inspires its students to form themselves intellectually and personally and to prepare for meaningful and ethical work in a multicultural, global society. Working together with passion and commitment, we foster learning, broaden knowledge and enrich culture through pedagogical innovation, scholarship and creative expression.

CORE VALUES

The values of Elmhurst College provide the foundation for all our academic, student and community programs and activities.

Intellectual Excellence

We value intellectual freedom, curiosity and engagement; critical and creative inquiry; rigorous debate; and intellectual integrity in all endeavors. We are committed to the meaningful integration of liberal learning and professional preparation and to learning as a lifelong pursuit.

Community

We are committed to cultural diversity, mutual respect among all persons, compassion for others, honest and open communication, and fairness and integrity in all that we do.

Social Responsibility

Mindful of humanity's interdependence and the dignity of every individual, we are committed to social justice on local, national and global levels. We will act on our social responsibilities and call others to do the same.

Stewardship

We are committed stewards of the human, fiscal and physical resources entrusted to us. We are accountable to one another for the quality of our community, the strength of our finances and the utility and beauty of our campus as a place of intellectual engagement and personal growth. We pursue innovations that respect the environment and foster sustainability in the management of our resources.

Faith, Meaning and Values

We value the development of the human spirit in its many forms and the exploration of life's ultimate questions through dialogue and service. We value religious freedom and its expressions on campus. Grounded in our own commitments and traditions as well as those of the United Church of Christ, we cherish values that create lives of intellectual excellence, strong community, social responsibility and committed stewardship.

HISTORY AND TRADITIONS

OUR HISTORY

Elmhurst College traces its history back to 1871, when the German Evangelical Synod of the Northwest founded the Elmhurst Proseminary to prepare young men for theological seminary and to train teachers for parochial schools.

Fourteen students enrolled that first year. They studied music, mathematics, science, history, geography, religion, German and English—all disciplines that remain in the curriculum today—along with Latin and Greek. For decades, all courses, including English, were taught in German.

In 1924, the school formally assumed the name Elmhurst College and began conferring the bachelor of arts degree. The first leader of the new four-year college was a 1912 alumnus, H. Richard Niebuhr, who went on to become one of the premier theologians of the 20th century.

Niebuhr, who envisioned Elmhurst as “an ever-widening circle,” undertook dramatic reforms. He built laboratories, hired a talented and progressive faculty, strengthened course offerings across the disciplines and expanded library holdings.

The circle continued to expand in the post-Niebuhr years. Women first enrolled in 1930. Evening classes for adult students were introduced in 1949, and the College’s first graduate students enrolled in 1998.

In the 1990s, the College began a sustained period of investment in institutional quality, adding faculty, expanding enrollment, raising admission standards and enhancing the campus. Its academic reputation grew substantially.

Today, Elmhurst maintains a strong affiliation with the United Church of Christ, a descendant of the denomination that founded the College back in 1871. As the College prepares to celebrate its sesquicentennial in 2021, it ranks among the top 10 regional colleges in the Midwest as well as the region’s best values. Offering more than 60 undergraduate majors and nearly 20 graduate programs, Elmhurst College is deeply committed to helping students define their values, explore the world, and prepare to reach their full potential—in college and in the world beyond.

TRADITIONS

Elmhurst College has its own traditions embraced by the entire campus community— students, faculty, staff and alumni. Here are some of the many traditions of Elmhurst College.



The College Seal

The College seal was commissioned in the 1920s by College President H. Richard Niebuhr. The face of the seal features the image of an open Bible bearing the legend from Psalm 36:9, “In Lumine Tuo Videbimus Lumen” (In Thy Light We Shall See Light). The torch behind the Bible symbolizes leadership in imparting knowledge, truth and inspiration. Around the edges of the seal are the name of the College in Latin and the date of the College’s founding, 1871.



The College Logo

Against the background of a heraldic shield, which speaks of the importance of heritage and lasting values, a flame springs to life in a stylized form that suggests the “E” of the College’s name as well as its early roots in the German Evangelical Church. The flame, an ancient symbol of learning and purposefulness, comes directly from the torch in the College’s official seal. It reminds us of the continuing relevance of the words of President H. Richard Niebuhr eighty years ago when he wrote that *“the most urgent need of the present generation...is light and warmth, the light of knowledge and the warmth of high idealism.”*



School Mascot

Mascot Name

Victor E. Bluejay

School Colors

Navy blue and white

Elmhurst College Alma Mater

First Verse

Where the elms in stately glory
Spreading branches raise
There our cherished Alma Mater,
Hears our song of praise.

Second Verse

Student days will soon be over
For our happy throng,
Still we hold thy mem'ry precious
Ever dear and strong.

Third Verse

When life's closing days draw nearer
Sad the heart may be,
Still shall dreams of youth and glory
Linger long o'er thee.

Chorus

School we love, Elmhurst,
live for aye;
God shed his grace on thee.
Loyal be thy sons and daughters
To thy memory.

The Elmhurst College Fight Song

Elmhurst College picked up a rousing fight song in 1979. The song was penned by Elmhurst graduate Alan J. Brinkmeier, Class of 1976, with lyrics by Dr. James Cunningham.

"Elmhurst to Victory"

Refrain

Stand up and cheer for the
old Blue and White.
Show them our loyalty.
Put up a fight for that
old Blue and White.
On Jays to Victory!
Give'em a game that they'll
never forget.
EC all the way.

Score more points!
We gotta leave'em behind.
Elmhurst to Victory.

(Pause)

Rip 'em up, tear 'em up,

Give 'em hell, Elmhurst.

Rip 'em up, tear 'em up,

Give 'em hell, Jays.

Repeat Refrain



The Elmhurst College Hash Bell

In Elmhurst's early years, the Hash Bell kept the school on schedule—waking students in the morning, assembling them for classes and activities, and calling them from their chores to dinner. The origin of the name “Hash Bell” remains a mystery, although it may speak to the division of the day as “hash marks” do a football field or to the frequent appearance of hash on the dinner menu. Today, the Hash Bell often is rung at Elmhurst College ceremonies and remains a cherished symbol of our community.



The Elmhurst College Mace

A symbol of authority and of the institution's essence, the Elmhurst College mace is carried by the College Marshal at all official convocations. The mace, which was created in 1991, is designed to rest vertically in a stand to represent the emergence of Elmhurst from the educational traditions of the Renaissance and Reformation. The top of the mace displays the College seal, the seal of the United Church of Christ, the towers of Old Main and Hammerschmidt Memorial Chapel, and a crown of elm leaves.

School Motto

In Thy Light We Shall See Light

Fireplace

Located in the Founders Lounge of the Frick Center, this is not only a great place to warm yourself, but also a place to meet and greet new and old friends.

The College Mall

The center of the College's arboretum campus, this area is greatly used and greatly appreciated.

Niebuhr Statue

The 9-foot-tall bronze statue of Reinhold Niebuhr, Class of 1910, author of the "Serenity Prayer" and one of the most influential theologians of the 20th century, stands in Kranz Forum just east of the Frick Center. It was made possible through a generous gift from William and Janet Boyd and was created in 1997 by renowned sculptor Robert Berks.

Reinhold Niebuhr and H. Richard Niebuhr

Reinhold Niebuhr and H. Richard Niebuhr were remarkable brothers who are widely regarded as two of the preeminent American theologians of the 20th century. They were also sons of Elmhurst (Classes of 1910 and 1912, respectively) who were central figures in the College's history.

Ringling of the Victory Bell

The Bell at Langhorst Stadium can be heard after winning football games and other important athletic contests

COLLEGE GOVERNANCE

THE BOARD OF TRUSTEES

The governing body of Elmhurst College is the Board of Trustees, which has control and supervision of the affairs of the College. The Board of Trustees functions through standing committees which are chaired by trustees and consist of at least four members of the Board of Trustees (except the Audit Committee, which consists of at least three members; the Enrollment Management and Strategic Communications Committee and the Trusteeship Committee, which consist of at least five members). Faculty members, students and administrators serve on standing committees, ad hoc committees and task forces. The standing committees are as follows:

Academic Affairs Committee acts as a liaison between the faculty and the Board of Trustees and shall be responsible for the continuous examination of the educational mission, the education program, and the educational management of the College. It shall report to the Board Trustees on these matters and make recommendations to the Board of Trustees. The Committee shall also make recommendations to the Board of Trustees on issues of faculty tenure and faculty advancement.

Audit Committee has the authority and responsibility subject to policies adopted by the Board of Trustees, to recommend auditors annually and to review and discuss the auditor's report and management letter before presentation to the Board. It also serves as a reviewing committee in cases of possible conflict of interest of trustees and officers of the College.

Business Committee has responsibility for two separate areas of the College. Subject to approval of the Board of Trustees, the Committee is responsible for (a) finance and (b) buildings and grounds. In the first area, it is responsible for the oversight and review of the general management of the finances of the College, subject to

policies adopted by the Board of Trustees. In the second area, via the Building and Grounds subcommittee, it exercises oversight and review of all College buildings, grounds, and equipment, and shall recommend to the Business/Finance Committee such expenditures as should be made to keep them in proper condition. It also is responsible for advising the Business/Finance Committee on such matters as the addition of land and buildings to the campus.

Development and Alumni Relations Committee is charged with the responsibility to advise and assist the Board of Trustees and the administration of the College in establishing policy and monitoring institutional performance in the area of fundraising and alumni relations.

Enrollment Management and Strategic Communications Committee assists and advises the Board of Trustees on matters regarding student recruitment, enrollment planning, issues related to the quality, diversity and numbers of students, and the use of financial aid. In addition, the Committee shall assist and advise the Board on issues related to institutional positioning, marketing for student recruitment, electronic and print publications, media relations, government and community relations, public events, sports information, conferences and guest services.

Executive Committee acts for the Board between regularly scheduled sessions of the Board and transacts business as directed to it by the Board.

Human Resources Committee advises the President on matters relating to human resources.

Investment Committee is responsible for the establishment and maintenance of the College's Endowment Investment Policy which will provide for the authority and responsibility, subject to policies adopted by the Board, to invest and reinvest all College funds available for investment; and to buy, sell and exchange securities and real estate for investment purposes.

Student Life Committee acts as a liaison between the student body and the Board. This Committee provides oversight of student organizations and activities of students not pertaining to instruction, including policies relating to housing, placement, student health services and counseling.

Trusteeship Committee, subject to approval by the Board, nominates and populates the board with dedicated trustees. It reviews the performance of incumbent trustees and oversees periodic review by the Board of its own performance. It nominates and reviews the performance of Board officers.

GOVERNANCE PARTICIPATION BY THE ADMINISTRATIVE OFFICERS

The President

The general responsibility for the daily operation rests with the President. The President is empowered to implement policy as authorized by the Board of Trustees, consistent with the Constitution, By-Laws and the Laws of the State of Illinois. All policy decisions are made by the Board of Trustees, and the Board delegates to the President of the College authority for the implementation of such policy decisions. The President of the College, who is elected by the Board of Trustees, is the chief executive officer and administrative head of the institution and furnishes leadership in the various areas of the College.

All departments of the College, both administrative and educational, report to the President through the appropriate administrative officers. The President reports to the Board of Trustees regarding the work and needs of the College, makes recommendations necessary for the welfare of the College and prepares an annual written report.

Administrative Officers

The administrative officers of the College consist of the heads of the following areas:

- Academic Affairs
- Admission
- Development and Alumni Relations
- Information Services
- Finance and Administration
- Student Affairs

These administrative officers are authorized by the Board of Trustees through the President to exercise delegated responsibilities for the day-to-day operation of the College and are empowered to make such contracts and agreements necessary for the continuance of business subject to the Constitution, the By-Laws and the Laws of the State of Illinois.

GOVERNANCE PARTICIPATION BY THE FACULTY

The faculty of Elmhurst College has primary responsibilities for curriculum, requirements for admission and graduation, standards of scholarship and general academic programs of the College. Its actions are subject to approval by the Board of Trustees.

GOVERNANCE PARTICIPATION BY STUDENTS

The Elmhurst College Student Government Association (SGA) is the campus legislative and advisory body that gives the students a voice on campus issues through representatives they elect. It is comprised of a six-member executive board and 21 at-large undergraduate and graduate student representatives.

The Student Government Association meets weekly to discuss issues affecting all facets of campus life. It recognizes and allocates funds to student organizations, brings student concerns to the attention of the administration, and takes action to resolve these concerns. The Student Government Association also appoints student representatives to many standing College committees and committees of the Board of Trustees. This student representation on College and Board committees is critically important to ensure that students have an influential voice in shared governance at Elmhurst College, as well as to accurately represent and advocate for the needs of the student population.

Student Government Association also has several internal committees that address issues in specific areas, such as Food Service, Diversity, Finance and Marketing. Student Government Association is advised through the Office of Student Affairs.

ACADEMIC LIFE

CODE OF ACADEMIC INTEGRITY

Statement of Policy

Elmhurst College is a community of scholars. Such a community places the highest value on academic honesty and integrity. Therefore, Elmhurst College's Code of Academic Integrity is designed to ensure:

1. A fair academic environment where students are evaluated on the scholarly merits of their work.

2. An academic environment where personal integrity is fostered.
3. An understanding of standard academic practices when formulating ideas, conducting research and documenting resources.

It is the responsibility of each student to know and understand this academic integrity policy. There are general campus-wide definitions of academic honesty as well as departmental guidelines. Students are responsible for educating themselves on this matter since sanctions for academic dishonesty may be severe. Thus, Elmhurst College students should act honestly in all academic work.

Guidelines

The community standards for academic integrity prohibit the following dishonest academic behaviors:

1. **Cheating.** Intentionally obtaining or attempting to use unauthorized materials or information (notes, texts or study aids) or unauthorized help from another person (looking at a test paper, asking a question during an exam) in any work submitted for evaluation toward academic credit including examinations, quizzes, laboratory exercises or other assignments.
2. **Fabrication.** Intentional and unauthorized falsification, invention or copying of data, practicum experience, research or laboratory findings, or bibliographic references or citations in any academic course work.
3. **Collusion.** The facilitation of academic dishonesty by intentionally or knowingly providing or attempting to provide any form of unauthorized help to students in violation of this Code.
4. **Plagiarism.** Representing someone else's work from any source, including the internet, as your own or providing materials for such a representation. To avoid plagiarism, students must acknowledge the source whenever:
 - a. quoting another person's actual words;
 - b. using another person's idea, opinion or theory;
 - c. using others' facts, statistics or other illustrative material—unless the information is common knowledge.

It is the responsibility of individual faculty members and/or academic departments to determine their specific expectations of academic integrity in their classrooms. It is the responsibility of students to consult their faculty members for clarification on any of the above standards. The institutional community standards serve as definitional guidelines; however, individual faculty members and/or academic departments may provide their own definitions of dishonest behavior in recognition of the full range of teaching styles on campus.

Implementation

A faculty member has the responsibility and authority to deal with academic dishonesty in their classroom. The faculty member should be familiar with the Code of Academic Integrity and inform students of the rules of conduct that govern unique or unfamiliar situations. When determining a violation of the Code of Academic Integrity, a faculty member should confront the student with the dishonest behavior when there is convincing evidence that the faculty member has seen or heard it. If a faculty member has reason to believe a student has acted dishonestly, the faculty member will confront the action in a timely manner by taking the following steps:

1. Depending on departmental policy, the faculty member may consult with his or her department chair and/or program director, without divulging the student's name. The faculty member will decide on the action to be taken and the appropriate procedure to follow.

