

2011-2012 A-BOOK
AURORA UNIVERSITY'S STUDENT HANDBOOK

This Handbook serves to familiarize all undergraduate and graduate students with Aurora University's services and policies. Some departments may have an additional handbook pertinent to their programs of study. These are your resource guides, and you should find them helpful as you become involved in student life at Aurora.

The policies and procedures in this Handbook are designed to promote fairness and will be adhered to as faithfully as possible. While the Handbook is comprehensive and applicable to all students, the Handbook is not a contract between the University and its students. It is not written with the specificity of a criminal statute, and it is not an exhaustive attempt to codify every possible type of problematic behavior. If circumstances dictate variation from the policies and procedures described in the Handbook, the variation will not invalidate a decision unless a student has been subjected to arbitrary or capricious conduct on the part of the University.

This Handbook may be altered by the University at any time without notice, and students are urged to contact the Dean of Students to ensure that they have obtained the latest version of the Handbook.

OUR INSTITUTION

1. MISSION

Aurora University is an inclusive community dedicated to the transformative power of learning.

2. CORE VALUES

Aurora University draws upon the rich legacies of Aurora College and George Williams College to welcome learners to our campuses in Illinois and Wisconsin. Here all become members of an inclusive educational community dedicated to the development of mind, body and spirit. Today, as in the past, we prize the twin virtues of character and scholarship and affirm our commitment to the values of integrity, citizenship, continuous learning and excellence.

- 2.01. We will adhere to the highest standards of **integrity** in every aspect of institutional practice and operation. Through this proven dedication to honesty, respect, fairness, and ethical conduct, we will lead by example and inspire our students to do the same.
- 2.02. We will exercise the rights and responsibilities of **citizenship** in an educational community, founded upon the principles of mutual respect and open discourse. We will live within our means and manage our resources wisely, while creating an environment that fosters teamwork and promotes service to others.
- 2.03. We will work and live as an organization devoted to **continuous learning**. We recognize that the university exists in a diverse and changing world and know that we will succeed in helping students achieve their full potential only if we realize our own. We seek a growth process that is never-ending.
- 2.04. We will pursue **excellence** by embracing quality as a way of community life. Accordingly, we will set high expectations for ourselves, our students and our university and will work together to attain them.

The University's core values are the foundation upon which our aspirations rest. They undergird our belief in the transformative power of learning. As members of the Aurora University community, we enter into a voluntary compact with one another to live, learn and work in ways consistent with these ideals.

OUR DISCIPLINARY SYSTEM

1. ABOUT THE CODE OF CONDUCT

1.01. Introduction

- 1.01.a. The Code of Conduct illustrates the standards of behavior expected of every student at Aurora University. Each student is an integral part of our campus community and is encouraged to internalize these expectations. Ideally, each student is expected to use these guidelines as a catalyst to personally impact the Aurora University community in meaningful, thoughtful ways.
- 1.01.b. It is the student's responsibility to know and abide by all University policies and procedures. The University reviews policies on a regular basis and reserves the right to amend any provision herein at any time in accordance with established University procedures. Communication of any changes will be made to the University community in an appropriate and timely fashion.
- 1.01.c. A student voluntarily joins the Aurora University community and thereby assumes the obligation of abiding by the standards prescribed in the Code of Conduct. The University, through the Office of the Vice President for Student Life, maintains the exclusive authority to impose sanctions for behaviors that violate the Code of Conduct. Students also may be held responsible for their actions by local, state or federal authorities. The University as well as civil authorities have jurisdiction over violations of law that occur on University property.
- 1.01.d. Students must abide by this Code of Conduct anytime during the school year, including term breaks and academic sessions. If a student moves on campus prior to the first day of class, he/she is responsible for upholding all rules and regulations of Aurora University.
- 1.01.e. All students enrolled at Aurora University have access to the Code of Conduct through the Aurora University website (www.aurora.edu).

1.02. General Provisions

- 1.02.a. These regulations are set forth in writing in order to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.
- 1.02.b. This Code of Conduct will apply to conduct which occurs on University property and to conduct which occurs elsewhere during the course of a University function, including but not limited to student teaching, student internships, clinical experiences, intercollegiate athletic competitions, student activities and other University events.
- 1.02.c. The actions of a student organization involved in University-related activities that are in violation of University regulations may result in disciplinary action against the organization and/or the individual.
- 1.02.d. Any policy violation that constitutes a felony under federal or Illinois state law will be reported to the Aurora Police Department. Aurora University reserves the right to report misdemeanor crimes to the Aurora Police Department. Aurora University also retains the right to conduct an internal investigation and adjudicate the matter according to stated University policies and procedures. The University sanctions are separate from any pending or completed police investigation and will not be

subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

- 1.02.e. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages will not in any way limit the responsibility of the student for the consequences of his or her actions.

2. AUTHORITY

- 2.01. The University has established these regulations regarding standards of conduct in order to give all students at Aurora University full opportunity to attain their educational goals and to protect the health, safety, welfare, property and rights of all members of our community.
- 2.02. The Vice President for Student Life retains ultimate responsibility for the administration of this Code. In situations where ambiguity or other uncertainty exists, the Vice President for Student Life or designee expressly retains final authority to rule on questions regarding policies, procedures, sanctions, and/or processes.
- 2.03. In situations of a potentially serious nature, the University in its sole discretion reserves the right to respond outside of the formal disciplinary process in order to protect the safety and security of members of the University community and their property.
- 2.04. The University will not, as a matter of general practice, pursue alleged off-campus student misconduct. However, in those exceptional cases that endanger the personal safety of members of the University community and/or their property, action may be taken in accordance with University disciplinary procedures. The University will use the following criteria in deciding when to take action for violations of University policy that occur off campus. Not all criteria need to be met in order for the University to take action.
 - 2.04.a. The accused person was registered and/or enrolled as an Aurora University student at the time of the incident.
 - 2.04.b. The incident involves endangering behavior, defined as violent assault, rape, arson, or other similar serious offenses.
 - 2.04.c. The incident involves behavior that has the potential to significantly damage the reputation of the University.
 - 2.04.d. The incident involves behavior that puts students, faculty or staff or the property of students, faculty or staff at risk.
 - 2.04.e. The incident occurred at a University-sponsored event or function.

3. EXPECTATIONS

- 3.01. Community Expectations: Aurora University, as an institution of higher education founded in 1893, exists for the purpose of nourishing the growth of its students as thoughtful, productive and responsible members of society. In an effort to communicate our vision of living and learning in a safe, supportive environment, we have developed the following community expectations:
 - 3.01.a. We all have rights and responsibilities. Each person conducts him/herself in such a way as to enhance the well-being of all members in the community. Each person also is held accountable for his/her own actions and is responsible for the consequences of said actions.

- 3.01.b. As members of the Aurora University community, we support the application of rules which encourage the development of our campus environment as a constructive educational setting.
 - 3.01.c. Community responsibility consists of actively supporting the physical, emotional, intellectual, and spiritual well-being of one another.
 - 3.01.d. As we participate in this community, we strive for open mindedness, sensitivity, justice and equality.
 - 3.01.e. We are fortunate to attract a diverse student body. To further each person's understanding of the world around him/her, we challenge each person to value the differences in one another.
 - 3.01.f. We expect that students accept their responsibility to respect and protect the rights and properties of our extended community, including our Aurora University neighbors, businesses, and the residents of the city of Aurora.
- 3.02. Academic and Social Expectations: Academic and social expectations emphasize more specific commitments to one another. Your assistance is needed to enhance our fundamental principles of academic freedom, equality of opportunity and human dignity.
- 3.02.a. Students will share with faculty the responsibility for academic integrity.
 - 3.02.b. Students will treat all members of the campus community with dignity and respect.
 - 3.02.c. Students will act with concern for the safety and well-being of all members of the campus community.
 - 3.02.d. Students will observe federal, state and local laws and University regulations.
 - 3.02.e. Students will assume responsibility for their conduct on the University campus and at campus-sponsored events.
 - 3.02.f. Students will refrain from any conduct which adversely affects personal or community well-being.
 - 3.02.g. Students will support all members of the campus community through constructive confrontation and dialogue.