2. The faculty member will meet with the student to discuss the allegations. Upon meeting with the student, the faculty member must determine if a violation of the Code of Academic Integrity did occur. If the student is found not to be responsible for the allegation, the matter is dropped. However, if the student is found responsible for dishonest behavior, the faculty member will report incident to the Vice President for Student Affairs and will choose one or both of the following procedures:
 - a. The faculty member may refer the student to the College's formal judicial hearing process by sending a letter containing the allegations and evidence to the Vice President for Student Affairs and the Office of Academic Affairs. The Office of Student Affairs will notify the student, in writing, of the allegations and give them the opportunity to review the evidence; and/or
 - b. The faculty member proceeds with the following steps:
 - i. The faculty member, upon confirming a violation to the Code of Academic Integrity, will impose any of the following sanctions in accordance with departmental guidelines, if appropriate:
 1. Warning with no penalty.
 2. Provide a learning opportunity by having the student re-do the assignment without any other penalty attached; having to do the work over again would be adequate sanction.
 3. Consider it "poor work" and grade accordingly with a zero or F for the assignment or an F for the course.
 4. Refer to the College's formal judicial process for the possible broader range of sanctioning, as outlined in the E-Book.
 - ii. The faculty member will immediately notify the student, in writing, of the allegations, the determination of responsibility, the sanction levied and the opportunity to seek appeal and/or mediation as outlined below. A copy will be sent to the Vice President for Student Affairs and the Office of Academic Affairs.
 - c. The Vice President for Student Affairs may, with sufficient reason, refer a repeat offender to the College's formal judicial process.

If a student has been previously found responsible for academic dishonesty, any subsequent finding of academic dishonesty will usually result in suspension from the College.

Appeal and Mediation Process

Elmhurst College faculty recognize the legitimate concerns of students. Students have the right to be treated fairly and with respect. They have the right to know when they are suspected of dishonest action. They have the right to appeal the accusation. The protection of these rights of students ought to occur within the context of the student-teacher relationship where possible. However, if the issue cannot be resolved between the accused student and faculty member, two avenues of resolution are available.

Mediation

An accused student who disagrees with the faculty member's judgment shall have the right to request the Vice President for Student Affairs to convene a meeting of the student and the faculty member to be mediated by a member of the Vice President for Student Affairs' staff. The request for mediation must be made in writing within 10 business days of receiving notification of academic dishonesty sanctions from a faculty member. The role of the mediator shall be to help both the student and the faculty member understand the point of view of the other, but the right to determine a grade shall remain with the course instructor. The mediator shall file a report with both

the Office of Academic Affairs and the Office of Student Affairs. If the student is not satisfied, they may also seek an appeal as long as it is made within the required time frame.

and/or

Appeal

The respondent student shall have the right to appeal an academic integrity decision to the Judicial Hearing Committee if the student is not satisfied with the decision of the faculty member and has already discussed the dissatisfaction with the department chair. If the faculty member is the department chair, the student may discuss their dissatisfaction with the decision with an appropriate individual in the Office of Academic Affairs. The criteria for granting an appeal would be the following:

1. New evidence that was not presented at the original meeting.
2. Procedures outlined in the E-Book were not followed.
3. The sanction levied was not deemed appropriate for the offense.
4. The student believes no dishonest act occurred.

Upon notification from the faculty member, after which time the student has further discussed the matter with the department chair or the Office of Academic Affairs, the student may seek an appeal from the Judicial Hearing Committee. The student should contact the Vice President for Student Affairs, in writing, within 10 business days of the decision being rendered. The student may have a silent adviser present at the appeal hearing. The adviser, a member of the Elmhurst College community, may confer with the student, but may not address the committee on behalf of the student. A central file of all reports of academic dishonesty will be maintained in the Office of Student Affairs. Any offense constitutes grounds for additional disciplinary action, possibly resulting in dismissal from the College. (Proposed by the Student Affairs Council, endorsed by the Academic Council and approved by the Faculty on May 10, 1996.)

APPENDIX*

Cheating

Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.¹

Comments²

1. Students completing an “in class” or “take home” examination should assume that any external assistance (e.g., books, notes, calculator) is prohibited unless specifically authorized by the instructor.
2. Faculty members are expected to state in advance their policies and procedures concerning both “in class” and “take home” examinations as well as the use before examinations of shared study aids, examination files and related materials and forms of assistance.
3. Substantial portions of the same academic work may not be submitted for credit or honors more than once without permission of the current instructor.
4. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not restricted to, commercial term paper companies and files of past papers maintained in a residence unit.

Fabrication

Intentional and unauthorized falsification of any information or citation in an academic exercise.

Comments

1. “Invented” information may not be used in any laboratory experiment, practicum or other academic exercise without authorization from the instructor. It would be improper, for example, to analyze one sample in an experiment and covertly “invent” data based on that single experiment for three more required analyses.
2. One should acknowledge reliance upon actual sources from which cited information was obtained. For example, a writer should not reproduce a quotation found in a book review and indicate that the quotation was obtained from the book itself.

** A variation of this document was developed by Gary Pavela and Irving Faber and is now being used at Colgate University in Hamilton, New York and the University of Maryland in College Park, Maryland.*

Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to violate any provision of the Code.

Comment

1. For example, one who provides another with a specific answer to a homework assignment while having reason to know that such assistance was either unauthorized or would not be acknowledged would be in violation of this section.

Plagiarism³

Plagiarism consists of “the deliberate adoption or reproduction of ideas or words or statements of another person as one’s own without acknowledgment.”⁴ The College subscribes to the statement on plagiarism, which appears on page 9 of William Watt’s *An American Rhetoric*.

A student must give due credit to the originality of others and honestly pay their literary debts. They should acknowledge indebtedness:

1. Whenever they quote another person’s actual words;
2. Whenever they use another person’s idea or opinion or theory;
3. Whenever they borrow facts, statistics or other illustrative material—unless the information is common knowledge.

Examples of Plagiarism

a. Direct Quotation

Original Source: “The child’s surroundings, we are told, were devoid of artistic luxury...there was an absence of frivolity and a distaste for all that is paltry and superficial.”

Student Paper: “The surroundings were devoid of artistic luxury and characterized by the absence of frivolity.” (no quotation marks or citation)

Comments

1. All “direct quotations must be placed in quotation marks and the source immediately cited in a footnote.”⁵
2. Direct quotations must be placed in quotation marks even if a footnote is used to indicate the source and page from which the quotation was obtained.
3. Proper footnote form can be found in manuals on style and arrangement recommended by each academic department.

b. Paraphrase

Original Source: "The Cambodian incursion of April 1970 brought forth renewed observations from constitutional scholars...that the war making power of Congress has been eroded."

Student Paper: "The war in Vietnam and more specifically the Cambodian invasion in the Spring of 1970, evoked considerable observation from students, constitutional scholars, public observers of the political process and Congressmen that the war making power of Congress has been eroded." (no citation; no quotation marks for the last phrase)

Comments

1. Acknowledgment is required when material from an original source is rewritten either in whole or in part in your own words.⁶
2. Properly acknowledged paraphrases may be used. For example, one might state: "to paraphrase Lock's comment..." and conclude with a footnote identifying the source.⁷

c. "Borrowed" Facts or Information

Original Source: "In any of the defined situations, the President may commit the Armed Forces to combat for a period not to exceed thirty days."

Student Paper: "Except in certain designated emergency situations, the President may send the military into combat only for up to thirty days." (no citation)

Comments

1. Facts that are not common knowledge must not be "borrowed" from any source without immediate acknowledgment.
2. Examples of "common knowledge" might include the names of leaders of prominent nations, basic scientific laws, etc. In case of doubt, always acknowledge indebtedness.
3. "...When a number of contiguous sentences take their special information from one place, one footnote usually is sufficient for all of them."⁸
4. "Sometimes the materials from an outside source are extremely broad and contribute only to your general understanding of the subject. If so, acknowledgment by means of a bibliographical note at the end is sufficient..."⁹
5. General conversations with others need not to be acknowledged unless such conversations produce a specifically identifiable contribution to your paper.¹⁰
6. A footnote of acknowledgment might read: "I wish to acknowledge my indebtedness to John Doe for this concept (personal conversation, May 1975)."

Reference Sources

1. The term "academic exercise" includes all forms of work submitted for credit or honors.
2. Comments provide explanations and illustrative material, but do not necessarily exhaust the scope of any section.
3. This and the preceding titles are adapted from the Code of Academic Conduct at the University of Michigan (1973).
4. Hobart College Faculty Regulations (emphasis supplied).
5. Sources, Their Use and Acknowledgment (Dartmouth College, 1962): reprinted by Colgate University, p.6.

6. Adapted from Source, p.5.
7. Adapted from “A Definition of Plagiarism” in *The Logic and Rhetoric of Exposition*, Revised Edition, by Harold C. Martin and Richard Ohmann (Holt, Rinehart and Winston, Inc. 1963). Reprinted in the Wesleyan University pamphlet, *Plagiarism*, (1974), p.5.
8. Sources, p.11.
9. Sources, p.5.
10. Adapted from the Wesleyan University publication, *Plagiarism*, pp.6-7.

ACADEMIC REGULATIONS

Elmhurst College’s regulations on grading, attendance, registration and all other areas of your academic experience are outlined in detail in the *Elmhurst College Catalog*.

Disputed Final Grades

The normal presumption in the administration of grades at Elmhurst College is that the instructor alone is qualified to evaluate the academic work of students in their courses and to assign grades to that work. For this reason, questions regarding an instructor’s assessment of the quality of academic work are not normally subject to review. However, when a student believes that a particular grade was assigned in a manner that was arbitrary or inappropriate in the Elmhurst College academic setting or that crucial evidence was not taken into account, the student shall follow the procedures outlined below.

A grade dispute must be brought in writing to the instructor by the end of the fifth week following the term in which the disputed grade was given. It is the responsibility of the student to initiate the process even if this must be done initially in writing rather than in person.

Establishing a Claim for a Disputed Grade Grievance and Organization of the Board

- When a final course grade is disputed, the student and the instructor should meet to discuss the matter and seek an appropriate resolution. If the disputed grade is not resolved, the student may forward the matter to the chair of the department of the instructor and/or the program director. If the attempt to settle the issue fails at this level, it moves to the Office of Academic Affairs.
- The student should submit a document indicating the student’s position and the rationale for the claim. The student must also provide whatever documentation is needed to support the claim. The instructor may do the same. The Dean or his/her delegate meets with both the instructor and the student and confers with the chair of the department. If the matter is still unresolved, it moves to the next level of appeal.
- The next step is the calling of a Hearing Board, which will consist of the Academic Dean or his/her delegate, who shall chair the board, the Vice President for Student Affairs or his/her delegate, two faculty members and two students selected by the Chair of the Academic Standings Committee. The parties directly involved may have one other person present who is not an attorney. The Chair shall designate a secretary who is responsible for recording the salient issues and the actions of the Hearing Board.
- The parties involved will be asked to submit written arguments to be circulated among members of the Hearing Board. It is expected that the parties in disagreement appear before the Board, but the hearing will proceed despite a failure to appear. When all presentations are complete, the Board, in executive session, shall reach a resolution of the problem.
- If the Hearing Board finds that a grade has been assigned in a manner that was arbitrary or inappropriate in the Elmhurst College academic setting or that critical evidence was disregarded, the Hearing Board

may direct the Registrar to change the grade to one the Board deems appropriate as dictated by the documented and objective evidence provided. The decision shall be represented in writing to the principals and others who need to know the results of the hearing. The chair shall maintain a file of relevant material for a period of at least two years.

- The decisions of the Hearing Board shall be final.

Protected Hour Policy

In order to encourage and facilitate students' co-curricular involvement, the College policy forbids the scheduling of academic courses between the hours of 11:30 a.m. – 12:30 p.m. on Tuesdays and Thursdays.

Religious Observance

A student who is absent from class because of a religious holy day will be provided with the opportunity to make up the work of that class within a reasonable amount of time after the absence. The student will not be penalized for the absence. It is the responsibility of the student to inform their faculty prior to the religious holy day to be observed of their intention to be absent.

Statement of Disability

The College will make reasonable accommodations for persons with documented disabilities. If you have a disability that may have some impact on your work in courses, please contact the Disability Services Coordinator at (630) 617-3753.

Grievance Procedure for Disabilities Related Matters

Students who have compliance complaints in regard to disability issues should follow the grievance procedures as listed below.

Step One: Informal Resolution

The student should attempt to work with the Disability Services Coordinator informally to resolve the complaint. This attempt may serve to minimize the problem's impact on the student's current academic situation.

Step Two: Formal Grievance

If the informal resolution process is unsuccessful or if the student does not wish to use it, a formal grievance may be initiated. All formal grievances should be submitted to the Office of Academic Affairs.

- A. The student may submit a written grievance within 30 days from the conclusion of the informal resolution process or, if the informal process is not utilized, within 30 days of the event that triggered the grievance. A written grievance must contain the following information:
 1. Name and address of the person making the grievance
 2. A brief description of the grievance including the name of the person(s) against whom the grievance is made, the dates of the alleged discrimination and any supporting evidence
 3. A summary of actions, if any, student has taken to resolve the matter informally
 4. A specific statement of remedial action student seeks
- B. Within 10 working days of receipt of the written grievance, an appropriate individual in the Office of Academic Affairs will meet with the student.
- C. A full investigation will be conducted by the Dean of the Faculty or his/her delegate within 60 working days. This investigation will include a gathering of all relevant evidence and afford all interested persons and their representatives an opportunity to present evidence or any other information relevant to the grievance.

- D. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the investigator named in item C and a copy forwarded to the student.
- E. The student can request a reconsideration of the case in instances in which they are dissatisfied with the resolution. This reconsideration request shall be made within 10 working days and will be referred for a committee review. The committee shall consist of the Dean of the Faculty, the Vice President for Student Affairs, two faculty members and two students selected by the chair of the Student Affairs Committee.
- F. Should an accommodation be denied by the ADA/504 Coordinator, the student can appeal that decision to the Vice President for Academic Affairs & Dean of the Faculty, as described in Prohibition Against Disability Discrimination and Reasonable Accommodations Policy, available under the Non-Discrimination and Non-Harassment Policy and at www.elmhurst.edu.

Leave of Absence

A student who requires time off from their academic program for personal or medical reasons, but who intends to return to the College within 180 days, may request a leave of absence. For the complete Leave of Absence Policy and the required form, visit www.elmhurst.edu/studentlife.

Withdrawal from the College

Discussing drops or withdrawals from courses with the instructor is not sufficient for the student to consider themselves dropped from courses or withdrawn from Elmhurst College. A withdrawal does not release a student from any obligations with regard to financial aid, student accounts or a contract with the Office of Residence Life.

Once enrolled, the student is responsible for a portion of their tuition and fees through the first five weeks of the regular terms. For January Term, accelerated and special courses, students should check with the Office of Student Financial Services.

Should an Elmhurst College student wish to withdraw from the College during a term of enrollment, they should complete the procedure outlined below:

1. Initiate intention to withdraw with an academic advisor in the Office of Advising.
2. Upon being advised of policies, consequences and options of withdrawing, the student is provided with the following guidelines:
 - a. Prior to the drop deadline of each term—Traditional Program Student: The student initiates the withdrawal procedure in the Office of Advising.
 - b. Prior to the drop deadline of each term—Nontraditional Student: The student may fax their withdrawal to the Office of Registration and Records.
 - c. After the drop deadline of each term, the student must provide sufficient documentation to the Office of Advising for withdrawals after the drop deadline and the documentation must be approved (see #4).
3. Referrals will be made to the Office of Student Affairs when a Leave of Absence request is also to be initiated with any withdrawal.
4. The student is referred to the Registrar for approval of withdrawal, accompanied by sufficient documentation, including a doctor's note, if the withdrawal is past the drop deadline.
5. The student proceeds to the Office of Registration and Records to withdraw from courses and checks with the Offices of Student Financial Services to clear any financial obligations to the College.