4. CODE OF CONDUCT

The following actions/behaviors shall constitute violations of the Code of Conduct. Any student found responsible for a violation of this Code will be subject to disciplinary sanctions, as described later in this document.

- 4.01. Abuse of Student Conduct System: Engaging in abuse of the student conduct system. This includes, but is not limited to:
 - 4.01.a. Providing false information before a student conduct board or hearing officer.
 - 4.01.b. Disrupting or interfering with a student conduct proceeding.
 - 4.01.c. Instituting a student conduct complaint knowingly without cause.

- 4.01.d. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- 4.01.e. Harassing or inappropriately attempting to influence a member of a student conduct board or disciplinary hearing officer prior to, during, and/or after a student conduct proceeding.
- 4.02. Aiding and Abetting: Aiding and abetting another person in committing an act that violates the Code of Conduct.
- 4.03. Alcohol: Violations associated with alcohol use include, but are not limited to **(Refer to Policy Statement D, Policy Statement E, and Policy Statement F at the close of this document for additional University alcohol regulations.)**:
 - 4.03.a. Using, possessing, manufacturing, or distributing alcoholic beverages on the Aurora University campus.
 - 4.03.b. Illegally using, possessing, or distributing alcoholic beverages at any off-campus University-sponsored event.
 - 4.03.c. Incapacitation due to the abuse of alcohol, or appearing in a public place on campus perceptibly under the influence of alcohol, particularly when there is a danger to self, others, or property or there is unreasonable annoyance to others.
 - 4.03.d. One whose room/suite is host to an event/situation that involves a violation of the University Alcohol Policy.
 - 4.03.e. Any person or organization providing/purchasing for or distributing alcohol to any individual below the age of 21 years.
 - 4.03.f. Possession of and/or consumption from a keg or any common container containing alcohol or any alcohol beverage container of more than 32 fluid ounces, including party balls, pony kegs, and other bulk containers; this includes kegs and multi-serving containers that are empty.
 - 4.03.g. Possession of empty alcohol containers, regardless of consumption location.
 - 4.03.h. Possession of alcohol paraphernalia including but not limited to keg tappers, beer bong, and flasks.
 - 4.03.i. Display of alcohol containers or promotional materials clearly visible from a public view.
 - 4.03.j. Violating other University policies while under the influence of alcohol, regardless of consumption location.

The University has an Alcohol Good Samaritan Policy, which is designed to protect the health and safety of students who may need medical attention as a result of excessive alcohol consumption. **If you receive attention or seek medical assistance for a peer as a result of excessive intoxication or serious injury after consuming alcohol, you may not be subject to formal disciplinary action for violating the University's alcohol policy as set forth in Policy Statement F in this document.**

- 4.04. Arson/Fire Hazard: Committing acts of arson, creating a fire hazard, or possessing or using, without proper authorization, flammable materials or hazardous substances on University

property, including, but not limited to: candles, incense, caustic/toxic chemicals and other materials designed to burn. Arson is a Clery reportable crime.

4.05. Assault: Committing any violent physical or verbal attack against another person or group; attempting to inflict offensive physical contact or bodily harm on a person that puts the person in immediate danger of or in apprehension of such harm or contact.

4.05.a. Domestic violence is an assault, as defined above, between people who have an ongoing romantic relationship or between people living together as roommates.

4.06. Complicity: Being present during the planning or commission of any violation of the Code of Conduct in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Code of Conduct are expected to remove themselves from association or participation and are encouraged to report the violation.

4.07. Controlled Substances: Using, possessing, or distributing any state or federally controlled substance except as expressly permitted by law or drug paraphernalia including but not limited to bongos, hookahs, marijuana pipes, and roach clips. **(Refer to Policy Statement D for additional details regarding Alcohol and Controlled Substances.)**

Important note regarding controlled substances: Under Illinois State Statute, no marijuana, illegal controlled substances or look-alikes, or any drug paraphernalia associated with its use, is allowed inside schools or within 1,000 feet of school grounds, unless used for demonstration purposes by law enforcement personnel.

“School” is defined as any public or private elementary or secondary school, community college, college, or university.

4.08. Damage to Property: Examples of damage to property include but are not limited to:

4.08.a. Engaging or participating in acts of destroying, damaging or defacing property of the University, University vendors, members of the University community, or any others.

4.08.b. Damage to property done with malicious intent.

4.08.c. Tampering with or changing locks to University-owned facilities without authorization.

4.09. Disorderly Conduct: Committing any of the following:

4.09.a. Engaging in disorderly conduct or fighting, including, but not limited to, acts which breach the peace or are lewd, indecent, or obscene.

4.09.b. Assembling to commit or intending to commit any unlawful act by force; carrying out or planning to carry out any action which has the potential to disturb or threaten the public peace, even without unlawful intention; or conducting themselves in a disorderly manner so as to disrupt or threaten to disrupt the public peace, even without unlawful purpose.

4.10. Disruption of University Activities: Interrupting or disturbing the day-to-day academic and operational functions of the University or committing intentional acts that obstruct, disrupt, or physically interfere with the use of University premises, buildings, or passages.

4.11. Endangering Behavior: Physical abuse of any person or any action that threatens or endangers the emotional well-being, health, or safety of any person.

- 4.12. Failure to Comply: Failing to comply with the directions of or obstructing University officials acting in the performance of their duties; failing to positively identify oneself to a University official when requested to do so (the preferred form of identification is a current, valid University identification card); and/or failing to comply with the sanction(s) imposed under the Code of Conduct.
- 4.13. False Representation: Providing false information to the University. This includes, but is not limited to:
- 4.13.a. Making false reports of a fire, bomb threat, or other dangerous condition; causing or contributing to the cause of a false fire alarm; failing to report a fire, or interfering with the response of University or municipal officials to emergency calls.
 - 4.13.b. Engaging or participating in cheating, plagiarism, or other forms of academic dishonesty. (Students committing acts of academic dishonesty are also subject to academic sanctions - **refer to Policy Statement H at the close of this document for the Aurora University policy on Academic Integrity.**)
 - 4.13.c. Furnishing false information to any University official, faculty member, or office.
 - 4.13.d. Forging, altering, or misusing any University document, record, or instrument of identification.
 - 4.13.e. Tampering with the election of any University-recognized student organization.
 - 4.13.f. Attempting to represent the University, any recognized student organization, or any official University group without the explicit prior consent of the officials of that group.
- 4.14. Federal, State or Local Laws: Violating federal, state, or local laws on University premises or while in attendance at University sponsored or supervised events or committing off-campus violations of federal, state, or local law that adversely affect the University and/or the pursuit of its objectives.
- 4.15. Gambling: Gambling for money or other items of value on University property or at University-sponsored events.
- 4.16. Harassment: Committing any of the following, knowing or having reasonable grounds to know that it will or potentially could tend to alarm, anger, harm, or disturb others, or provoke an assault or breach of peace. This policy includes written and verbal forms of harassment. Online community users (i.e. Facebook and MySpace) are subject to the same policy as e-mail and other communication. (**Refer to Policy Statement B at the close of this document for the Aurora University Zero Tolerance policy, Policy Statement C regarding Computer Use, and Policy Statement M regarding Online Communities.**):
- 4.16.a. Engaging in actions which harass, threaten, or otherwise endanger the health or safety of any person.
 - 4.16.b. Intimidating, demeaning, or injuring an individual physically, mentally, or emotionally.
 - 4.16.c. Engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person and which serve no legitimate purpose.

- 4.16.d. Stalking behavior in which an individual intentionally, willfully, maliciously, and/or repeatedly engages in conduct directed at an individual which alarms, threatens, torments, terrorizes, or serves no legitimate purpose.
- 4.17. Hate Motivated/Bias Based Incidents: Conduct directed at an individual on the basis of age, race, ethnicity, gender, sexual orientation, religion, socioeconomic status or ability with intention to intimidate, demean, or injure an individual(s) physically, mentally, or emotionally. **(Refer to Policy Statement B at the close of this document for the Aurora University Zero Tolerance policy.)**
- 4.18. Hazing: Committing any intentional, knowing or reckless act, occurring on or off the Aurora University campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization or athletic team whose members are or include students at an educational institution. A person commits an offense if the person engages in hazing, encourages another to engage in hazing, knowingly permits hazing to occur or has knowledge of hazing and fails to report said knowledge to an appropriate official of the University. It should be noted that it is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. **(Refer to the Aurora University Student Organization Handbook for additional information regarding hazing.)**
- 4.19. Life Safety: Discharging, causing to be discharged or tampering with fire and life safety equipment, including but not limited to altering or misusing any fire fighting equipment, safety equipment, or emergency device; exiting through alarmed doors; propping open exterior or interior doors that allow access to a locked facility; failing to exit a University building during a fire alarm.
- 4.20. Off-Campus Housing - Community Disturbance: Unreasonably disrupting or interfering with the rights of neighbors at off-campus locations, including, but not limited to, failure to abide by applicable University regulations and policies as well as local, state and federal laws. **(Refer to Policy Statement E and Policy Statement E at the close of this document for additional details regarding Off-Campus Housing regulations.)**
- 4.21. Off-Campus Housing - Dereliction of Property: Failing to maintain an off-campus residence according to city ordinance including, but not limited to, improper disposal of trash, inadequate maintenance of lawn and landscaping, and illegal parking. **(Refer to Policy Statement E and Policy Statement E at the close of this document for additional details regarding Off-Campus Housing regulations.)**
- 4.22. Roller Blading/Skateboarding: Skateboarding on University property; inappropriate use of roller blades on University property, e.g. use of roller blades in a University building.
- 4.23. Sexual Assault: Committing acts of sexual assault (stranger, date, or acquaintance), sexual abuse, or other forms of coerced sexual activity. **(Refer to Policy Statement A at the close of this document for the Aurora University policy on sexual assault.)**
- 4.24. Smoking: Smoking or burning of tobacco on the University campus.
- 4.25. Solicitation: Engaging in unauthorized canvassing or solicitation on University property.
- 4.26. Theft: Engaging in acts of theft or possessing without authorization goods belonging to other members of the community, including, but not limited to, food and other items not designated as “carry-out” by dining services, University furniture, and/or University property.

- 4.27. Trespass: Prohibited entry or presence on University property or in University-owned facilities.
- 4.28. Unauthorized Use/Possession of Keys: Possessing, lending or duplicating keys to any University building or facility without authorization by appropriate University officials; possessing, lending, or duplicating a University ID card which provides access to any University building or facility without authorization by appropriate University officials; committing an act of unauthorized entry into or use of University buildings or facilities.
- 4.29. Unauthorized Exit/Entry: Entering or exiting illegally, improperly, without authorization, or during non-contract periods without proper registration, any room or facility which you are not authorized to enter/exit, including alarmed exit doors; granting access to non-residents (e.g. tailgating).
- 4.30. University Policies and Services: Violating published University policies, rules, or regulations including, but not limited to, the policies on sexual assault, zero tolerance, computer use, and alcohol and controlled substances; violating the rules and regulations of other University departments including, but not limited to: Residence Life, Student Activities, Information Technology Services, Dining Services, Campus Public Safety and the Library.
- 4.31. Vehicles: Parking in a way that constitutes a hazard or an inconvenience to pedestrians or the operators of other vehicles; blocking sidewalks, driveways, or building access; parking on or driving across grounds or athletic fields; major vehicle repairs; storage of motorized vehicles (e.g. mopeds, motorcycles) in a building.
- 4.32. Weapons: Possession, keeping or use that carelessly, recklessly or intentionally harms or intends to harm another person of a weapon, dangerous instrument, fireworks, hazardous substance or noxious materials on campus, including in any vehicle.
- 4.32.a. Weapons include, but are not limited to, firearms (such as handguns and rifles), BB guns, pellet guns, air guns, spring-guns or other instruments or weapons in which the propelling device is a spring, air, piston or CO2 cartridge or other similar devices, antique and ornamental weaponry, weapon replicas, weapons paraphernalia (such as holsters), and bows and arrows.
- 4.32.b. Dangerous instruments include, but are not limited to, deadly substances (such as potassium cyanide), explosives, explosive devices, gunpowder, firearm ammunition, flammable petroleum fuels, knives with a blade length of three inches or more, blackjacks and martial arts weaponry.
- Important note regarding weapons: Under Illinois State Statute, no guns, look-alike guns, air rifles and pistols, or paintball guns or pistols are allowed inside schools or within 1,000 feet of school grounds, unless carried by on-duty law enforcement personnel.*
- “School” is defined as any public or private elementary or secondary school, community college, college, or university.*
- 4.33. Windows and Roofs: Occupying, storing items on, or throwing items from any outdoor window ledge or roof area. Entering or exiting through windows. Opening or removing screens from windows.

5. INTERIM SANCTIONS

- 5.21. For alleged violations of the Code of Conduct, interim sanctions, including but not limited to, interim suspension, loss of contact with another student, immediate removal from the residence halls, reassignment to alternate housing, and/or restrictions from designated

residence halls or campus facilities or events on a temporary basis may be imposed by the Vice President for Student Life or designee. Interim sanctions should be assigned only when there is reason to believe that the student poses a threat to harm oneself or others, damage college property, or disrupt normal college operations.

- 5.22. The Vice President for Student Life or designee contemplating taking the action shall meet with the student prior to imposing an interim sanction to inform his or her of the alleged violation(s) and of the reasons for the proposed interim sanction. During this meeting, the student will be afforded an opportunity to make a brief statement regarding the alleged violation(s). If the student fails to attend a scheduled meeting, or if such a meeting is unreasonably difficult to afford, action may be taken in his/her absence.
- 5.23. If, following the meeting (or in absence of a meeting as described above), the administrator decides that implementation of an interim sanction is warranted, the student will be served with a written notice of the interim sanction. An interim sanction will become effective immediately upon being served with the written notice. If serving with written notice is not immediately possible, the University will identify the most efficient means of communication.
- 5.24. Interim sanctions are a temporary resolution that will be imposed pending disciplinary or criminal proceedings, or medical evaluation. The required formal hearing will be held not later than ten calendar days from the date the written notice was served, unless unusual circumstances are present.
- 5.25. Interim sanctions are not subject to appeal prior to the required formal hearing.