A student dismissed for academic or disciplinary reasons need not complete the withdrawal procedure.

Policy for Military Active Duty

Any currently enrolled student going on active military duty needs to consult with the Veterans Certifying Official to determine any potential impact on education benefits (if applicable). The student will then need to consult with the veteran services coordinator and the Offices of Advising and Registration and Records to determine whether to withdraw from all registered courses or to take incomplete grades and complete the courses later. If the student needs to withdraw or take a leave of absence, the offices of Advising and Registration and Records will process the appropriate paper work. The student must provide a copy of the official military orders.

If the student takes incomplete grades for the current term, no tuition aid adjustments will be made to the student's account and the student will be given permission to extend payment of any outstanding balance due. If the term of active duty is extended beyond a reasonable period of time, as determined by the instructor and Registrar, the student's grades will be changed to W grades (withdrawal) and tuition charges will be adjusted so the student is not penalized financially for the withdrawal. Students presenting an original copy of their orders to the Office of Student Financial Services will be allowed to withdraw from current term courses and receive a full refund for tuition.

Students who live on campus and are required to report for military service will be released from residence life and dining services contract obligations. Charges for residence and dining services will be prorated based on the date the student checks out of their room or apartment. Evaluation of the academic progress of students using military benefits to attend Elmhurst College is based on the Elmhurst College Academic Probation and Dismissal policy found in the Regulations and Services section of the Elmhurst College catalog.

STUDENT RIGHTS AND RESPONSIBILITIES

BILL OF RIGHTS

The following enumeration of rights is not to be construed to deny or disparage other rights retained by students in their capacity as members of the student body or as citizens of the community at large.

1. Free inquiry, expression and assembly are guaranteed to all students.
2. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
3. The right of students to be secure in their persons, living quarters, papers and effects against unreasonable searches and seizures is guaranteed.
4. No disciplinary sanctions will be imposed upon any student without notice to the accused of the nature and cause of the charge.
5. A student accused of violating institutional regulations is entitled, upon request, to a hearing before the appropriate judicial body.

CODE OF CONDUCT

Students are expected to engage in responsible social conduct that reflects credit upon the College community and reflects good citizenship in any community. The College attempts to establish a climate that encourages the assumption of responsibility by students for their individual and collective actions with a minimum of rules and regulations. As such, students are expected to observe what is going on around them and respond to the best of their ability, which may include notifying College officials, to influence a better outcome. Similarly, students are expected to report potential Code violations to the appropriate authorities.

It shall be the responsibility of each student to comply with appropriate standards of conduct and decorum befitting members of an educational community, to interact in a civil manner with other members of the College community, and to respect the property of others. Student conduct, individual and that of student groups, is expected to be in keeping with the College mission and the missions of the respective areas or offices (e.g., Athletics, Student Activities, Residence Life, International Programs and Off-Campus Programs, etc.). The activities enumerated below constitute major violations of College rules, regulations, policies and standards of conduct and shall be subject to disciplinary action.

The Elmhurst College Code of Conduct applies to behavior on and off campus, and the College reserves the right to pursue disciplinary action for violations of law or the Code of Conduct, regardless of where the violations take place.

Violations of local, state or federal laws or regulations on campus may also result in the filing of criminal charges.

1. **Abusive and Intimidating Conduct**
 - a. Aggressive or verbally abusive conduct toward any member of the College community
 - b. Physical abuse, confrontation, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health and safety of any person
 - c. Verbal or emotional abuse, harassing behavior, including electronic communications or activities, between individuals or groups
2. **Alcohol**
 - a. Consuming or possessing alcohol while under the age of 21
 - b. Purchasing alcohol for or distributing alcohol to individuals under the age of 21
 - c. Possessing an open alcohol container in a public space
 - d. Public intoxication
3. **Compromising Fire Safety**
 - a. Tampering with safety and/or fire equipment on the campus
 - b. Possessing or using fireworks or other explosives and/or being present while others are using such items
 - c. Lighting of fires without advance approval
 - d. Possessing or using self-balancing scooters, also known as hoverboards, in any College building, including residence halls, houses, or other campus buildings
4. **Dangerous Objects**
 - a. Possession or use of firearms in violation of the Elmhurst College Weapons Policy, or possession of other weapons capable of inflicting injury, or unauthorized possession of hazardous chemicals
 - b. Possession or use of fireworks or other explosives or being in the presence of such items
5. **Disruptive and Disorderly Conduct**
 - a. Disruption of the College community or off-campus community
 - b. Obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities
 - c. Conduct that is disorderly, lewd, or indecent
6. **Drugs**
 - a. Manufacture, distribution, sale, production or aiding in sale or distribution of a controlled substance, drug paraphernalia, or other illicit drugs (including sharing or distributing prescription drugs)
 - b. Being in the presence of illicit drugs

- c. Possession of drug paraphernalia
 - d. Possession or use of illicit drugs
7. **Facility Use and Access**
- a. Unauthorized possession, use or duplication of campus keys or access cards
 - b. Unauthorized entry into any building, office, construction site or other College owned or operated facility
8. **Failure to Comply**
- a. Failure to uphold local, state, or federal laws or regulations
 - b. Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties
 - c. Failure to identify oneself to those persons when requested to do so
 - d. Contempt of the judicial process or its authorities, including the failure to complete sanctions
9. **Fraud and Dishonesty**
- a. Forgery or knowingly furnishing or providing false, misleading, or incomplete information to the institution or College official
 - b. Withholding relevant information from the institution, including previously attended institutions
 - c. Alterations or use of institution documents or instruments of identification with the intent to defraud
 - d. Use, possession, manufacture, sale or distribution of false identification (“fake IDs”), including possessing or using another person’s identification with fraudulent intent
10. **Gambling**
- Gambling, illegal wagering, bookmaking, and unauthorized games or contests of chance are prohibited on campus, in residence halls or at official functions of student organizations
11. **Hazing**
- Elmhurst College prohibits hazing, which is defined as any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership on a team or in a group or organization.

The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy. Elmhurst College prohibits conduct by an individual, team organization or group affiliated with the College that is in violation of Illinois law on hazing conduct or any hazing activity that threatens a person’s rights or self-respect, that disrupts community life or that encourages the violation of local, state or federal law or the Elmhurst College Code of Conduct. Hazing is a demeaning and dangerous practice that has no legitimate purpose.

Conduct that can constitute hazing includes, but is not necessarily limited to:

- a. Actions that endanger the physical or mental health or safety of a student or other person
- b. Forced, coerced or required consumption of any food, liquor, drug or any other substance
- c. Forced, coerced or required participation in physical activities, such as calisthenics, exercises or so-called “games”
- d. Exposure to the weather
- e. Excessive fatigue resulting from sleep deprivation, physical activities or exercises
- f. Assignment of activities that would be illegal or unlawful or could be morally offensive to individuals
- g. Physical abuse, including but not limited to paddling, striking with fists, open hands or objects

- and branding
 - h. Kidnapping, transportation or stranding of individuals
 - i. Verbal abuse or harassment, including but not limited to “lineups” and berating of individuals
 - j. Forced, coerced or required conduct that could demean, embarrass, humiliate or adversely affect the dignity of the individual, including but not limited to the wearing of apparel that is conspicuous or extraordinary and the performance of public stunts and activities
 - k. The intentional creation of clean-up work for organizations, other students or alumni
 - l. Defacement, damage or destruction of property
 - m. Denial of sufficient time to study
 - n. Nudity or other lewd or unbecoming behavior.
 - o. This definition of hazing extends to and prohibits the same activities both on campus and off campus, including activities taking place at or on privately owned facilities and property. Students should be aware that many acts that constitute hazing may also be punishable as violations of federal, state or law or as violations of other Elmhurst policies, including but not limited to the Code of Conduct and the Non-Discrimination and Non-Harassment Policy.
12. **Impeding Privacy**
- a. Unauthorized video or audio recording or photographing of any person without their prior knowledge and consent, or after consent has been withdrawn, in any location where a person has some reasonable expectation of privacy (including, but not limited to, gyms, locker rooms, rest rooms, residential facilities and private offices, or when eavesdropping on private discussions in public spaces)
 - b. Unauthorized transmission or distribution of such recordings, specifically when such release is likely to cause injury or distress
 - c. Drones flown in campus buildings or on campus property is prohibited
13. **Property Damage**
- a. Acts of vandalism or malicious defacement of property or the property of the College community or the larger, off-campus community
 - b. Tampering with telephones on campus
14. **Theft**
- Theft from, or damage to, College property or the property of a member of the College community or the larger, off-campus community
15. Violation of the College’s Non-Discrimination and Non-Harassment Policy
16. Violation of rules and procedures of Academic Computing, including the Acceptable Use Agreement, facilities, equipment, network, passwords, accounts, or information
17. Violation of published institutional regulations contained in the E-Book or any other regulations that may be enacted of the College community

RESIDENCE LIFE POLICIES

1. **Abandonment**

Failure to claim or remove all belongings will result in the items being considered abandoned property. One attempt will be made to locate the owner of the items and they will be subsequently stored for no longer than two weeks. The owner of such property will be charged a minimum fine of \$75 for removal of items.

2. **Alcohol – Residential**

- a. Being in the presence of alcohol while under 21, unless in one’s own living space when the alcohol is in possession of a roommate who is 21 or older

- b. Use or possession of alcohol in lounges, hallways, other public areas, or with the door to a living space being open
- c. Possession of paraphernalia or participating in drinking games that contribute to high-risk consumption (beer bong, etc.)
- d. Possession of excessive amounts of alcohol, including kegs
- e. Possession of collections or displays of containers that contain or previously contained alcohol

3. Animals

Fish and approved emotional support or service animals are the only animals allowed in residential facilities. Aquariums for fish must be no larger than two gallons and must be unplugged when the residence halls are closed.

4. Compromising Fire Safety – Residential

- a. Propping fire doors leading onto hallways
- b. Exceeding more than three times the normal occupancy of an assigned residential facility
- c. Overloading electrical outlets or maintaining an extension cord or power strip in a manner that creates a fire hazard (i.e. using more than two electrical appliances per outlet; using “octopus” plug adapters or ungrounded/lightweight extension cords without fuse protection; plugging one power strip into another; running extension cords under rugs or across doors or floors)
- d. Covering or tampering with smoke detectors, sprinklers, or other fire safety equipment

5. Decorations

- a. Items may not be secured to ceilings due to the potential fire hazard, including flags, posters, paper light covers, stickers, holiday lights, etc.
- b. Postings that may create a hostile environment or advertise alcohol/drugs and their use are prohibited on the exterior of student room doors or hung on windows
- c. Postings may not obstruct a window or door so as to prevent an exit in case of fire

6. Facilities Use and Access – Residential

- a. Removing College furniture from a lounge area, common space, or private residence hall room is prohibited
- b. Creating furniture lofts with materials other than College-issued furniture designed to be lofted is prohibited
- c. Residents of College houses are not permitted to store any personal belongings in the basement, nor are they permitted to host any social gathering in the basement
- d. Residents may not loan out their keys or access card to another individual and keys may not be duplicated
- e. Roofs of all buildings are off limits to students at all times.
- f. Balconies at Prospect Apartments may only contain patio furniture, and storing items on porches at Elm Park Apartments is prohibited
- g. Removing window screens and hanging, dropping, or throwing anything out of an open window is prohibited

7. Guests and Visitation

Anyone who is not an assigned resident of a building is considered a guest. A host is a current resident of the building who is responsible for a guest and their behavior. A host may be held accountable for a guest’s behavior and is expected to inform a guest of all applicable College and residential facility policies. Visitation is permitted at any time of the day for the purpose of active study, discussion, and socializing.

- a. Guests must be escorted by a host at all times, including when they are entering or exiting the building

- b. Guests are not permitted during break periods (Thanksgiving, Winter Break, Spring Break, Summer Intersessions)
- c. No other person(s), other than the assigned occupants, is permitted to live in a room.
- d. Non-residents of an assigned room/apartment/house may stay only with the permission of the other assigned occupants of the space and not for more than 72 hours.

8. Noise

- a. Any amplified or musical instruments such as drums, guitars, or keyboards cannot be played in the residential facilities
- b. Speakers may not be used to project music out of residential windows
- c. 24-hour courtesy hours are in effect in all residential facilities. Residents must be mindful of noise, music, and TVs and are expected to reply with reasonable requests to adjust volume when necessary
- d. Quiet hours are in effect Sunday-Thursday from 10:00 pm-8:00 am and Friday-Saturday from 1:00 am-9:00 am
- e. Beginning at 7:00 pm the Friday before Finals Week through the Saturday after finals at 12:00 pm, 24-hour intensive study hours go into effect in all residential facilities, which prohibits sustained or intermittent noise that can be heard outside a resident's room in any direction

9. Offensive Odors

The use of any substance that creates a nuisance odor is prohibited, including incense, the aroma of marijuana, or other strong substances

10. Prohibited and Restricted Items

The following items are not permitted inside any residential living facility unless otherwise noted:

- Air conditioners
- Bicycles (must be stored outside on designated bicycle racks)
- Candles and incense
- Ceiling fans
- Coffee pots that exceed four cups
- Electronic devices that require an outside antenna
- Grills (indoor and outdoor)
- Halogen lamps
- Hazardous materials (laboratory chemicals, fireworks, explosives, ammunition, gasoline, kerosene, petroleum-based solvents, propane or natural gas cylinders, smoke-emitting devices, spray paint, substances that emit flammable vapors or noxious fumes)
- Hookahs
- Hot plates
- Live Christmas trees
- Microwaves (residence halls only)
- Refrigerators that draw more than 1.5 amps
- Small appliances with exposed heating coils or that are not UL approved
- Soldering irons
- Space heaters
- Toasters & toaster ovens (residence halls only)
- Wall-mounted televisions
- Waterbeds

11. Property Damage – Residential

Public areas, such as hallways, lounges, stairwells, laundry rooms, elevators, cooking areas, and

washrooms are the responsibility of residents. If a floor or building incurs damages, thefts of community property, or excessive litter in the hallways, the community may be held responsible if an individual does not take responsibility for the damage. If an individual takes responsibility for damage, they will be billed on their student account. Common area charges are billed at the end of the term or when a student checks out of their space.

12. **Room Entry, Search, and Inspections**

The College reserves, without restrictions, the right to allow authorized personnel to enter student rooms. When such entry is necessary, the College will seek within reason bounds to protect the student's privacy and will make a reasonable effort to have occupants present. Authorized personnel may remove items that are in violation of federal, state, or College regulations.

Authorized College personnel will enter a residential room when the following conditions exist:

- a. Maintenance request
 - b. Apparent emergency
 - c. Fire alarm evacuation
 - d. Notification of entry is announced or posted
 - e. Health and safety checks are conducted by staff
 - f. Probable cause that a violation of campus policy has taken place
 - g. Damage to, or theft of, building furniture or equipment
13. Violation of rules applicable to campus housing and/or terms of the respective Office of Residence Life license agreements.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

It is the policy of Elmhurst College (the College) to afford equal opportunity to and not discriminate against students, employees and applicants regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, citizenship, veteran status, pregnancy, marital status or other protected status as those terms are defined by applicable federal, state and local law.

The College's full Non-Discrimination and Non-Harassment Policy is available at www.elmhurst.edu. The Policy contains the following sections:

1. Statement Against Discrimination, Harassment, Retaliation and Intimidation
2. Title IX and the Role of the Title IX Coordinator
3. Prohibition Against Sex Discrimination and Other Interpersonal Misconduct
4. Resources for Survivors of Sex Discrimination and Other Interpersonal Misconduct
5. Reporting Options
6. Amnesty Policy
7. Title IX Report Response and Assessment
8. Prompt, Fair and Equitable Resolution
9. Resolution Time Frame
10. Informal Resolution Procedure
11. Formal Complaint Resolution Procedure
12. Training, Prevention, and Education
13. Consensual Amorous Relationships
14. Changes in These Procedures
15. Prohibition against Disability Discrimination and Reasonable Accommodations Policy

JUDICIAL PROCESS

Source of Responsibility and Authority

Responsibility and authority for student conduct at Elmhurst College is vested in the President of the College, who delegates certain responsibility and authority to the Vice President for Student Affairs and their staff. The Vice President for Student Affairs may delegate to their staff and to student organizations certain responsibility and authority for the administration of student conduct on and off campus. It is understood that, under the terms of the arrangements specified by the Vice President for Student Affairs, student organizations may take both responsibility and authority to deal with student conduct matters, as long as these meet the condition under which authority is delegated. Student organizations will be held accountable for violations of the Elmhurst College Code of Conduct, on campus or off campus, under the following conditions:

1. When the activity is sponsored and organized by the student organization;
2. When an open invitation is extended to a significant number of the student organization's membership;
3. When individuals at an activity verbally identify themselves with the student organization; and/or
4. When the event or activity is perceived to be an organized event.

Student organizations shall be afforded the same due process rights afforded to individual students during any judicial process. (The above policies were established and approved by the Campus Life Council on May 11, 1995.)

Disciplinary Procedures

Alleged violations of the College's Non-Discriminations and Non-Harassment Policy shall be governed by the College's Non-Discrimination and Non-Harassment Policy and the resolution procedures set forth therein. All other violations of the Code of Conduct, Residence Life Policies, and other College policies and regulations shall be governed by the procedures set forth below.

1. Any academic or administrative official, faculty member or student may file charges against any student or student organization for misconduct. In extraordinary circumstances the student or student organization may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time. The College reserves the right to initiate a complaint, to serve as a complainant and to initiate conduct proceedings without a formal complaint by the victim of misconduct.
2. An appropriate representative of the institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.
3. A pre-hearing meeting will be conducted by a designated representative of the institution in which the respondent student is presented with a statement of allegations and hearing procedures.
4. A student accused of Code of Conduct violations may be given the opportunity to have an administrative hearing, by mutual consent, before the Vice President for Student Affairs or their designee. An administrative hearing is not an absolute option and the Vice President (or their designee) has the option of referring the matter to the College's Judicial Hearing Committee. The Judicial Hearing Committee may be convened because of repeated violations, or because of an especially egregious or serious matter, i.e. those that may result in a student being suspended or dismissed from the College. The College may refer any matter, regardless of potential outcomes, to the Judicial Hearing Committee. Should an administrative hearing be granted, it may be a continuation of the pre-hearing and does not involve witnesses. Sanctions resulting from the hearing are not subject to appeal or subsequent proceedings.
5. A student appearing at a disciplinary hearing shall be presented with all disciplinary procedure choices at a pre-hearing and the student shall respond within three business days (Monday-Friday). In unusual

circumstances, the time may be extended for such response with the Vice President for Student Affairs' (or their designee's) approval. A time shall be set for a hearing which, shall not be less than five or more than 15 business days (Monday-Friday) after the student's response.

6. A date and time for the hearing shall be set after consultation with the parties and written notice of the hearing shall be provided. The institution shall have discretion to alter the date and time of the hearing for good cause.
7. Hearings shall be conducted in such manner as to do substantial justice and shall be private. In hearings involving more than one student, severance shall be allowed upon request.
8. In the absence of a transcript, there will be a verbatim record and/or a digest, such as a tape recording, of the hearing in cases heard by a Judicial Hearing Committee or where there is an appellate level.
9. At a scheduled judicial hearing in which the respondent student fails to appear, the judicial hearing will be conducted in absentia.
10. No recommendations for the imposition of sanctions may be based solely upon the failure of the respondent student to answer the charges or appear at the hearing. In such a case, the evidence in support of the allegations shall be presented and considered before sanctions are levied.
11. Judicial Hearing Committee discipline hearing procedures:
 - a. Charges
 - i. The Chairperson of the Judicial Hearing Committee shall advise the respondent student of their rights to:
 1. Advance notification in writing of the allegations against them.
 2. Appear alone or with an advisor (College-affiliated employee) of their choice to advise or assist them in the hearing.
 3. Provide the name of the silent advisor attending the hearing 48 hours prior to the hearing.
 4. Present any evidence or witnesses in their behalf and provide the names of witnesses 48 hours in advance.
 5. Question all witnesses against them.
 6. Remain silent.
 7. Be presumed not responsible for all allegations against them until evidence substantiates otherwise.
 - ii. The case is to have been prepared by an investigation officer.
 1. A copy of the allegations and supportive evidence will be submitted to the Committee and respondent prior to the hearing.
 2. The investigation officer will present the allegations to the Judicial Hearing Committee at the hearing.
 3. The respondent student may then answer the allegations, submitting evidence to refute the allegations.
 - b. Decorum

All proceedings of the hearing are to be conducted in an informal manner as long as such informality does not hinder or obstruct the basic fact-finding function of the Committee.

 - i. The chairperson of the Hearing Committee is in charge of conduct during the hearing.
 - ii. The chairperson may exercise the right of "recognition" of those to address the hearing if they deem it necessary.
 - iii. The chairperson may excuse any person disrupting the ability of the hearing to reach a fair and impartial decision. The chairperson's purpose is to guarantee the Committee provides an atmosphere that insures its deliberations will be fair and impartial.

- iv. Mobile phones or similar electronic devices, are not permitted in the hearing or in meeting rooms where witnesses are waiting to be called into the hearing.
- c. Decision
 - i. The Judicial Hearing Committee will render a decision based on a preponderance of evidence. The past disciplinary record of the respondent may be referenced if determining sanctions, as listed in the E-Book, is required. The decision and sanctions (if appropriate) will be submitted in writing to the Vice President for Student Affairs within two days of the hearing.
- d. Appeal
 - i. An appeal is not a request for a new hearing at a higher level or a rehearing because of dissatisfaction with the results of an earlier hearing.
 - ii. An appeal must be based upon new evidence or proof of irregularities, error, unfairness, prejudice or other factors preventing the Committee from reaching a just decision.
 - iii. An appeal must be submitted in writing within 10 business days. (Monday-Friday) of the initial hearing and must indicate clearly the grounds upon which the appeal is based.
 - iv. Appeals are directed to the Vice President of Student Affairs who:
 - 1. Rejects the appeal
 - 2. Accepts the appeal and directs a review of the case to the previously appointed Appeals Committee
 - v. The Appeals Committee reports directly to the Vice President for Student Affairs.
 - vi. The parties will be notified of the Vice President's decision within 14 business days of the date by which all requested information is received, unless the Vice President or their designee determines that additional time is required. Decisions made as a result are final.
- 12. Elmhurst College's disciplinary procedures are not identical to the rights afforded to the respondent student in a civil or criminal proceeding. However, the disciplinary procedures outlined here are designed to assure fundamental fairness and to protect the student from arbitrary or capricious disciplinary action.
- 13. Due process, insofar as the procedures of the College permit, will be afforded to the respondent; the respondent shall have the opportunity to review the allegations with the Vice President for Student Affairs or a representative of the institution. The allegations shall be stated with sufficient particularity to permit the accused student to prepare to respond to the Code of Conduct policy components they are accused of violating.

Judicial Authority

Appropriate judicial bodies (a Judicial Hearing Committee and an Appeals Committee) handle questions of student discipline. Both committees are appointed by the President of the College and are composed of students, faculty and staff.

1. Appropriate judicial bodies (a Judicial Hearing Committee and an Appeals Committee) may be convened at the request of an accused student. Both committees are appointed by the President of the College in consultation with the Vice President for Student Affairs, the Vice President for Academic Affairs and Dean of the Faculty, and the President of the Student Government Association. The committees will be composed of students, faculty and staff.
 - a. The Judicial Hearing Committee will have seven members and be chaired by one of the faculty members.
 - b. The Appeals Committee will have five members and be chaired by one of the faculty members.
 - c. Procedures for conduct of hearings are outlined under Disciplinary Procedures.

2. The judicial bodies may not formulate procedural rules that are inconsistent with the procedural provision of the Code of Conduct.
3. A Judicial Hearing Committee may be designated as arbiter of disputes within the College community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal. In special circumstances, an ad hoc judicial body may be appointed to deal with a particular case of an institutional nature.
4. A Judicial Hearing Committee may be convened to determine if allegations are warranted upon receiving investigative results of an incident involving violations of the Code of Conduct.
5. Violations of residence hall behavior expectations may be referred to the residence hall judicial process.
6. The Vice President for Student Affairs or their designee may place an administrative hold on the records of any student who withdraws prior to the resolution of pending disciplinary action or if levied sanctions are not completed.

Student Conduct Sanctions

The following sanctions may be imposed upon students by the appropriate judicial body or administrative office:

1. **Admonition:** An oral statement to a student that they are violating or have violated institutional regulations.
2. **Censure:** A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institutional regulations within a stated period of time.
3. **Social Probation:** Exclusion from participating in privileged or co-curricular activities for a period of time not exceeding one school year. A student on formal Social Probation is usually not permitted to represent the College in athletic, musical, theatrical events, etc. (Note Eligibility Requirements.)
4. **Probation:** Official written notice of violation of specified regulations with admonition that further violations within a stated period of time will constitute reason for more severe action.
5. **Loss of Privileges:** Loss of specified privileges for a designated period of time.
6. **Educational Assignments:** Essays, alcohol and other drug assessments, program attendance, service projects, administrative referral or other related assignments.
7. **Restitution:** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
8. **Fine:** An appropriate monetary penalty, charged to the student's account, can be levied.
9. **Deferred Suspension:** If the student is found responsible for another violation, they can be suspended, which is exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time, not to exceed two years.
10. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
11. **Expulsion/Dismissal:** Permanent termination of student status.
12. **Revocation of Admission:** The student loses admitted status to Elmhurst College. A permanent notation will be made on the student's transcript indicating that the admission was revoked and the date of the action.

In addition, a student may be asked to consult specialized counseling help, resign from certain obligations on campus, meet community service obligations, avoid contact with persons, be prohibited from entering campus facilities, or if a resident student, be required to change the location of their room or leave their residence hall as part of their judicial sanction.

If a student is found responsible in an off-campus court of law, the institution may impose additional sanctions. However, it is possible for the College to find the student responsible for violation(s) of the Code of Conduct even if the student is not found “guilty” in a court of law. This is due to the educational judicial process being based on a preponderance of evidence, which is different than the legal requirement of evidence (guilt beyond a reasonable doubt). The College may institute its own proceedings against a student who violates a civil or criminal law on campus, which is also a violation of a published institution regulation.

If a student is suspended or dismissed, they are required to withdraw immediately from the College. The student should understand that the College does not arbitrarily dismiss them; in the great majority of cases, the student who is dismissed will find the College willing to reinstate them whenever they give evidence of greater maturity and ability to assume responsibility. However, suspended or dismissed students receive no academic credit for their currently enrolled term and are fully responsible for all appropriate financial obligations.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES

CAMPUS SAFETY AND SECURITY

Emergency Procedures

When you need help fast, call:

- Campus Security: x 3000
- Emergency: 911 (9-911 from a campus phone)
- Elmhurst Police: 911 (9-911 from a campus phone)
- Elmhurst Fire Department: 911 (9-911 from a campus phone)
- Residence Life Coordinator “On Duty”: Reached by contacting Campus Security at x 3000

Active Shooter

If an active shooter is outside your building:

- Proceed to a room that can be locked.
- Close and lock all the windows and doors and turn off all of the lights.
- If possible, get everyone down on the floor where no one is visible from outside the room or windows.
- Have one person in the room call 9-911 or 911, advise the dispatcher of what is taking place and inform the dispatcher of your location.
- Remain in place until the police give the “all clear.” Do not open the door for anyone you do not know.

If an active shooter is in the same building with you:

- Lock the room you are in, if possible.
- Turn off all of the lights. Lock and barricade the doors.
- If possible, get everyone down on the floor where no one is visible from outside the room.
- Have one person in the room call 9-911 or 911, advise the dispatcher of what is taking place and inform the dispatcher of your location.
- Remain in place until the police give the “all clear.” Do not open the door for anyone you do not know.

No matter what the circumstances, if you decide to flee during an active shooter situation:

- Do not attempt to carry anything while fleeing.
- Do not attempt to remove injured people. Leave wounded victims where they are and notify authorities of their location as soon as possible.

Fire

Plan ahead for a fire. Know your emergency escape routes (at least two) and learn the location of the fire extinguisher and alarm boxes.

Emergency Action:

- Pull the nearest alarm box or call (9)911 or 630-617-3000 (or x 3000), from a safe location.
- If you are able to extinguish the fire with a portable fire extinguisher, position yourself between the fire and an emergency exit to ensure your safety.
- Evacuate immediately if you cannot contain the fire. Let the Fire Department handle the situation.

Evacuation:

- Exit quickly, even if you only suspect a fire. Don't pause for belongings. (Campus Security will assist with the evacuation process.)
- Feel doors before opening. If cool, open slowly and check conditions. If hot, do not open; try alternate route.
- Use the stairs, not elevators. In a fire, elevators may fill up with smoke and may stop operating.
- In smoke, stay low or crawl. The best air is near the ground. If possible, cover your nose and mouth with a wet cloth.
- Close doors behind you to prevent the fire/smoke from spreading.
- Stay at least 500 feet from an evacuated building. **DO NOT GO BACK FOR ANY REASON.**

The Elmhurst Fire Department must check the building to make sure it is totally evacuated and then reset the alarm if there is no fire inside. Persons identified as tampering with any firefighting or warning equipment will be subject to a fine, disciplinary action and possible suspension, as well as criminal penalties.

Hazardous Materials

- Call Campus Security at x 3000 or the Fire Department at 9-911.
- Provide information on the type of chemicals (if known), size of the spill, possible exposures, identifiable chemical reactions, number of people injured.
- If direct contact is made with a spilled substance, immediately remove contaminated clothing. Flush any point of bodily contact with plenty of water for at least 15 minutes.
- Evacuate the area and the building based on instructions from emergency personnel.
- The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities.
- Do not leave the area because decontamination may need to be conducted.

Medical Emergencies

1. Call Campus Security at x 3000 or the Fire Department at 9-911 for an ambulance.
2. Provide your name, location, number of people injured and description of the medical emergency.
3. Stay on the phone for instructions.

If you are certified in CPR and/or community first aid and safety and feel comfortable doing so, provide care for the victim.

Location of AEDs

1. Lehmann Hall: lower level (by elevator)
2. Hammerschmidt Chapel: first floor (when you walk in the doors on your left)

3. Schaible Science Center: first floor (across from the elevators)
4. Frick Center: first floor (behind Information Desk)
5. A.C. Buehler Library: first floor (before book security detectors on left side)
6. Tyrrell Fitness Center: first floor (by the ice room across from elevator)
7. Niebuhr Hall: lower level between Niebuhr Center & Wellness Center (ONLY ACCESSIBLE DURING NIEBUHR CENTER HOURS!)
8. Mill Theatre: first floor (when you walk in the door on your right).