6. DISCIPLINARY HEARING PROCESS

- 6.21. Any student, faculty, staff member or guest is expected to complete and submit an Incident Report if they are a victim of or a witness to a violation. This report provides information pertinent to the allegation. The individual filing the Incident Report may be expected to appear at any subsequent hearing related to the matter. Incident Report forms may be obtained from any member of the Residence Life staff and/or Campus Public Safety staff.
- 6.22. The following members of the University are considered disciplinary hearing officers of the University: University President, Provost, Vice President for Student Life, Dean of Students, Director of Residence Life, Director of Student Activities, and Residence Hall Directors. The University retains the right to appoint additional hearing officers at any time.
- 6.23. All incident reports will be forwarded to the appropriate disciplinary hearing officer or hearing board.
 - 6.23.a. If the violation allegedly is committed by a resident student in a residence hall or on the surrounding grounds, the complaint will be forwarded to the Director of Residence Life, who will assign the case to the appropriate disciplinary hearing officer or hearing board. First violations typically will be adjudicated by a Residence Hall Director or the Peer Conduct Board; significant violations or complex cases will be heard by the Director of Residence Life, Dean of Students, or the Peer Conduct Board.
 - 6.23.b. If the violation allegedly is committed by a student or students acting on behalf of a student organization, the complaint will be forwarded to the Director of Student Activities.

- 6.23.c. In cases where it can be reasonably foreseen that the student charges may be suspended or dismissed from the institution, the case will be heard through an Administrative Hearing with the Vice President for Student Life or designee.
- 6.23.d. All other complaints will be forwarded to the Dean of Students, who will hear the case or assign it to the appropriate disciplinary hearing officer or hearing board.
- 6.24. The disciplinary hearing officer will review the report, determine charges of policy violation, and notify the student(s) of the charge(s). The student will have seven calendar days from date of notification to schedule and attend a hearing. If the student does not make these arrangements, or fails to appear at the scheduled time, the hearing will proceed in their absence; a decision and sanction(s), if applicable, will be rendered.
- 6.25. In most instances, hearing notification letters will be sent via the student's University email account. Failure to read one's notification letter will compel the disciplinary hearing officer to make a decision without benefit of the student's input.
- 6.26. Investigations into alleged policy violations may be conducted individually or collaboratively by a disciplinary hearing officer and/or the Director of Campus Safety or designee. Aurora University reserves the right to involve civil authorities in investigations.
- 6.27. Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this Code. Disciplinary action at the University normally will proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
- 6.28. Students are presumed not responsible until proven responsible for a violation of the Code of Conduct. Pending final action on a charge, the status of the student is not altered, unless the continued presence of the student would, in the opinion of the disciplinary hearing officer, constitute a clear and present danger to him- or herself, to the safety of others or to the property of the University. In these instances, the student may face interim sanctions.
- 6.29. The purpose of student conduct proceedings is to provide a fair evaluation of an accused student's responsibility for violating University regulations. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the University may result. Responsibility for violation of University regulations is made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct.
- 6.30. If the student is found responsible and is given sanctions, the disciplinary hearing officer will track the student's completion of all assigned sanctions.

7. SUSPENSION OF THE DISCIPLINARY HEARING PROCESS

- 7.21. During the final week of the academic year, portions of the disciplinary hearing process may be suspended in order to adjudicate violations prior to the departure of students.
 - 7.21.a. The typical timeframe will be suspended. Disciplinary hearing officers reserve the right to conduct hearings with students for policy violations at the time of the incident or the next working day.
 - 7.21.b. The student will be notified verbally of the charge(s) against him/her and receive electronic or written notification of charges at or before the time of the hearing.

- 7.21.c. The disciplinary hearing officer will conduct an administrative hearing, per the procedures listed below. The student will be provided with written notification of the resolution of the case, including any sanctions, within 24 hours of the hearing, barring extenuating circumstances.
- 7.21.d. Students may be contacted during the summer session to resolve incidents occurring during the final week of classes. Failure to respond to a hearing notification letter will not absolve the student of responsibility and will compel the disciplinary hearing officer to make a decision without benefit of the student's input.

8. ADMINISTRATIVE HEARING PROCEDURES

- 8.21. Disciplinary hearing officers have the authority to conduct administrative hearings. Based on the information presented, the hearing officer may rescind any charge deemed without basis. If the hearing officer finds that a violation has occurred, appropriate sanctions will be imposed.
- 8.22. In the hearing, the student and disciplinary hearing officer meet and discuss the incident, the student's behavior, disciplinary history and consequences. The disciplinary hearing officer will determine whether or not the student is responsible for the alleged policy violations and impose appropriate sanctions. The disciplinary hearing officer also will communicate the finding and any applicable sanctions in writing.
- 8.23. The disciplinary hearing officer will track the student's completion of all assigned sanctions.

9. PEER CONDUCT BOARD

- 9.21. Peer Conduct Board hearings are formal hearings by a student panel to determine the responsibility of a student (hereafter called the respondent) for violating the Code of Conduct and to recommend sanctions for responsibility.
- 9.22. The Peer Conduct Board is comprised of five student members and a Convener (a Residence Life professional staff member). The Convener will chair the Board, with no voting power.
- 9.23. Student members must be full-time undergraduates in good academic and disciplinary standing who have been enrolled at Aurora University for at least one semester.
- 9.24. A quorum of three Peer Conduct Board members is required to hold a Peer Conduct Board meeting.
- 9.25. Each student selected retains membership on the board for one academic year, with annual extensions granted if he/she has satisfactorily met expectations as a Board member. He/she must remain a full time student in good academic and student conduct standing throughout his/her time on the Board.
- 9.26. Any Peer Conduct Board member may be removed from the Peer Conduct Board by a positive vote of at least three of the four of the other members of the Peer Conduct Board, or under the direction of the Convener and/or the Director of Residence Life. Board members who are charged with a violation of the Code of Conduct or with a criminal offense may be suspended from their positions by the Director of Residence Life during the pendency of the charges against them. Members found responsible for any such violation nor offense may be disqualified from any further participation in the Peer Conduct Board.
- 9.27. Whenever possible, the respondent will have seven calendar days from date of notification to schedule and attend a Peer Conduct Board hearing.

- 9.28. Notification to appear at a Peer Conduct Board hearing will be in writing and will include:
- 9.28.a. The specific alleged violations of the Code of Conduct;
 - 9.28.b. A confirmation of the time and place of the Peer Conduct Board hearing;
 - 9.28.c. The fact that failure to appear for a Peer Conduct Board hearing will result in the hearing being conducted in the respondent's absence;
 - 9.28.d. The fact that the respondent and/or complainant may provide the names of a maximum of 3 witnesses who will appear on their behalf and the fact that the respondent may request additional information about the student conduct process;
 - 9.28.e. The fact that the respondent may be accompanied by an Aurora University faculty or staff member serving in the role of advisor. No outside legal counsel will be permitted.
- 9.29. Respondents who have a legitimate reason for not being able to attend a Peer Conduct Board hearing at the scheduled time may request an alternate hearing time, to be granted at the discretion of the Convener and/or Director of Residence Life. The request for rescheduling must be made in writing, and must be submitted to the Convener no later than 24 hours prior to the scheduled hearing time.
- 9.30. The respondent and the complainant may be accompanied by an advisor whose role is to confer with and advise the respondent of his or her rights, suggest questions to ask witnesses, and offer counsel on behavior during the hearing. Advisors take no direct part in the hearing. The advisor must abide by the guidelines established for the hearing. A student may opt not to have an advisor present. The advisor must be an Aurora University faculty or staff member. No outside legal counsel will be permitted.
- 9.31. Peer Conduct Board hearings are not open to the public and are confidential in nature.
- 9.32. Only evidence introduced at Peer Conduct Board hearings will be considered in determining a respondent's responsibility.
- 9.33. Peer Conduct Board members must be impartial and must make conclusions based solely on the information presented during the hearing.
- 9.34. The decision of the Peer Conduct Board regarding the respondent's responsibility for a violation will be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct. All decisions by the Peer Conduct Board will be decided by a simple majority vote.
- 9.35. Any person, including the respondent, who disrupts a Peer Conduct Board hearing or who fails to adhere to the rulings of the Peer Conduct Board may be excluded from the hearing.
- 9.36. Peer Conduct Board meetings may be recessed at any time, provided they are reconvened within five class days.
- 9.37. Any conduct which may have been influenced by a student's mental state or the use of alcohol or other controlled substances shall not in any way limit the responsibility of the student for the consequences of their actions.
- 9.38. A single record of proceedings, such as a tape recording, will be made of all Peer Conduct Board hearings. The record will be the property of the University and will be used for

deliberations and appeals. No other recording, audio or video, will be permitted. The record of the hearing is University property and it may not be copied or removed from the campus.

10. PEER CONDUCT BOARD PROCEDURES

- 10.21. All hearing participants are brought into the board meeting room.
- 10.22. Convener explains philosophy of the Peer Conduct Board and Board procedures.
- 10.23. Witnesses leave the room. Respondent and complainant remain.
- 10.24. Convener gives statement of accusations.
- 10.25. Respondent asked if he/she understands the accusations.
- 10.26. Respondent accepts or denies responsibility.
- 10.27. Complainant presents his/her description of the incident. If complainant is not present, the Convener reads the incident report or other documentation aloud.
- 10.28. Respondent presents his/her description of the incident. In the event that more than one respondent is present, the Board may bring them into the hearing room either individually or as a group for descriptions of the incident.
- 10.29. Respondent may ask questions of the complainant via the Convener.
- 10.30. Board members may ask questions of the complainant.
- 10.31. Complainant may ask questions of the respondent via the Convener.
- 10.32. Board members may ask questions of the respondent.
- 10.33. Complainant may call one witness at a time.
 - 10.33.a. Complainant may ask questions of the witness.
 - 10.33.b. Respondent may ask questions of the witness.
 - 10.33.c. Board members may ask questions of the witness.
 - 10.33.d. Witness leaves the room.
- 10.34. Respondent may call one witness at a time.
 - 10.34.a. Respondent may ask questions of the witness.
 - 10.34.b. Complainant may ask questions of the witness.
 - 10.34.c. Board members may ask questions of the witness.
 - 10.34.d. Witness leaves the room.
- 10.35. Complainant, respondent, or board members may recall witnesses or re-question participants.

- 10.36. Complainant presents final statement.
- 10.37. Respondent presents final statement.
- 10.38. Complainant, respondent, and their respective advisors leave the room.
- 10.39. Board deliberates on responsibility.
- 10.40. All return to meeting room to hear decision on responsibility.
- 10.41. If student is found responsible, the Board will review the student's student conduct history and make recommended sanctions.
- 10.42. Within 24 hours, the Convener forwards a case report to the Director of Residence Life or designee, including a record of all parties involved in the hearing, pleadings of the respondent, the Board's findings and sanction recommendations, and a rationale for the recommended sanctions.
- 10.43. The Director of Residence Life or designee will, within a reasonable length of time after receiving the Peer Conduct Board's recommendation, render a decision and notify the respondent. Such notification will be in writing and include the findings of fact, sanctions (if found responsible), and rationale for determinations. The complainant may be apprised of the decision. Such information will be communicated orally to the complainant with a reminder that the information is subject to privacy laws.

11. SANCTIONS

- 11.21. In recommending or determining a sanction(s), a hearing board or disciplinary hearing officer will consider all relevant factors, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record, if any. Sanctions are intended to promote student learning, and to aid in the development of the student and the community as a whole.
- 11.22. Students may be asked to sign a statement acknowledging receipt of assigned sanctions. This document also may stipulate additional consequences if the assigned sanctions are not completed accordingly.
- 11.23. The following are sanctions which may be imposed for a violation of the Code of Conduct. The disciplinary actions listed in this section are not meant to be all-inclusive, but serve as guidelines which may be imposed in any combination:
 - 11.23.a. Expulsion: Permanent separation from the University. Students who have been expelled may not be on campus without specific written permission of the Vice President for Student Life or designee.
 - 11.23.b. Suspension: Separation of the student from the University for a specified period of time. The student will not participate in University-sponsored activities and may not be on campus without specific written permission of the Vice President for Student Life or designee. Some restrictions may be placed on the student as a condition of his or her return to campus.
 - 11.23.c. Disciplinary Removal from Residence: Removal of the student from University housing either on a temporary or permanent basis. Normally, a student who receives this sanction by the appropriate hearing body or disciplinary hearing officer is entitled to five calendar days to vacate his/her University housing facility. If, however, there is reason to believe that the student poses a substantial threat to

harm oneself or others, damage University property, or disrupt the stability and continuance of normal University operations and functions, this process can be accelerated.

- 11.23.d. Loss of Extracurricular Privileges: A student may lose the privilege of participating in extracurricular activities and/or running for or holding office in any student group or organization as part of a disciplinary sanction. This includes, but is not limited to, participation in athletic, music, and dramatic events, programs, groups, and teams. Any exceptions must be expressly stipulated by a disciplinary hearing officer and approved by the Vice President of Student Life.
- 11.23.e. Disciplinary Probation: A specified period of time during which the student is removed from good disciplinary standing. Any additional violations during the probationary period will result in more severe consequences, up to and including expulsion.
- 11.23.f. Disciplinary Admonition: A written warning to the student that the cited behavior is not in accordance with the Code of Conduct. The student is warned that further misconduct may result in more severe disciplinary action.
- 11.23.g. Parental Notification: The Vice President or designee will notify via letter or telephone call the parents/guardians of residents under the age of 21 of a violation of the controlled substances policy or a class two or above violation of the alcohol policy.
- 11.23.h. Fine: For alcohol or controlled substances violations, the student will pay a fine, to be deposited into an alcohol and controlled substance education fund.
- 11.23.i. Restitution: In cases of damage, destruction, defacement, theft, injury or unauthorized use of property, restitution to the University or to an individual may be required. In cases of restitution to the University, the charge will be posted directly to the student's account. Payments not received by the deadline will result in late charges being incurred. All Student Accounts policies will apply in the case of restitution.
- 11.23.j. Educational: The student will complete a research project, paper, community program, bulletin board, etc.
- 11.23.k. Loss of Contact: Loss of contact may be imposed when a student is found responsible for such violations as harassment, assault or similar offenses against an individual. Students who receive this sanction may not initiate contact with a particular individual(s) in person, by telephone, electronic communication, voice mail, in writing, by friends on his or her behalf, or by any other means, anywhere on campus. This sanction usually is imposed for the tenure of the student found responsible.
- 11.23.l. No Trespass Notice: As the result of an expulsion or suspension from the University, as student may be prohibited from being on University property. A visitor found in violation of our policies may also be prohibited from being on University property. In such cases, the Office of Campus Public Safety will issue a No Trespass Notice, banning the individual from campus. The Office of Campus Public Safety will notify the University community and provide instructions on how to respond should a banned individual be seen on campus. Banned individuals are subject to arrest by the Office of Campus Public Safety.