Threats –Bomb/Biological

Bomb Threat

- Most bomb threats are received by telephone. Document as many details as possible, including sex of caller, any background noise, tone of caller’s voice and any caller I.D. number displayed.
- Immediately call Campus Security at ext. 3000 or 9-911. Provide as much information as possible from the bomb threat call.
- Immediately examine your area for any unusual or unfamiliar items. DO NOT handle, move or touch suspicious items, but report them to police.
- Move to a safe location and wait for the police to instruct you further. Do not use cell phones.

Biological Threat

- Do not shake, open or empty a suspicious package.
- Evacuate the room and close the door. Make a list of all people who were in the room and anyone who was in contact with the item.
- Immediately call Campus Security at ext. 3000.
- Wash any exposed skin areas with soap and water. Remove any contaminated clothing and seal it in a plastic bag.

Tornado

A tornado watch is issued when the weather conditions are such that a tornado could develop. Be prepared to take shelter. **A tornado warning** means that a tornado or funnel cloud has been sighted in the area. Take shelter immediately!

- If possible during severe weather, monitor local TV stations, radio weather stations, weather-related Internet sites, etc.
- Be prepared to take shelter on the lowest level of your building.
- Stay away from windows.
- Move to an interior hallway.
- Wait for an “all clear” notification from proper authorities (Police, Fire or Campus Security) prior to returning to your work area or classroom.

If outdoors, lie in a ditch, low-lying area or crouch near a strong building if shelter is not available or if there is no time to get indoors.

Hate Crime Policy

Elmhurst College does not tolerate “hate crime” activity. A person commits a “hate crime” under Elmhurst College policy when conduct that violates the Code of Conduct is motivated (at least in part) by the victim or victims’ perceived or actual race, color, creed, religion, ancestry, gender identity, sexual orientation, physical or mental disability or national origin. Hate crimes can include offenses against the person, such as assault or battery, offenses against property, such as theft, damage to property or trespass and crimes of intimidation, such as harassment.

Hate crimes violate the law. In addition, hate-motivated conduct that violates Elmhurst policies, including but not limited to the Code of Conduct and the Non-Discrimination and Non-Harassment policy, is subject to disciplinary action regardless of whether the student is found to have committed a crime.

Should anyone witness or experience what they believe to be a hate crime, it should be immediately reported to the local law enforcement agency as well as Campus Security at 630-617-3000. In case of emergency, call 911 immediately. Even in the case of non-violent offenses, reporting is important to prevent future incidents.

Parking Regulations

Parking in College-owned or leased lots is provided primarily for employees on College business and currently enrolled students. Our motor vehicle and parking regulations are designed to enhance pedestrian safety and the maintenance of access for emergency and service vehicles. Members of the College community are expected to familiarize themselves with the regulations pertaining to vehicle operation and assist Campus Security through the exercise of courtesy and good driving habits.

First-year resident students are not permitted to register a vehicle or park in any Elmhurst College-owned or leased parking lots. Written requests for an exception to this policy may be directed to Campus Security and must demonstrate a significant and continuing hardship caused by the policy.

Registering Automobiles and Motorcycles

All faculty, staff, and students operating motor vehicles (including motorcycles) must have their vehicles registered. The Office of Campus Security issues parking stickers to students, faculty, and staff. A person who may be driving more than one vehicle must register each vehicle. If the vehicle is to be used on a temporary basis, the vehicle must be registered with the Office of Campus Security and display a temporary permit, which is issued at that time.

The automobile sticker shall be affixed on the inside of the front windshield on the driver's side, at the bottom corner of the glass. Motorcycle tags are to be attached to an area adjacent to the license plate.

Campus Parking and Driving Rules

1. Parking on the main campus is restricted to Elmhurst College students, faculty, and staff on campus for College activities. A temporary parking sticker will be issued by the Office of Campus Security to those individuals who will be using our facilities for short periods of time.
2. Campus property is not to be used for the overnight storage of vehicles by faculty, staff or nonresident students without prior arrangement with Campus Security.
3. A speed limit of 10 miles per hour applies to the entire campus area.
4. No overnight parking is permitted between the hours of 2:00 a.m. and 6:00 a.m. in the following locations:
 - a. Schaible Science Center lot—All parking areas east of Schick Hall to Prospect Avenue.
 - b. Heat Plant/Goebel Hall/Lehmann Hall/Irion Hall/Daniels Hall/Circle Hall parking areas
 - c. Tennis Court lot
 - d. Resident students may use the parking spaces to the south of Dinkmeyer Hall and Stanger Hall, west of West Hall and any lot north of Alexander Boulevard with the exception of the Tennis Court lot
5. Parallel parking is only permitted in areas specifically marked for parallel parking between signs.
6. Parking in the Elmhurst Public Library lot is prohibited.
7. Anyone driving on the campus mall or grass will be ticketed.
8. Parking on the public streets adjacent to the College campus is permitted, subject to the restrictions of

posted signs. Overnight parking is not permitted on Elmhurst City streets.

9. Motor vehicles operated on campus must always be licensed and in operable condition. Operating vehicles must at all times be equipped with a muffler to prevent excessive noise or annoying smoke. Inoperative or abandoned vehicles will be towed at the owner's expense.
10. Reckless driving on campus will not be tolerated. Reckless driving is defined as driving with willful or wanton disregard for the safety of persons or property.

Speed Bumps

Slow down when approaching speed bumps, especially if the vehicle has a body style with a very low clearance.

Penalties

Operating a motor vehicle on the Elmhurst College campus is a privilege that may be revoked for non-compliance with the College's motor vehicle regulations. Persons operating a motor vehicle on campus must familiarize themselves with the regulations and assume responsibility for following the rules. Tickets may be issued for a violation of the motor vehicle regulations. The College reserves the right to immobilize vehicles involved in repeated parking violations.

Statement of Safety and Security

The following information is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as later enhanced by the Higher Education Opportunity Act. We strongly encourage members of the Elmhurst College community to review our Annual Security and Fire Safety Report and crime and safety information provided on the Campus Security page of the Elmhurst College website for updates and more complete safety and security information.

Security and Safety Support

Elmhurst College has always held the safety and overall well-being of its students and staff as one of its highest concerns. To that end, we have established a variety of security measures and policies to promote a safe campus community that enhances the educational experience.

The Office of Campus Security is centrally located on campus in the lower level of Lehmann Hall. Our security officers are employed directly by Elmhurst College and we have patrol staff on duty 24 hours per day, 365 days per year. While our security officers have no official police authority through Elmhurst College, our close working relationship with the Elmhurst Police Department enables a rapid, coordinated response to any serious emergency and specific procedures for responding to campus incidents have been developed in concert with the Elmhurst Police Department. In addition, most of our patrol officers are current or former police officers from Elmhurst and surrounding jurisdictions with years of municipal public safety training and experience.

Elmhurst is a well-run suburb with an effective government, comparatively low crime rate and efficient police and fire departments. The College campus is less than a mile from of the police station and is well-situated between two fire stations. Complementing the efforts of Campus Security, the Facilities Management Office maintains the College's buildings and grounds with a concern for safety and security. Facilities Management staff regularly inspect our campus for safety hazards and promptly make repairs affecting safety and security.

Consistent with the requirements imposed on public educational institutions by the Illinois Campus Security Act, those service employees with sensitive positions in regard to student contact are subject to criminal background investigations.

Reporting

Students should report all criminal incidents to the Office of Campus Security, and resident students may also report incidents to their Residence Life Coordinator. Students are also strongly encouraged to promptly report any other suspicious or suspected criminal activities. *Emergencies should be reported at once to Campus Security at x 3000 or to community police, fire or emergency agencies at 911 and 9-911 from a campus phone.*

Campus phones provided for emergency reporting are installed in vestibules of public areas of classroom and administrative buildings and additionally in the hallways of the residence halls. Upon receipt of a call, security officers are dispatched immediately to the site of the complaint. If the incident occurs in a residence hall, the response will be coordinated with Residence Life staff on duty.

Crime Prevention

Elmhurst College has adopted a proactive approach to crime prevention that involves all members of the College community. The program includes the distribution of literature, social media presence, a Campus Watch program, public information displays on Elmhurst College television and the campus IT portal, guest lecturers, various crime prevention presentations and twice-monthly crime report and incident bulletins, which are posted throughout the campus.

Since effective security is a partnership between Campus Security and the campus community, new students attend orientation sessions designed to teach students and staff members what they can do to keep themselves and others secure on campus. Updates are provided through Campus Security online and social media postings, as well as articles in *The Leader*, Crime Alert posters and notices to Residence Life Coordinators which, in turn, are posted or shared in group discussions with the students. These are the primary means used to inform students and staff of specific hazards and changes that affect safety.

Crime statistics required by the Jeanne Clery Act are reported to students, faculty and staff annually through the Annual Security and Fire Safety Report, the Elmhurst College website, and various publications and programs. In addition, these publications carry crime prevention tips and analyses based on our local experience.

The cooperation and involvement of students in a campus safety and security program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well-lighted, students should walk along well-lit and well-traveled thoroughfares and should walk in pairs or groups when possible. Students are welcome to call Campus Security for an escort when returning to the residence halls or parking lots anytime, day or night. Room doors should be locked at night and when the room is unoccupied. Valuable items such as laptop computers, digital music players, cameras and televisions should be marked with an identification number. Students with cars must park them in assigned areas and keep their vehicles locked at all times. Valuables, if kept in the car, should be locked in the trunk or hidden from view. Students should report any suspicious activities or any unusual incidents in and around the residence halls or any other campus location to Campus Security as quickly as possible.

Access Control

The exterior doors or wing doors to living areas in all campus residence halls remain locked 24 hours per day and are controlled by individually coded access cards. Students are instructed to keep their individual room door locked as well. Residence Life staff patrol their halls when they are on duty and security officers periodically patrol the residence halls during the overnight hours. When a problem is found, written reports are turned in for repairs.

Visitors to the residence halls must contact a resident to be admitted to the building. These visitors must then be escorted by a student or staff member at all times while in the residence hall and the student or staff member assumes responsibility for the conduct of the guests.

Entrances to classroom and administrative buildings are locked when buildings are not open for classes or business. During locked periods, security officers are available to permit pre-identified, authorized persons access to these buildings.

COLLEGE PRIVILEGES AND EXPECTATIONS

Academic Technology Services Lab Usage Policy

Lab facilities and services are for academic use only. They are to be used in an efficient, ethical and legal manner. To this end and consistent with the general principles governing our academic community, users are expected to:

- Learn appropriate uses of software, keep archives and backup copies of important data and take reasonable precautions against contracting and propagating computer viruses.
- Refrain from bringing food or drinks into the labs or if brought, to clean up after themselves.
- Avoid printing unnecessary output or more than two copies of any file.
- Comply with any other operational rules and restrictions that may be posted in the labs or published in the *Academic Computer Services Guidebook* for students.
- Conduct themselves with due consideration for other users (e.g., limit conversations and talk in a subdued voice, avoid using the cellphone or radios, etc.)

Users are prohibited from:

- Using lab facilities to operate commercial or non-profit organizations without College authorization.
- Accessing open labs at any times other than posted hours of operation.
- Occupying a classroom lab at any times other than scheduled class time. (Exceptions are made for faculty requested access to a specific lab for coursework.)
- Installing, removing or modifying the installation of any software or supporting files on lab computers; or moving, modifying or attempting to repair lab equipment or attaching external devices to it. (Exceptions apply where such activities are directed by responsible faculty or staff.)
- Act in any manner as to harass, offend, or violate the College's Non-Discrimination and Non-Harassment Policy.

NOTE: The above information is a general overview. Academic Technology Services reserves the right to modify the policies as needed. Text of the entire policy can be viewed in the Academic Technology Services Office.

Penalties

Network access and use of Academic Technology Services facilities and services are privileges, not rights. Alleged violations of these policies will be investigated by Academic Technology Services and will be reported to the Vice President for Student Affairs for appropriate disciplinary action. Academic Technology Services also reserves the right to suspend user privileges when deemed necessary to protect the security and integrity of its computing systems and users.

College ID Card (Jaypass)

Students should be prepared to identify themselves by showing their college identification card (Jaypass) upon request. Failure by an Elmhurst College student to produce an ID card may result in disciplinary action. Lending, selling, duplicating or reproducing the ID is considered a violation subject to discipline. The use of a Jaypass by

anyone other than its original holder is prohibited. A student who loses their Jaypass may request a duplicate from the A.C. Buehler Library. A \$20 fee will be charged for each replacement. In order to take advantage of many college services and activities, a student will be required to show their Jaypass. Some services that require a Jaypass are the library to check out materials, the cafeteria for students on a meal plan, use of the Tyrrell Fitness Center, and to sell textbooks back at the end of a term. A student may obtain their Jaypass during registration or anytime thereafter in the A.C. Buehler Library.

Commercial Enterprise

Commercial organizations may not establish auxiliary enterprises on the campus and may not use College facilities without written consent of the Vice President for Finance and Administration. This includes organizations owned, operated by or employing a student or alumni of the College. No person or organization may use the College name without prior consent and/or licensing agreement. This includes the use of "Elmhurst College," "EC," the College seal, logo or other identifying symbols. For more information regarding the licensed use of the College name and related symbols, contact the Office of Communications and Public Affairs.

Facilities Use Policy

Elmhurst College facilities may be reserved for recognized student organizations and individuals within the College community for regular business meetings, social programs and programs open to the public. The Office of Information Services handles all campus facilities scheduling.

Room reservations can be made through the Virtual EMS Scheduler at <http://ems.elmhurst.edu/VirtualEms/BrowseEvents.aspx>. Room availability can also be viewed here.

The Office of Information Services can help in planning your event, arranging food, AV equipment and/or facility requests and making any necessary room reservations. Space MUST be scheduled two weeks in advance to ensure tables, chairs and equipment needs are met.

Physical abuse of assigned facilities could result in limitations of future allocation of space to offending parties and restitution for any damages. While space for EC recognized student organizations and departments is free, charges may be imposed by Facilities Management for any costs to set up or clean-up the facilities.

Exact policy governing space usage and cost for other than normal use is available from the Office of Information Services.

Extension of Frick Center Hours (early open/late close)

Extension Request Forms are available by requesting them from the Office of Information Services.

Financial Obligations

Tuition and fees are due on the 15th of the month prior to the start of each term. Detailed information regarding optional payment plans is available in the Office of Student Financial Services.

Insurance for Property

Compensation for loss or damage to personal property on campus is not a College responsibility. Residential students are encouraged to consider an optional renter's insurance policy, available in the Office of Residence Life or through a provider of their choice. If a dependent, the student should check the parent(s)' respective policies.

Smoke-Free Building Policy

Smoking or selling of smoking/tobacco products is prohibited in any campus buildings, vehicles, and in all residential facilities (houses, apartments, and residence halls). Smoking is not permitted within 15 feet of any doors or windows of any campus building. As an L.E.E.D. certified building, smoking is not permitted within 25 feet of a door or window of West Hall. For your convenience, ashtrays are located outside every building. Elmhurst College considers e-cigarettes equivalent to tobacco-based cigarettes, and subject to the same smoke-free building policy.

Technology Accounts

Network and Internet Access Policy

Access to the campus networks and the Internet is intended to benefit the students, faculty and staff of the College by facilitating research and education. Network access privileges may be revoked if abused.

Prohibited Uses and Actions:

- Use for purposes that violate federal or state laws, this includes copyright laws that prohibit the downloading or distribution of copyright protected data such as music, video or video games.
- Use for a private enterprise or not-for-profit organizations unless authorized by the College.
- Use in any way that interferes with or disrupts other network users, services or equipment.
- Accessing sites that are pornographic or offensive in nature.
- Accessing or attempting to access restricted data files, software or systems without authorization.
- Creating or transmitting lewd, obscene, hateful, bigoted or discriminatory material or information.
- Concealing or misrepresenting one's name or affiliation to mask irresponsible or offensive electronic communication.
- Using electronic mail or other network communications to harass, offend, or annoy other users.
- Sending chain letters through electronic mail.