- 11.23.m. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above, including but not limited to the following: community service; mandated counseling or therapy; relocation to another University living area; trespass from specified University premises; loss of specified University privileges; or assignment of a failing grade in an academic course. The imposition of such sanctions must be related to the nature of the violation.

12. DISCIPLINARY HEARING APPEALS

- 12.21. Students may appeal the decision of a disciplinary hearing officer or the Peer Conduct Board. A letter of appeal must be submitted in writing to the appropriate appeals officer within five calendar days from the date of notification of the official decision. The appeals officer will render a decision within ten calendar days. Failure to appeal within the allotted time will render the original decision final and conclusive. The appropriate appeals officer is as follows:
- 12.21.a. For Administrative Hearings, appeals will be heard one administrative level up from the original hearing officer (e.g. the Director of Residence Life will hear the appeal for a hearing conducted by a Residence Hall Director; the Dean of Students will hear the appeal for a hearing conducted by the Director of Residence Life).
- 12.21.b. For Peer Conduct Board Hearings, appeals will be heard one administrative level up from the original hearing officer (e.g. the Dean of Students will hear the appeal for a resolution written by the Director of Residence Life).
- 12.22. Students who file an appeal may request a meeting with the appeals officer. Such a meeting may or may not be granted, subject to the discretion of that official.
- 12.23. Appeal decisions will be based solely upon the record of the original proceeding, upon the written appeal, and upon the meeting with the student, if held.
- 12.24. Assigned sanctions are not subject to appeal. Only one appeal may be heard per case and are based on the following grounds for appeal:
- 12.24.a. An erroneous finding of fact contrary to the substantial weight of the evidence;
- 12.24.b. Incorrect interpretation of a policy or of the responsibilities of the hearing officer/board;
- 12.24.c. Bias on the part of the disciplinary hearing officer/board which materially affected the hearing; and/or
- 12.24.d. New evidence material to the case that was not available at the time of the hearing.
- 12.25. After receiving an appeal and reviewing all available information, the appeals officer may elect to:
- 12.25.a. Deny the appeal and, in doing so, affirm the finding and the sanction originally determined;
- 12.25.b. Remand the case to the original hearing body with recommendations;
- 12.25.c. Order a new hearing with a new hearing body; or
- 12.25.d. Dismiss the case.

- 12.26. The decision of the appeals officer is final and is not subject to additional appeal.
- 12.27. The imposition of sanctions normally will be deferred during the pendency of appellate proceedings, unless otherwise directed by the appeals officer.

13. DISCIPLINARY FILES AND RECORDS

- 13.21. Case referrals will result in the development of a disciplinary file in the name of the accused student. All resolutions (responsible, not responsible, and/or charges rescinded) will be noted in the disciplinary file.
- 13.22. The files of students found responsible of any charges against them normally will be retained as disciplinary record for four years from the date of the letter providing notice of final disciplinary action.
- 13.23. Disciplinary records may be voided by the Dean of Students or designee for good cause, upon written petition. Factors to be considered in review of such petitions shall include:
 - 13.23.a. the present demeanor of the student.
 - 13.23.b. the conduct of the student subsequent to the violation.
 - 13.23.c. the nature of the violation and the severity of any damage, injury, or harm resulting from it.

14. CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges and universities that receive financial assistance, under the programs authorized by Title IV of the Higher Education Act of 1965, to report the following crimes that occurred on "campus." The definition of "campus" includes any property owned, controlled, or used by the University as well as all public property that is within the same reasonably contiguous geographic area of the institution such as a sidewalk, street, other thoroughfare, or parking facility, that provides immediate access to facilities owned or controlled by the institution.

- 14.21. Murder - The willful (non-negligent) killing of a human being by another.
- 14.22. Manslaughter - The killing of a human being through gross negligence.
- 14.23. Sexual Offenses - Encompasses a number of sexual crimes involving penetration or intrusion (however slight) by whatever means against the victim's will.
 - 14.23.a. Forcible - Crimes categorized as forcible are: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
 - 14.23.b. Non-forcible - Non-forcible sex crimes include: incest and statutory rape
- 14.24. Robbery - The taking or attempting to take, of anything of value under confrontational circumstances: by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- 14.25. Aggravated Assault - An unlawful attack by one person upon another where the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, internal injury, severe laceration, or loss of consciousness.

- 14.26. Burglary - The unlawful entry into a building or structure with the intent to commit a felony or theft.
- 14.27. Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- 14.28. Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.
- 14.29. Liquor Law Violations - Violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).
- 14.30. Drug Law Violations - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzadrine).
- 14.31. Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- 14.32. Disciplinary Referrals For University Alcohol Policy Violations - Individuals referred for sanctions for the distribution, possession, or use of any alcoholic beverage while on campus or while attending any University sponsored event off campus.
- 14.33. Disciplinary Referrals For University Drug Policy Violations - Individuals referred for sanctions for the distribution, possession, or use of any illicit drug(s) while on campus or while attending any University sponsored event off campus.
- 14.34. Disciplinary Referrals For University Weapon Policy Violations - Individuals referred for sanctions for the possession or use of firearms, explosive devices, air (pellet) guns, crossbows, slingshots, swords, knives (longer than 4"), shurikens, and other weapons or dangerous articles.

Clery Act statistics for Aurora University are available from the Office of Campus Safety or on the web at www.aurora.edu/safety/policies.htm.

15. ILLINOIS STATE STATUTES

Because Aurora University is considered a "school" under various provision of the Illinois Criminal Code and given the presence of the Partnership School on the Aurora campus, Aurora University property is considered school property under Illinois law. For the purpose of these statutes, "school" is defined as any public or private elementary or secondary school, community college, college, or university. As a result, the following Illinois laws may apply to conduct on Aurora University property; all applicable University policies may also apply. This is not an inclusive list – for more information, please contact the Director of Campus Safety.

- 15.21. Weapons: It is illegal to possess, store, or deliver any firearms and look-alike weapons, including soft air and paintball guns within 1000 feet of school property.

- 15.22. Illegal Controlled Substances: It is illegal to possess, store, or deliver any illegal controlled substance, cannabis, look-alikes, or drug paraphernalia within 1000 of school property.
- 15.23. Alcohol: Under 235 Illinois Compiled Statutes 5/6-21:
- 15.23.a. It is a Class B Misdemeanor to possessor sell alcohol if you are under 21.
 - 15.23.b. It is a Class A Misdemeanor to sell, give, or furnish false ID to an individual 21 years old or under (minimum \$500 fine).
 - 15.23.c. It is a Class B Misdemeanor to use or possess a false ID if you are under 21.
 - 15.23.d. It is a Class A Misdemeanor to sell, give, or deliver alcohol to individuals under 21 years of age. Local ordinances may also be enforced.
 - 15.23.e. Class A Misdemeanors are punishable with a fine of \$1 to \$1000 and up to one year in the county jail.
 - 15.23.f. Class B Misdemeanors are punishable with a fine of \$1 to \$500 and up to six months in the county jail.
 - 15.23.g. These violations may also result in one's driver's license being administratively revoked or suspended by the Illinois Secretary of State's office.
- 15.24. Sex Offenders: A sex offender, sexual predator, sexually dangerous person, or sexually violent person attending, employed, or carrying on a vocation at an institution for higher education (full-time or part-time basis) is required to do the following:
- 15.24.a. register as a sex offender, in person in the jurisdiction of residence, their employment and institution of higher education information on the Sex Offender Registration Form within five days of residency, attendance, and/or employment;
 - 15.24.b. the registering agency enters the employment and/or institution of higher education attendance information and any and all changes into the LEADS Caution File within three days;
 - 15.24.c. if attending, employed, or carrying on a vocation at an institution of higher education located in a jurisdiction other than their residence, they are also required to register in person with the jurisdiction where the institution is located; **Note: registration shall be completed by reporting to the city police department or county sheriff's office where the institution of higher education is located. Registration of offenders shall not be done by the institution of higher education police department or security force.**
 - 15.24.d. registration of employment and institution of higher education information is required at the jurisdiction where the institution of higher education is located within five days of beginning instruction or employment;
 - 15.24.e. this information is to be collected on a form provided by ISP and should **only** be used for those sex offenders attending or employed at an institution of higher education and is to be forwarded to ISP within three days;
 - 15.24.f. the agency of jurisdiction where the institution of higher education is located shall provide the board of higher education or other appropriate administrative office of each non-public institution of higher education a list of those sex offenders employed or attending the institution of higher education in a prompt manner;

- 15.24.g. if the institution of higher education has a campus police department with a LEADS terminal, the campus police will be responsible for running lists to acquire those sex offenders attending and employed at their institution of higher education;
 - 15.24.h. if the institution of higher education where a sex offender is attending does not have a campus police department with a LEADS terminal, the agency of jurisdiction where the institution of higher education is located shall provide the board of higher education or other appropriate administrative office of each non-public institution of higher education a list of those sex offenders employed or attending the institution of higher education in a prompt manner;
 - 15.24.i. if the campus police, board of higher education, or other appropriate administrative office needs immediate information, they should call the local agency of jurisdiction for information regarding sex offenders who are attending, employed, or carrying on a vocation at the institution of higher education;
 - 15.24.j. an employment/institution of higher education form will be provided to the agency of jurisdiction where the institution of higher education is located by ISP and the agency of jurisdiction must complete this form and forward it to ISP within three days; and
 - 15.24.k. adjudicated juvenile delinquent sex offender information is to be provided to licensed day cares, schools, and institutions of higher education. Adjudicated juvenile delinquent sex offender information **is not** open to general public inspection, unless at the discretion of ISP or other law enforcement agency, it is determined a person's safety may be compromised.
- 15.25. Security, Fire, and Life Safety Systems: Under 720 Illinois Compiled Statutes 5/16-22, a person commits the offense of tampering with a security, fire, or life safety system when he or she knowingly damages, sabotages, destroys, or causes a permanent or temporary malfunction in any physical or electronic security, fire, or life safety system or any component part of any of those systems, including, but not limited to:
- 15.25.a. fire bells, alarms, extinguishers, hoses, exit signs, sprinkler systems, card readers and any other life safety system equipment, as described by law.
 - 15.25.b. Violation of this section is considered a Class 4 felony.

POLICY STATEMENT A: Sexual Assault

Sexual assault is defined as sexual acts, which include but are not limited to, unwanted touching of an intimate part of another person such as a sexual organ, buttocks or breast; sodomy; oral copulation; and rape by a foreign object by a friend, acquaintance or stranger:

- which is forced, manipulated or coerced through use of verbal coercion, intimidation (emotional and/or physical), threats, physical restraint and/or physical violence and/or
- where no consent is given due to the victim's being unconscious, asleep or unable to communicate, or to the victim's saying nothing; and/or
- where the victim is temporarily incapable of appraising or controlling his or her conduct owing to the influence of alcohol or other drugs he or she consumed or to any other act committed upon him or her without his or her consent.

A person who has been a victim of sexual assault should report the crime to the Campus Safety Office or the local police. The University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, disciplinary, and counseling assistance. Those who report a sexual assault will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Upon request, assistance will be provided in changing academic schedules and living arrangements, when reasonably available.

Reported complaints of sexual assault will be investigated, and information obtained in the process will be kept as confidential as possible. Whether or not a victim chooses to initiate criminal charges, s/he retains the right to file a complaint through the student disciplinary system or employee grievance process. The University will support the victim's choice in response to sexual assault. Should the alleged misconduct of a student be subject to review through formal hearing procedures, the accused and accuser will be afforded the opportunity to present relevant information; be accompanied by a support person; and be apprised of the results of the disciplinary review. In the event the accused is found in violation, the entire range of sanctions outlined in the Code of Conduct may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the University. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements. It is the legal obligation of all members of the University community to report to the Dean of Students any knowledge of an alleged sexual assault.

A thorough investigation will be conducted to prevent future occurrences.

Under the Clery Act, it is a federal requirement to report all incidents involving alleged sexual assault. Aurora University and its representatives are considered "mandated reporters" and, as such, will report the incident to the appropriate civil authorities. Notice will be given to the victim that a report of an alleged assault has been made. Only notice that an incident has occurred will be reported; the victim's name will be withheld, unless written consent is provided to the University by the victim.

POLICY STATEMENT B: Zero Tolerance

Every member of the Aurora University community is valued and shall be treated with respect and dignity. Aurora University strives to cultivate a climate of cultural competence among faculty, staff and students and community. Aurora University is committed to recruiting/retaining a culturally diverse faculty, staff and student population.

Aurora University has no tolerance for any harassing/demeaning behavior. Any member of the university (faculty, staff and students) who engages in adverse behaviors, surrounding race, class, culture, gender, sexual orientation or ability, will be subject to the laws of both the state of Illinois and the University, as stated in the A-Book, Faculty Handbook and Personnel Manual. The University will take suitable action, which may include expulsion and/or dismissal, to protect its interests and its commitment to the right of every member of the Aurora University community to live, work and study in a bias-free environment.

The University condemns all discriminatory behaviors, whether verbal or physical. Any member of the University community accused of harassment, discrimination or coercive sexual acts is subject to disciplinary procedures. In addition, the accused may be subject to prosecution under the criminal code of the State of Illinois.

Students and employees are encouraged to file grievance procedures against people in violation of university standards. Contact Human Resources, the faculty and/or staff ombudsperson, or the Provost for information and assistance.

Definition of Terms

Racial discrimination is defined as any action that results in unfair treatment of members of a minority group or in preferential treatment for majority group members.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when considering the totality of the circumstances:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status;
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive classroom, work, or living environment. Examples of such conduct include:
- offensive oral, physical, written or pictorial communication relating to gender or to sexual orientation.
- unwelcome and irrelevant comments, references, gestures or other forms of personal attention which are inappropriate to the academic or employment setting and which may reasonably be perceived as sexual overtures or denigration.
- such conduct which consists of sexual assault, that is, coercion for the purpose of sexual relations or sexual contact which is not freely agreed to by both parties (See Policy Statement A).

Violation of Policy

The violation of the Zero Tolerance Policy by members of the University community and all third-party individuals who serve the University community may result in disciplinary action and dismissal for employees and students and such penalties, sanctions, and impositions against other individuals or parties as may be available to the University given the nature of the contractual or business relationship that may be established with such parties or individuals.

Nothing in these guidelines shall be construed to limit the rights of members of the Aurora University community to freedom of political or artistic expression. In particular, the expression of political opinions about issues both on campus and in the wider national and international community explicitly does not constitute harassment. Similarly, works of art created or presented by members of the Aurora University community are protected.