Technology Accounts

Users should not consider the College's computer systems as secure. The information contained in a user's Technology Account (account names, email messages and attachments, and files stored on a College server) is the property of the College, not personal property. The system administrator may access all information for the purpose of diagnosing and correcting system problems. Users may not share their account names and passwords with others. Allowing another person to log on to one's own account by sharing the account name and password will result in suspension and/or revocation of the account.

LEGAL EXPECTATIONS

Alcohol, Drugs, Weapons and the Law

The College has the obligation to uphold federal, state and local laws with regard to possession, use and sale of alcoholic beverages and illegal drugs. The College will not protect students from legal investigations and action and will cooperate with legal authorities when necessary.

Alcohol

The legal age for the possession and use of all alcoholic beverages in Illinois is 21. Fraudulent identification for the purpose of securing alcoholic beverages and/or purchasing such beverages for minors is a violation of state and local law. Students who are 21 years of age may use alcoholic beverages of any category in their rooms when the doors are closed and no minors, other than a roommate, are present.

Statistics show and the Elmhurst College experience supports the fact that alcohol contributes to both occurrence of crime as well as victimization. The College annually sponsors Alcohol Awareness events early in the Fall Term, at various times during the year, and makes counseling services and referrals available to students.

All members of the Elmhurst College community are considered adults and are thus expected to comply with the laws (local, state and federal) regarding alcoholic beverages and to take personal responsibility for their conduct. Students who have a guest on campus or in the College buildings are responsible for the conduct of the guest and for advising them of the applicable laws and Elmhurst College's policies pertaining to alcoholic beverages. Therefore, the distribution, consumption and possession of alcoholic beverages are prohibited in non-residential buildings and on the grounds of Elmhurst College. There are two exceptions if you are of legal drinking age:

1. Resident students 21 years of age and older may responsibly consume alcohol with their doors closed and no minors, other than a roommate, present. Kegs and party balls are not permitted. Alcoholic beverages are not to be consumed in public areas of the residence halls and any College apartments, including but not limited to, lounges, lobbies, community bathrooms, laundry rooms, hallways and stairwells.
2. Alcohol served or available for consumption at a College-sponsored event requires prior approval by the President of the College.

Alcohol and Drug Laws in the State of Illinois

Elmhurst College abides by all Illinois state laws regarding the use and prohibition of alcohol and drugs, as outlined below.

Alcohol Law Penalties

The purchase and/or possession of any alcoholic beverage by any person under 21 years of age is a misdemeanor under state law and is punishable by a prison sentence of up to one year, a fine of \$1,000 and suspension or revocation of driving privileges for one year. Persons who knowingly furnish alcohol to minors are also guilty of a misdemeanor and are subject to imprisonment up to one year and a fine of up to \$2,500. In addition, the purchase or possession of alcohol by persons under 21 is prohibited by ordinance in the City of Elmhurst and is punishable by a \$500 fine.

Drugs

Sale, distribution, use or possession of illegal chemical substances, prescription medication without an accompanying prescription, or paraphernalia for chemical use is prohibited on Elmhurst College property.

Drug Law Penalties

Illinois Law: The penalty for persons convicted of possession of illicit drugs in Illinois is up to 50 years in prison and a fine of up to \$200,000, unless the offense involved smaller quantities (200 grams or less), which is punishable from one to three years in prison and fines to \$15,000.

Federal Law: Under federal law, a conviction for possession of illicit drugs carries a prison sentence of up to three years and a fine to \$250,000. Special federal sentencing provisions for possession of crack cocaine require a mandatory prison sentence of five to 20 years.

The range of penalties for conviction of unlawful distribution of illicit drugs under state and federal law is summarized in the chart (found below) on drug trafficking and distribution penalties. The severity of the sanctions imposed for both possession and distribution offenses depends on the quantity of drugs, prior convictions and whether death or serious injury resulted.

Sanctions may be increased for offenses that involve distribution to minors or which occur on or near College property. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or for concealment of a controlled substance. A person's right to purchase or receive a firearm or receive federal or state benefits, such as student loans, grants, contracts or professional or commercial licenses, may also be revoked or denied as a result of a drug conviction. State law and local ordinances also provide penalties for possession of drug paraphernalia as a distinct offense, in addition to any charges for the drugs themselves.

Drug Trafficking and Distribution Penalties

| <u>Drugs*</u> | <u>Federal</u> | <u>State of Illinois</u> |
|--|--|--|
| Schedule I | 5-40 years in prison (to life if death occurs), \$2 million fine. | 6-60 years in prison, fines to \$500,000. |
| Schedule I, II | 0-20 years in prison other (to life if death occurs), \$1 million fine. | 2-7 years in prison, fines to \$200,000. |
| Schedule III-IV | Up to 20 years in prison, fines to \$1 million | 2-5 years in prison, fines to \$125,000. |
| Marijuana, Hashish, and Hashish Oil | Up to 20 years in prison, fines to \$4 million; less than 100 grams: 0-5 years in prison. | 1-6 years in prison, fines to \$25,000 for more than 30 grams; 2-14 years for 500-5,000 grams; 4-30 years for 5,000 grams or more. Local ordinance 10 grams or less. |

* Drug definitions found in section 202 of the Federal Controlled Substance Act.

On July 29, 2016, Illinois law on the possession of small quantities of marijuana was changed, such that possession of an amount up to 10 grams is no longer a criminal offense. Possession of amounts up to 10 grams is now a civil violation, still subject to fines but without criminal penalties.

Statement on Medical Marijuana

In 2014, the State of Illinois approved the Illinois Medical Cannabis Pilot Program. While this law provides for the limited possession and use of marijuana for medical purposes, use within campus buildings, or in public spaces on campus, is a violation of Illinois law. Therefore, the College does not allow possession or use on campus or at College-sponsored events off-campus.

Substance Abuse Policy

In compliance with the Drug-Free Schools and Communities Act of 1989, it is the policy of Elmhurst College to provide an educational environment that is free of alcohol and drug abuse. The College recognizes the legal prohibition of the use and/or possession of drugs by students. The College does not condone student sale or use of drugs and will cooperate with civil officials as the law requires.

The maintenance of the individual welfare, development, education and rehabilitation of its members is consonant

with the mission of Elmhurst College. It should be further understood that the College may therefore take preventive or prohibitory action, whether or not civil authorities act, in reference to any College member whose behavior is adjudged harmful to them or others.

The following are prohibited in/on Elmhurst College owned or controlled property or at Elmhurst College-sponsored events:

1. The unlawful manufacture, possession, distribution and/or use of alcohol, controlled substances (including misuse or sale of prescription medication), drugs, intoxicants or stimulants other than those prescribed by a physician for the student's own use.
2. Manufacture, possession, distribution and/or use of synthetic marijuana, bath salts, incense or other materials marketed or generally recognized to simulate the intoxicating effects of unlawful substances, regardless of their current legal status; including knowledge of and/or failure to act upon such knowledge in a timely manner.
3. Possession of drug paraphernalia.
4. Participation at a party or presence in a room where illegal drugs are being used.

For the purposes of campus Code of Conduct violations, the term "distribution," when applied to drugs, only requires that drugs are provided by one person to another. Payment is not required for an exchange of drugs to be considered distribution.

Procedures for Adjudicating Violations of the Substance Abuse Policy

The College recognizes that the abuse of alcohol or the use of controlled substances impairs the proper performance of duties and responsibilities. Whenever possible, the College is committed to a program of education to teach students about the responsible use of alcohol and/or to deter irresponsible or illegal use of alcohol or controlled substances. Steps to be taken to deter the abuse of alcohol or use of controlled substances include:

1. A campus climate where personal influence deters drug usage and alcohol abuse,
2. Continuing educational programming emphasizing the importance of responsibility and personal choice as well as facts about drugs and alcohol, and
3. Referral on a non-punitive basis to support services (medical or psychological).

Violations of Elmhurst College's Substance Abuse Policy may result in disciplinary action, up to and including termination of enrollment from the College and referral for criminal prosecution within the guidelines of state and federal law. Upon receiving notice of a violation of the campus Substance Abuse Policy, the College will take appropriate action in accordance with the severity of the offense.

Details of the student conduct procedure can be found in Judicial Process section of the E-Book. If the student is referred for substance abuse treatment, a release will be obtained to inform the College that the student has followed through with the required procedures. For abuse or misuse of alcohol, the student may also be required to attend an educational workshop.

Guidelines for Substance Abuse Counseling/Treatment

Students are encouraged to reflect very seriously upon their own attitudes and actions with regard to alcohol or drug abuse and to seek out information and counseling assistance through Elmhurst College Counseling Services, Student Health Services, the Dean of Students or other personnel as may be most appropriate. All currently enrolled students may obtain counseling through Counseling Services at Elmhurst College located in the lower level of Niebuhr Hall.

To make an appointment to see a counselor, call (630) 617-3565. Referrals to resources in the community can also be provided. A selection of some of these relevant resources include:

- *Alcoholics Anonymous*: (630) 833-7897 for the local Elmhurst chapter.
- *Edward-Elmhurst Health Behavioral Health Services*: (630) 305-5027 Call this center to make an appointment for a free assessment.
- *SHARE*: (847) 882-4181 and ask for free phone intake. Inpatient and outpatient alcohol and drug treatment on a sliding fee scale. Usually a waiting list, but will also provide referrals for treatment elsewhere.

Other off-campus referrals and resources are available from Counseling Services.

Health Risks of Substance Abuse

All drugs can be toxic or poisonous when abused. The risks present when using alcohol or other drugs involve mental, emotional and physical health. More complete information is available from Counseling Services and Student Health Services.

Weapons

While Illinois has enacted the Firearm Concealed Carry Act authorizing properly screened, trained and permitted persons (licensees) to carry a concealed firearm in the state, numerous locations have been designated as “prohibited areas” where firearms may not be carried. College campuses, including Elmhurst College, are specifically identified as “prohibited areas” under the Act. As required under Illinois Law, firearms are not permitted in campus buildings or on property owned, leased or controlled by the College, with the limited exception described below.

A licensee may carry a concealed firearm on their person within a vehicle in a campus parking lot, or stored out of view in a locked vehicle or in a locked container within the vehicle, as specified in the law. Licensees may only exit the vehicle with a firearm to move it from the passenger compartment to the trunk, and may not leave the immediate area with the firearm or delay in securing it. The Act requires that the firearm be unloaded prior to exiting the vehicle.

Elmhurst College has identified College-owned and leased vehicles as “prohibited areas” under the Act. Firearms may not be carried or stored in College-owned vehicles.

Unauthorized possession of a firearm or other weapon, or use or threatening to use a real or simulated weapon, is a violation of College policy, and may result in disciplinary action, up to and including expulsion from the College for students, and termination of employment for faculty and staff, in addition to any criminal charges which may be filed.

Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see

Title 17, United States Code, Sections 504-505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office, especially the FAQ: www.copyright.gov/help/faq.

In addition to potential civil and criminal penalties, unauthorized distribution of copyrighted material, including (but not limited to) unauthorized peer-to-peer file sharing, constitutes a violation of the College's Code of Conduct and the Network and System Access and Security Policy and may result in disciplinary action by the College.

Privacy of Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law (20 U.S.C. 1232g) designed to protect the privacy of student education records. Within the context of higher education, FERPA provides students the right to inspect and review these records and prohibits unauthorized dissemination of educational information by the institution or its employees. Elmhurst College, like most institutions of higher education, falls under FERPA regulations and is obligated to develop policies for the protection and restricted dissemination of records related to each student's education.

However, FERPA also affords Elmhurst College some latitude in establishing its own policies, defining relevant terms and conveying critical information for the health and safety of individual students and other members of the institution within the legal parameters of the act. When responding to an emergency or in some cases preventing a potential emergency from occurring, health and safety issues assume priority over student education privacy rights.

The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

- The right to review their educational records within forty-five (45) days from their request
- The right to request amendment to records they believe to be inaccurate
- The right to limit disclosure of some personally identifiable information known as directory information
- The right to file a complaint with the Family Policy Compliance Office within the U.S. Department of Education in Washington, DC if they feel their FERPA rights have been violated

Student education records are kept in several areas on campus. Official academic records and supporting educational and biographical data are maintained in the Office of Registration and Records for currently and previously enrolled students and at the Office of Admission and the Office of Student Financial Services for those students applying for admission to the College. Parts of this data are provided to College academic and administrative departments for purposes of academic administration, advising and student support services. Student financial records related to tuition and fee payment and the receipt of financial aid are maintained by the Office of Student Financial Services and the Office of Admission. Records of disciplinary proceedings are kept in the Office of Student Affairs and the Office of Residence Life. Health and medical records are maintained in the Wellness Center. For students who avail themselves of its services, the Office of Career Education maintains records appropriate to its function.

Only Elmhurst College faculty and staff acting in the student's educational interest or performing college related functions will have access to student education records. No one outside the College shall have access to, nor will the College disclose information from the student's education record, without written consent of the student except to, in accordance with the law, state or federal officials primarily concerned with evaluating and auditing government-funded programs at the College, individuals or organizations connected with a student's application

for financial aid, an official judicial order or in connection with an emergency or other special circumstances as provided by federal legislation. Elmhurst College shall make a reasonable effort to notify the student of a judicial order or lawfully issued subpoena for student education records in advance of compliance.

The student may inspect information contained in their education records with the exception of financial information submitted by parents, confidential recommendations related to admission and those portions of the record that are not considered educational records; thus, a student cannot review portion of their record that contain information about students other than the requesting student. The College policy is to grant a student inspection of records within a reasonable period of time (not to exceed 45 days) of the institution receiving written request. Inspection will ordinarily be in person by appointment, with appropriate identification and in the presence of the designated personnel of the office maintaining the records. Copies of educational (disciplinary and academic) records are available to students at the prevailing rate of 25 cents per page and are not released if a financial obligation exists with the College.

The student may challenge the content of a record as inaccurate or misleading by filing a written statement with the appropriate College office. The College representative responsible will review the request with the student and either make appropriate changes or notify the student of their right to appeal through the established process. Students may appeal the College's decisions about the contents of records or file complaints concerning noncompliance to the appropriate federal agency.

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW, Washington, DC 20202
<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

Parent Notification Policy

When a student enters postsecondary education, the rights afforded by the Family Educational Rights Privacy Act (FERPA) transfer to the student, regardless of their age. Therefore, in accordance with FERPA, officials of Elmhurst College may disclose student education records (or personally identifiable information contained in such records) to a parent or legal guardian of an Elmhurst College student without a student's prior consent under the following circumstances:

- If College officials determine that it is necessary to disclose personally identifiable information from a student's education records to appropriate parties to address a health or safety emergency. A health or safety emergency exists when there is an articulable and significant threat to the health or safety of a student or other individuals. Some examples of situations that might constitute a health and safety emergency include, but are not limited to: a natural disaster, a terrorist attack, a campus shooting, the outbreak of an epidemic disease, life-threatening illness or injury or a suicide attempt.
- If the College determines that the student has committed a disciplinary violation relating to the use or possession of alcohol or a controlled substance and the student is under the age of 21 at the time of disclosure to the parent.
- If the College determines that the student has committed a disciplinary violation relating to a crime of violence or non-forcible sex offense, the College may disclose the final results of the disciplinary process. The final results include the name of the student, the violation committed and any sanction imposed by the institution against the student. Other information, including the name of any alleged victim who is a student, may not be disclosed without the prior written consent of the student victim. A crime of violence

means any one of the following offenses or attempts to commit the following offenses: arson, assault offenses, burglary, criminal homicide (murder, non-negligent or negligent manslaughter), destruction, damage or vandalism of property, kidnapping or abduction, robbery and forcible sex offenses. A non-forcible sex offense means statutory rape or incest.

- Information may also be released to a parent when the student is the parent's dependent for tax purposes. The College must be provided with a copy of the parent's most recent tax return before any covered information may be disclosed or the student can sign and submit the dependent student disclosure form available at the Family Compliance Office website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/modelform2.html>
- In addition, law enforcement records are not covered by FERPA; therefore, Campus Security may contact the parents of a student who has been arrested on campus or in connection with an investigation.
- The Vice President for Student Affairs or designee has the authority to determine when and by what means to notify a parent or guardian.

The Family Policy Compliance Office of the U.S. Department of Education, which is responsible for enforcing FERPA, has developed extensive FERPA guidance for parents, available here: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>. If you have any questions or concerns about this policy, please contact the Office of Registration and Records.

Transfer of Education Records

In accordance with federal law (FERPA), Elmhurst College officials are allowed to disclose any and all student education records, including disciplinary records, to another institution at which the student seeks or intends to enroll. Student consent is not required for disclosures made through the process of transferring education records.

Directory Information

Although a College student directory is not published, certain information is released on a discretionary basis without prior consent of the student. This information includes student name, hometown, major field of study, NCAA Division III intercollegiate athletic information, dates of attendance, full-time or part-time status, degrees, honors and awards received, Jaypass picture and photograph. Such information is never knowingly provided to a requester for a commercial purpose or to a third party without a reasonable and legitimate interest. Requests to withhold any of the directory information stipulated above must be made by completing a Request to Restrict Release of Student Directory Information form in the Office of Registration and Records. This form must be completed annually. Requests must be made by the 10th day of each term.

Education Rights and Privacy Act of 1974

To insure that student records are not inaccurate, misleading or otherwise in violation of the student's privacy, Elmhurst College students may challenge the material in their records by contacting the appropriate College official and formally presenting a written challenge. The student and the appropriate College official will then select three additional staff or faculty members to meet as a Hearing Panel with the Vice President and the student to rule on the appropriateness of the challenge. No more than 30 days can elapse between the formal challenge and the convening of the Hearing Panel. An appeal to the President can be made but only if new evidence not available in the original hearing or a substantiated claim of irregularities in the original hearing is presented. Dissatisfaction with the original hearing decision is not sufficient grounds for an appeal.

Students over 18 years of age and parents of minor students can review and challenge all materials, with certain exceptions, in their permanent records. The most salient exceptions are:

- Private notes created by college personnel (instructors, deans, counselors) as memory aids that are not revealed to other persons
- Medical, psychiatric or similar records that are used solely in connection with treatment purposes and available only to qualified professionals in connection with such treatment
- Parents' financial records
- Confidential letters and statements of recommendation placed in records prior to January 1, 1975

Sex Offender Registry

Illinois law requires registered sex offenders to register, in person, with the College's Executive Director of Security and Emergency Management at the Office of Campus Security within three days of registering for classes or accepting employment at the College, in addition to any other registration requirements. Registered sex offenders are also required to notify the Executive Director of Security and Emergency Management when leaving the College, including at semester breaks, and must update the registration in person prior to each academic term, including January Term and summer semester.

The Illinois State Police make the identity, photograph and address of registered sex offenders available to the public through the Sex Offender Registration Database: <http://www.isp.state.il.us/sor/>. If you are concerned about the presence of sex offenders on or near campus, you may search the database by name or geographical location.

STUDENT INVOLVEMENT POLICIES

Campus Expression

1. Discussion and expression of all views is permitted within the institution subject only to requirements for the maintenance of order and adherence to the law. Support of any cause by orderly means that does not disrupt the operation of the institution is permitted.
2. The right of peaceful protest is granted within the Elmhurst College community. The institution retains the right to ensure the safety of individuals, the protection of property and the continuity of the education process.
3. Orderly picketing and other forms of peaceful protest are permitted on institutional premises, subject to the following conditions:
 - a. Violence or the threat of violence to any member of the College community is not permissible.
 - b. Deliberate interference with academic freedom and freedom of speech of any member of the College community, including interference with the freedom of a speaker invited by any section of the College community to express their views, is not allowed.
 - c. Interference with entrance and/or exit from institutional facilities and interruption of classes exceeds permissible limits.
 - d. Theft or damage and destruction of college property or of the property of members of the College is not permitted. This includes posting on or altering any permanent or temporary College artwork, sculptures, etc.
4. Orderly demonstrations are permitted in public areas within institution buildings subject to the requirements of non-interference. The following activities are considered serious violations of behavior expectations because they interfere with the essential processes of the College:
 - a. Deliberate or forcible interference with the freedom of movement of any member of the College community as they carry out their responsibilities at the College.
 - b. Unauthorized entry to and occupation of offices and buildings.
5. Courses of Action
The College community has the responsibility to deal promptly and directly with disruptive situations

through negotiations before they reach the stage where civil intervention is necessary.

- a. Since trivial or imaginary issues may grow into major demonstrations and disorders, it is important that faculty, students and administrators respond to all situations quickly in order to dispel rumors and correct misinformation.
 - b. Appropriate personnel will immediately seek to communicate with those engaged in unacceptable activity in order to determine the reason and to reach a satisfactory resolution of the situation.
 - c. If the student(s) involved does not heed a warning to cease and desist, they may be summarily suspended from the College by the President or the President's delegated authority. The student would then be required to leave campus until they are asked to appear at a disciplinary hearing to be held within a reasonable length of time.
 - d. Every effort will be made to handle disciplinary matters to this point through normal College procedures. However, should the College find it impossible to handle a disruptive student or individual, it shall make use of civil authority or it shall secure an injunction.
6. Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the institution.
- a. Any student, group or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.
 - b. The Center for Professional Excellence may invite or arrange for a company or agency to recruit on campus to provide the open and free selection of employment opportunities for students. By so doing the College is not necessarily condoning the policies of these companies.
7. It is recognized that attendance by a student at Elmhurst College is voluntary and includes an assumption by the student of certain obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes and functions. It is also recognized that the students at Elmhurst College or other persons related to it, may, from time to time, have legitimate and genuine grievances in regard to the operations of the College that are beyond the existing procedures for the resolution of inner college problems. In the interest of providing a peaceful orderly and equitable method whereby the said grievances might be resolved, the following procedures are hereby established:
- a. Step One: Informal Resolution
 - i. Group protest should first be presented in writing to those persons alleged to be responsible for the subject of the protest. Grievances should be presented peacefully to avoid interfering in any way with the normal operations of the institution.
 - ii. If differences are not resolved within 30 days, the dispute shall be submitted for possible mediation in accordance with Step Two.
 - b. Step Two: Mediation
 - i. The initiation of mediation: The protesting group shall submit a written statement of alleged grievances to the President for referral to the Vice President for Student Affairs and the responding party. The responding party may also submit within 10 school days after receipt of written grievances a statement in answer to the charge. If the Vice President for Student Affairs finds the protest to be a legitimate issue for mediation, the Vice President for Student Affairs shall immediately appoint a mediator.
 - ii. A legitimate issue for mediation is one whose disposition does not infringe upon the basic freedoms of learning, teaching and operations enjoyed by all members of the College community.
 - iii. The functions of the mediator shall be to call meetings between disputing parties within 10 days of their appointment; to preside over these meetings in such a manner as to maintain civility; and to encourage the reconciliation of difference. The mediator

should prepare a summary of written findings and recommendations for the Vice President for Student Affairs with copies to the parties of the grievance.

- c. Step Three: Arbitration
 - i. In the event the protest has not been resolved by mediation, then the Vice President for Student Affairs shall present the substance of the controversy to the President of the College within five school days upon completion of the attempt at mediation.
 - ii. In the event that the President feels the matter should be arbitrated, they shall select a panel of three arbitrators.
 - iii. The arbitrators shall, as soon after their appointment as is possible, conduct a formal hearing in regard to the grievance. Each party to the grievance shall have the right to be present at the hearing and present evidence in support of its position.
 - iv. At the conclusion of the hearing, the arbitrators shall make a determination of the grievance that shall protect basic individual rights and academic freedoms and which, in the panel's opinion, best serves the interest of the College as an educational institution.
 - v. The determination of the arbitrators, subject to review by the Board of Trustees, shall be final and binding on all parties. Failure of either party to conform to the determination of the arbitrators shall subject the party to such disciplinary action as the President deems fit.
8. Students, groups and campus organizations may invite and hear any persons of their own choosing subject only to the following policy established by the Board of Trustees:
 - a. Preamble: An essential part of the education of students is the availability of diverse viewpoints expressed by speakers invited to campus by responsible student organizations. To be given a respectful hearing, whether or not the listener agrees with them and to reach an intelligent decision on the evidence at hand, are some of the cherished aspects of a democratic society and are experiences to which undergraduates should be introduced. They are a necessary part of free inquiry, the basis on which freedom of teaching and learning rests. Another basic aspect of teaching and learning is the cultivation of maturity and responsibility among students in the exercise of their gifts. Thus, both the institution and its students have a joint responsibility on the matter of speakers to be invited to the campus by student groups.
 - b. Statements of General Procedures:
 - i. A speaker or performer may appear on campus on invitation extended by a recognized student organization, whether or not their point of view is congenial to the College.
 - ii. In issuing invitations, student organizations must keep in mind that the sole purpose of such visits is to contribute to the aims of the College as a center of free inquiry and sound learning and the prime responsibility for ensuring that this purpose is served rests on the sponsoring organizations.
 - iii. The invitations to outside speakers must always represent the desire of a student group and not the will of an external organization.
 - c. Statements of Specific Procedures: Before a firm invitation is extended to the speaker, the sponsoring student organization must:
 - i. Register the event with the Calendar Coordinator and the Office of Student Activities;
 - ii. Be able to meet all financial obligations for the event;
 - iii. Receive from the speaker or performer their willingness to submit to questions after the lecture or performance.

Fasts

Recognized student organizations planning “fast” days must submit written requests to the Associate Dean of Students/Director of the Frick Center at least one month prior to the date requested.

Media

1. An enrolled student, an invited group, or a recognized student organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of the institution. For informational purposes, however, a copy of all materials distributed should be provided to the Office of Communication and Public Affairs and the Vice President for Student Affairs before distribution.
2. The student press is to be free of censorship. The student press shall consist of all student publications officially recognized by the College. The editors and managers will not be arbitrarily suspended because of student, faculty, administration, alumni or community or the Student Government Association’s disapproval of editorial policy or content. Similar freedom is assured oral statements of editorial views on WRSE-FM. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
3. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of Elmhurst College or its student body.
4. The Student Government Association recognizes the autonomy of *The Leader*, WRSE-FM and *Middle Western Voice*. It is the College’s and Student Government Association’s position that there should be a healthy working relationship with each media organization.
5. The management of each media organization shall be responsible for the daily functions of their respective organization. Each media organization is responsible for the general maintenance of its equipment.

Posting

1. All materials to be posted in the Frick Center must be stamped and dated at the Information Desk. Any advertisement posted without authorization will be removed and recycled.
2. Posters may be brought to the Information Desk at any time during operating hours to be stamped. Once stamped, the organization is responsible for hanging up their posters around the building. *The Information Desk is open Sundays from 2:00 p.m.-10:00 p.m., Mondays-Fridays from 7:30 a.m.-10:30 p.m., and Saturdays from 7:30 a.m.-7:00 p.m.*
3. Postings are not allowed on doors or anywhere that is not clearly a poster area.
4. Organizations and departments are allowed to post a maximum of 11 advertisements per event.
5. Materials may not be larger than 11x18.
6. Materials may not contain any offensive language or art work.
7. Materials may not display or mention alcohol or illegal substances.
8. Materials may not block electrical outlets or switches, handicap switches, emergency equipment, exit signs, mailboxes, or light fixtures.
9. Only one sign per event per board is allowed.
10. Posters may not be placed on bulletin boards assigned to specific organizations or groups.
11. Posters may not be placed over another organization’s poster.
12. Expired posters will be removed and administered by Frick Center staff.

For any questions, please contact the Associate Dean of Students/Director of the Frick Center.

Solicitation

Each year, the College receives requests from students, community and national agencies to sell products or services on the campus. To ensure student privacy, the College adheres to the following policy: no individual solicitation of any kind will be permitted except when students wish to market a product or service that is unavailable through present campus agencies and is needed by the campus community as determined by the Associate Dean of Students/Director of the Frick Center. Recognized campus organizations may, however, solicit for worthy projects. Permission for solicitation must be obtained from the Office of Student Activities. All organizations or individuals not affiliated with the College who wish to distribute printed materials must work with the Associate Dean of Students/Director of the Frick Center.

Student Organizations

Student organizations, Greek chapters, intercollegiate athletics, and performing arts groups that are consistent with the College mission and values may be established. Recognition by Elmhurst College implies neither the College's approval nor disapproval of the aims, objectives, or policies of the organizations.

Recognition as a Student Organization

In order for a student organization to function at Elmhurst College, it must first be recognized by the College. At Elmhurst College, that recognition originates with the Student Government Association. In addition to this formal recognition, each student organization must be registered with the Office of Student Activities each semester within the *Engage* information management system.

In order for a student organization to maintain its recognition with the College, it must send appropriate representation to Student Organization Recognition and Training each semester and register the group through *Engage*. Should a student organization at any time alter its original statement of purpose or constitution so as to constitute a major change in structure or intent of the organization, the draft of the new statement or constitution must be reviewed and approved by the Student Government Association before the organization takes a final vote on the new instrument if it wishes to maintain its recognition.

Recognition of Social Fraternity and Sorority Chapters

Recognition of social Fraternity and Sorority Chapters is governed by the Elmhurst College Greek Life Relationship Statement. Elmhurst College shall continue to recognize a social Greek chapter, provided its members comply with all applicable local, state, and federal laws, as well as all applicable College rules and regulations, including but not limited to, those reflected in the Elmhurst College Standards of Excellence for the Greek Community and the Greek Life Relationship Statement.

Eligibility

In order to represent the College in any activity or experience or to hold office in a recognized student organization, students must be in good academic standing (defined by the College as a 2.0 GPA). Eligibility for social Greek Chapters may vary according to National Fraternity and Sorority requirements, however, social Greek Life at Elmhurst College requires that the students be in good academic standing. Intercollegiate athletic eligibility is determined by the standards set by the CCIW and the NCAA. A student's eligibility in ALL groups may be affected by Code of Conduct proceedings.

Students are expected to demonstrate thoughtful, principled leadership in their decision-making and actions. Eligibility and/or participation in ALL groups, including leadership positions that represent the College, may be impacted by adherence to, consideration for and responsiveness to the College's Code of Conduct.

Those students having outstanding judicial matters, such as incomplete sanctions, unresolved judicial incidents, or a repetition of Code of Conduct violations can expect to have participation in a group or leadership opportunity reviewed by College staff.

Faculty/Staff Advisors

Student organizations and social Fraternity and Sorority chapters are required to have an advisor who is a member of either the faculty or the staff of Elmhurst College. If the advisor resigns, the group has the responsibility to find a new advisor. Some general guidelines for advisors are to:

1. Meet regularly with executives of the organization to discuss goals, planning of events and other needs of the group.
2. Act as a fiscal advisor for the group. If the group is using Student Activity fees, the advisor will ensure that funds are spent in accordance with the guidelines outlined with the SGA Student Activity bylaws.
3. Ensure that the organization files the appropriate recognition and registration forms annually.
4. Attend organization meetings when appropriate.
5. Ensure that the group is practicing good, proactive risk management with regard to organizational events, off-campus travel and when contracting off-campus programs and services.
6. Act as a resource for members of the organization while directing them to the appropriate College departments for assistance.

Responsibilities of Student Groups

Student groups are expected to comply with the rules and regulations of Elmhurst College. Organizations can and will be held responsible for their actions. Any organization or group that engages in illegal activities on or off campus may have sanctions imposed against it, including withdrawal of institutional recognition. Student organizations will be held accountable for violations of the Elmhurst College Code of Conduct or any other institutional policies, and will be subject to the College's disciplinary procedures as defined in the College's judicial process.

Budgets

Student groups do not receive funding from Elmhurst College, but a number of funding sources—including Cooperative Funding and Fee Allocation Board—are available to aid them in their programming efforts. Student Activity Fees may not be used to purchase alcohol, drugs, or illegal substances, and must be used in accordance with the Student Government Association funding bylaws.

In the event that a recognized student organization collects membership dues, revenue from an event or fundraiser, and accepts charitable gifts, it must immediately work with College staff to ensure proper responsible cash management.

Chalk

The use of water soluble chalk as a form of advertisement is permitted on sidewalks with the exceptions of the following locations: Hammerschmidt Chapel, Goebel Hall, Lehmann Hall, the patio of the Frick Center (mall side), the mall, the east entrance of the Frick Center, A.C. Buehler Library, Kranz Forum and Alumni Circle. Use of spray chalk is prohibited. Organizations should use good judgment in the timing and design when using chalk. Consult with the Associate Dean of Students/Director of the Frick Center if you have any questions.

Event Security

Special events meeting any of the following criteria must have uniformed security personnel present at the event:

- All dance parties featuring live music or a DJ that extend beyond 11:00 p.m.

- Any social event with an expected attendance of 75 or more people that extends the closing hours of a non-residential campus building

Security personnel must be secured through the Office of Campus Security. The request for security coverage must be made at least 10 working days in advance of the event. The number of security personnel required for the event and the hourly rates will be established by Campus Security. The cost of the security will be the responsibility of the sponsoring organization. If the security requirements are not completed, the event will be cancelled.

Fundraising

Any student organization fundraiser that is intended to generate over \$1,500 solicitations, or any solicitation to alumni, trustees, businesses, foundations or other organizations must be approved by the Office of Development and Alumni Relations. This process should be started as soon as possible after details are known, but no less than two weeks before the fundraising begins.

Bake Sale Policy

In order to protect the public from possible contamination of improperly handled food items, as well as to have the ability to provide nutritional information to individuals with certain allergies, the following policy governs bake sales:

- Approval for a bake sale is required from the Director of Dining Services prior to the sale.
- All food items sold to the public must be store-bought and not self-made.
- A list of items being sold and copies of their labels with nutritional information is to be provided to the Director of Dining Services prior to the sale.
- The items sold at a bake sale must be limited to cakes, cookies, fruit pies, yeast breads, nut and fruit breads, cupcakes and muffins—foods that do not normally support the rapid growth of microorganisms.
- The sale of potentially hazardous food is prohibited, for example, cream filled products, cream custard or meringue pies.
- Foods are to be pre-wrapped in the portions that will be offered for sale to the public. Slicing, wrapping, or exposing foods at sale or distribution site is prohibited.
- Food must be covered as much as possible to prevent contamination from dirt, sneezes, and coughs.

Mailboxes

Student mailboxes may be stuffed with appropriate material provided the following rules are followed:

- Material may not contain illegal language or art work.
- Material may not display or mention alcohol or illegal substances.
- Material must be approved by a representative of the College prior to stuffing mailboxes.

Off-Campus Co-Curricular Travel Policy

It is Elmhurst College policy that domestic co-curricular off-campus travel by student groups be approved by the group's advisor and registered with the Office of Student Affairs and the Office of Campus Security. By definition, domestic co-curricular off-campus travel includes:

- Student group that is using Student Activity Fee money or College money for domestic, co-curricular off-campus travel.
- Student athletes traveling to a game/contest.
- Student musical groups traveling for performances.
- Student group using private cars to engage in off-campus trips sponsored by a College organization or department.
- Student group using a College vehicle.

- Student group participation in a conference or retreat.

Clinicals, internships and student teaching are exempt. All domestic curricular off-campus travel is monitored through the Office of the Vice President for Academic Affairs and Dean of the Faculty. International travel and domestic academic programs are monitored through the Office of International Education within the Center for Professional Excellence.

It is Elmhurst College policy that the student group advisor is responsible for determining whether a staff presence is required on the trip. In the event that a staff member does not accompany the group during travel, a responsible student participant accompanying the trip must be identified. The Office of Student Affairs must be notified of all plans for domestic co-curricular off campus travel at least 2 weeks prior to departure. Faculty and staff who advise student groups participating in domestic co-curricular off-campus travel must submit the following to the Office of Student Affairs: the Domestic Co-Curricular Trip Information and all necessary Student Information and Statement of Understanding Forms. Faculty and staff should not use their own vehicles to transport students for domestic co-curricular off campus travel. Those who do use their own vehicles assume all liability for themselves and their passengers. In order to operate College vehicles, the driver must be certified by Campus Security. Students will follow the guidelines of campus housing. All room assignments are made on a single sex basis. In all situations students will be respectful of the rights and privacy of their roommates. Departmental policies apply.

Raffles

Student groups may conduct raffles on campus but must put their raffle request in writing and submit it to the Associate Dean of Students/Director of the Frick Center at least 48 hours prior to the event for approval. Following the raffle, student groups must report funds raised and raffle winners.

Social Event Policy

- Alcohol is not permitted at on-campus events sponsored by student groups. Prior to hosting an off-campus event, a recognized student organization must secure consent of the Associate Dean of Students/Director of the Frick Center.
- Recognized Fraternities and Sororities must register all events sponsored by the chapter.
- The Event Registration Form will be completed for all events hosted by a chapter, including but not limited to, social functions, off-campus events, service events, philanthropic events, informal recruitment events, etc.
- The Event Registration Form must be submitted 10 business days prior to the event.
 - One copy must be provided to the Associate Dean of Student/Director of the Frick Center.
- Submitting the Event Registration Form does not imply or indicate that the College is endorsing or approving your event; instead, the Office of Student Activities uses this Form to encourage diligent and effective chapter risk management practices.
- All themes, events, favors, etc. should be consistent with your organization's values and sensitive to, and must not discriminate or disparage on the basis of gender, ethnicity, race, sexual orientation, or other characteristics protected by the College's Non-Discrimination and Non-Harassment Policy.

Tailgating

Elmhurst College welcomes students, families, and alumni to campus to attend our athletic events and support our teams. Tailgating on campus property is subject to restrictions on location and allowable time periods. Recognizing that our sporting events are open to guests of all ages, no public intoxication, vulgar language, or disorderly conduct will be tolerated.

The City of Elmhurst prohibits open alcohol in public areas in Elmhurst (Elmhurst City Municipal Code 36.39 (Ord. 12-2007 2)). This means that no one, regardless of age, is permitted to drink or possess open alcohol in public, and beer pong tables or other drinking game set-ups are not allowed. Campus Security and Elmhurst Police will monitor tailgating activity, and violators of the City's alcohol restriction are subject to a referral to the campus judicial process, a City of Elmhurst citation, and removal from the property. No campers/trailers are permitted on the property without prior approval from Campus Security. Even with permission to park these vehicles on the property, no overnight sleeping is permitted.

STUDENT WELLBEING

Amnesty Policy

Elmhurst College values the health and safety of students who attend the college. Elmhurst College encourages students to seek medical assistance for themselves or others in cases of alcohol intoxication or other drug-related situations. If the individual seeks medical assistance, Elmhurst College will not pursue conduct violations against the following individuals for violations of the College's Code of Conduct:

- The intoxicated/drug altered student and
- Any student(s) actively assisting the intoxicated/drug altered student

This amnesty also applies to students who report or seek assistance after experiencing an incident of sexual assault or other sexual misconduct where alcohol or other drugs were involved.

Actively assisting requires that an individual:

- Call Campus Security (630-617-3000 or 911) or seek another qualified person to help assist the student, such as a Resident Adviser for on-campus students or another Elmhurst College faculty or staff member, and
- Monitor the intoxicated/drug altered student

The following are NOT covered by the Amnesty Policy:

- Violations to the Code of Conduct or Residence Life policies other than the alcohol/substance abuse policies
- Students who wait for Campus Security, the Elmhurst Police Department, or Residence Life Staff before seeking assistance
- Possession of drugs or alcohol with the intent to distribute
- Actions by Elmhurst Police Department or other law enforcement personnel

Animals

With the exception of approved service animals and approved emotional support animals, Elmhurst College does not allow animals in any College building without prior authorization.

Disruptive Students

If in the judgment of the Vice President for Student Affairs or his/her designee, in consultation with other College officials, it is determined that a student's behavior is disruptive to College functions and/or presents a threat of harm or bodily injury to said student or members of the College community, the student may be temporarily suspended from the College pending certification of professional assessment/counseling.

Involuntary Leave Policy

Elmhurst College provides a range of services to support and address the mental and/or physical health needs of students including assessment, short term care as appropriate and referrals. The College's primary concern is for the health and welfare of all members of the College community, and the College strives to assist students in

participating fully as members of the College community. There are situations, however, when students with a mental health or other medical condition may pose a significant threat to themselves and/or others and therefore be required to take a leave of absence from the College. Under these circumstances, students will be given the opportunity to take a voluntary leave of absence.

A student may be required to take an involuntary leave of absence from the College and/or be involuntarily removed from College programs, activities or facilities if the College determines that (a) the student presents a danger to the fulfillment of the mission of the College or to the life, health, welfare, safety or property of any member of the College community or other person; or (b) the student's conduct renders them unable (i) to function safely or effectively in the College's programs, activities or facilities without self-harming, harming one or more other individuals, causing a disruption or (ii) to be helped by mental or physical medical treatment. Such circumstances may include, but are not necessarily limited to, engaging in physical or sexual violence, activity involving illegal drugs or other controlled substances, disruptive conduct, conduct that threatens the safety of others or conduct that demonstrates an inability to care for oneself.

This policy outlines how the College will respond where the College must place a student on involuntary leave or involuntarily withdraw a student from the College.

Involuntary Withdrawal

Involuntary leave or involuntary withdrawal of a student will occur only in situations where the College determines there is a "direct threat." A direct threat is a significant risk of substantial harm to the health or safety of the student or other individuals. The following are some examples of situations that may warrant involuntary leave or withdrawal. They include, but are not limited to:

- Self-damaging behavior (examples include, but are not limited to: a suicide attempt, self-inflicted wounds, ingestion of poisonous substances, overdose of medications or controlled substances);
- Threats of self-damaging behavior;
- Threats of damage or harm to other persons;
- Behavior indicating that the student is not in contact with reality or not aware of the consequences of their actions.

Procedure

The Vice President for Student Affairs, when made aware of a student's request for a leave of absence or of a situation that could warrant involuntary leave or withdrawal, will work with the Counseling Center, the Director of Residence Life and/or other appropriate persons knowledgeable about the student's condition (e.g., parents, health care providers) to determine the student's ability to safely participate in the College's programs. The determination that a student poses a direct threat will be based on an individualized assessment of the individual's present ability to safely function at the College. Whenever possible, this assessment shall be based on a reasonable medical judgment that relies on the most current medical knowledge and/ or on the best available objective evidence. In determining whether an individual's continued presence at the College would pose a direct threat, the factors to be considered include:

1. The nature, duration and severity of the risk of harm;
2. The likelihood that the potential harm will occur; and
3. Whether reasonable modifications of College policies, practices or procedures will sufficiently mitigate the risk.

In exceptional circumstances, if the College determines that safety is of immediate concern, the Vice President for Student Affairs or their designee may withdraw the student or restrict the student's access to campus for

an interim period before a final determination is made. In such cases, every attempt will be made by the Vice President for Student Affairs or their designee to meet with the student before deciding on an interim withdrawal of the student. If the student is to be withdrawn on an interim basis, the decision will be communicated in writing to the student. A student withdrawn on an interim basis and any other student the College believes may be required to involuntarily withdraw, shall be given an opportunity to appear personally (or by phone if an in-person meeting is not possible) at a meeting with the Vice President for Student Affairs within two school days from the effective date of the interim withdrawal (or as soon thereafter as is practicable).

Notification of a meeting with Vice President for Student Affairs will be communicated to the student in writing. The notification will include a statement of the reasons for the College's concern. Appropriate College personnel may be present and/or consulted at this meeting. The student's parents and/or spouse or any other person who would be of support to the student may, with the consent of the Vice President and the student, participate in the meeting. At this meeting, the reasons for the College's concern will be stated and the student will be given an opportunity to respond to the concerns and present information on their behalf. If, after the meeting, it is determined that the student does not present a direct threat to self or others, the student will be informed in writing by the Vice President and permitted to continue as a student. In such situations, the College may determine that a student's ability to continue as a student is subject to one or more conditions designed to mitigate what would otherwise constitute a direct threat. If, after the meeting, the Vice President for Student Affairs, in consultation with appropriate personnel, decides that the student poses a direct threat and therefore must withdraw from the College, the student shall be informed in writing of the decision and the basis for the decision within five (5) school days of the meeting with the Vice President. The student may be required by the College to provide information from a health care professional to the Vice President for Student Affairs indicating the student's ability to return to the College or meet other appropriate conditions prior to being permitted to return to his or her studies.

Appeal

If a student wishes to appeal a decision of the Vice President for Student Affairs made under this policy, the appeal must be made in writing to the President within five (5) business days of the student's receipt of the Vice Presidents' decision. (All decisions sent to the student via U.S. Mail will be considered received three (3) business days after the date of mailing. Decisions sent via hand delivery or e-mail will be considered received on the day they are sent.) The decision of the President is final.

Suicide Policy

Elmhurst College expects and encourages students to maintain a reasonable concern for their own welfare. One of the times the College formally requires that such a standard be maintained is in the area of suicide. When a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide, or expressed a preoccupation with suicide, after the student's immediate safety has been addressed, the College requires that the student promptly meet with a mental health professional in Counseling Services to develop a Mental Health Care Plan. The purpose of the Mental Health Care Plan Meeting is to assess the student's current level of functioning, develop a plan to uphold personal safety, and provide resources that are consistent with the needs of the student and the standards of the College.

Procedures:

- When a College faculty member, staff member, or administrator receives a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide, or expressed a preoccupation with suicide, the incident must be reported to the Vice President for Student Affairs to be monitored for compliance with this policy after the student's immediate safety has been addressed.

- The student must sign a release allowing the Director of Counseling Services at the College to communicate with the assigned mental health professional as well as with the Vice President for Student Affairs/their designee. This release allows information about the suicidal incident to be reported to the mental health professional meeting with the student, and allows the mental health professional to report the student's attendance at the required meeting(s). This is necessary to verify compliance with the policy.
- Before meeting with the student, the mental health professional will be provided with independent sources of information regarding the suicidal incident, if such sources exist. These include but are not limited to suicide notes, Campus Security reports, electronic messages, emergency room reports and eye witness accounts.
- The content of the Mental Health Care Plan Meeting will be held confidential by Elmhurst College Counseling Services.
- Failure to fulfill the requirements of this policy following a suicidal incident may result in disciplinary action, suspension and/or withdrawal. The consequences for this failure will be determined by the Vice President for Student Affairs.