Retaliation against persons who report sexual harassment will not be tolerated. Instances of retaliation in response to the initiation of formal or informal grievance procedures will be regarded as new cases of harassment and may result in the filing of additional complaints.

Information about sexual harassment and appropriate campus and off-campus procedures for filing complaints is available from the Human Resources Office and the Provost.

POLICY STATEMENT C: Aurora University Computer Use Policy

Computers have become an essential tool in higher education for instruction, research, and public service. Aurora University is committed to providing a wide range of high-quality computing services to students, faculty, and staff and to support the mission of the University as set out by the governing board. The following policies have been established to ensure the security and integrity of the University's computing resources and the fair and equitable access to those resources by all the members of the University community. These policies apply to all University computing systems (desktop, laboratory, and network), all personal machines attached to the campus network, and all hardware, software, data, and telecommunications devices associated with these systems. Failure to abide by these policies may result in the loss of computing privileges, assessment of damage costs, and possible disciplinary action.

Authorized Use: Access to Aurora University computing resources is available to faculty, staff, and all currently enrolled full-time and part-time students. Access may also be extended to others in support of educational and community service activities in the Aurora University educational and community service activities in the Aurora University service area. All computer accounts for staff leaving the University and students who do not register for the current semester will be removed within 30 days. Students who have completed at least six hours of credit in the last year at Aurora University but are not currently enrolled may continue using their accounts until the end of one additional semester. Accounts that have not been accessed for 120 calendar days will be deemed inactive and removed from the system.

Distribution of Resources: The utility of the University's computing services depends on the balanced distribution of limited resources. All users are expected to assist in the conservation of these resources and to avoid excessive system usage, connect time, and disk storage. Specifically prohibited is the use of the network for recreational activities that place heavy load on scarce resources, the creation or distribution of mass mailings or exceptionally large e-mail messages, and other types of use that would cause congestion of the network or otherwise interfere with the work of others.

Disruptive Activities: Any deliberate attempt to tamper with, disrupt, delay, or endanger the regular operation of the University's computing resources is prohibited. Attempted access of AU servers using unauthorized methods, the creation or propagation of computer worms or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account or to University hardware, software or data is considered vandalism and will be treated as such.

Commercial Activity: The University's computing resources are reserved for instructional purposes and the professional activities of its faculty and staff. The use of these systems for personal business or commercial use, such as the posting of commercial web pages and the distribution of unsolicited advertising, is prohibited.

Property Rights: All computer programs and files, unless they have been explicitly placed in the public domain by their owners, are private property and may not be copied or distributed without authorization. The users of Aurora University computer resources are subject to applicable laws governing intellectual property and should be aware that the copying, distribution, or use of protected material without proper permission or license is prohibited.

Privacy: Rights to privacy on the part of members of the Aurora University community extend into the computing environment. Prohibited activities include the following: accessing or attempting to access another user's computer account or files without specific authorization; the deliberate, unauthorized attempt, through misrepresentation or any other mechanism, to access University computers, computer facilities, networks, systems, programs, or data; and the use of University computer resources to gain access to restricted databases. Electronic mail poses unique challenges to the right of privacy; although all users have the right to expect that their electronic mail messages will not be viewed by others, for a variety of reasons this is difficult to ensure, and users are urged to post e-mail messages with the understanding that occasionally their messages may reach readers other than the intended recipients. Users should also be aware that authorized computer administrators may on rare occasions need to access users' accounts for purposes of system maintenance and resource management.

Harassment and Fraudulent Behavior: The sending of harassing messages or files to or about another person, interfering with the legitimate work of another user, the transmission and display of abusive or obscene messages, and the sending of messages under an assumed name or modified address or with the intent to obscure the origin of the message is a violation of this policy and such activity may also be subject to applicable state and federal laws.

Freedom of Expression: The free exchange of ideas is central to the educational process. The Aurora University computer use policy supports this principle, with the exception of uses that violate the law, endanger computer resources, violate the policies articulated in this document, or are otherwise determined by University authorities to be inappropriate, unethical, or inconsistent with the educational goals of the university.

POLICY STATEMENT D: Alcohol and Controlled Substances

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Aurora University supports this requirement and will maintain a drug-free environment in the workplace, on the campus, and for all University-sponsored events.

Aurora University prohibits the unlawful manufacture, possession, distribution, or use of illicit drugs and/or alcohol by students and employees. This policy applies both to on-campus and off-campus activities, including student-sponsored social activities. Additionally, Aurora University prohibits the manufacture, possession, distribution or use of alcohol on the Aurora University campus, including the residence halls.

Sanctions for Alcohol Violations

As an educational institution, Aurora University expects its students to behave in a mature and responsible manner. As an alcohol-free campus, intoxicants are not permitted on campus, no matter the student's age. When a student fails to follow the alcohol policy, the University considers such a violation to be serious. The sanctions given for alcohol violations represent a commitment to providing learning outcomes that will help the student to understand the impact of their behavior not only on themselves but also on the University community.

The sanctions listed below do not represent an all-inclusive list. Based on the severity of the violation, the level of cooperation with staff members during the incident, the disciplinary history of the student, and/or any other factors, any Class of sanctions, any combination thereof, or any additional sanctions may be instituted, as deemed appropriate by the disciplinary hearing officer. Residence Life works in conjunction with other areas on campus, such as Athletics, who also reserve the right to respond to student conduct situations with their own processes.

Please note that other policies violated in conjunction with an alcohol violation may result in additional sanctions.

CLASS ONE

- **Disciplinary Admonition.** Notification that the student will face additional disciplinary action should he/she be held responsible for future policy violations.
- **Educational.** The student will complete the Alcohol.Edu assessment within three weeks.
- **Fine.** The student will pay a fine of \$100, to be deposited into an alcohol and controlled substance education fund.
- **Parental Notification.** The Vice President for Student Life or designee will notify via letter the parents/guardians of residents under the age of 18 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

CLASS TWO

- **Disciplinary Probation.** The student will be placed on disciplinary probation for a period no less than one full semester in addition to the current semester.
- **Educational.** The student will host a screening of an alcohol education video, along with 5-10 friends they will invite. A staff member will facilitate the experience, including a pre-test, a post-test, and discussion questions.
- **Fine.** The student will pay a fine of \$150, to be deposited into an alcohol and controlled substance education fund.
- **Parental Notification.** The Vice President for Student Life or designee will notify via letter the parents/guardians of residents under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

CLASS THREE

- **Loss of Housing.** The student will have their housing contract cancelled.
- **Outside Involvement.** The student will be prohibited from representing the University in a leadership capacity.
- **Assessment.** The student will complete an alcohol screening assessment through a University-approved resource at their own expense within three weeks and will complete any recommendations within a time period specified by the assessor.
- **Fine.** The student will pay a fine of \$200, to be deposited into an alcohol and controlled substance education fund.
- **Parental Notification.** The Vice President for Student Life or designee will notify via telephone call the parents/guardians of residents under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

CLASS FOUR

- **Suspension.** The student will be suspended from Aurora University for a minimum of one full semester in addition to the current semester.
- **Parental Notification.** The Vice President for Student Life or designee will notify via telephone call the parents/guardians of residents under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

Sanctions for Controlled Substance Violations

As an educational institution, Aurora University expects its students to behave in a mature and responsible manner. In accordance with state and federal law, the University prohibits the use, possession, or distribution of any state or federally controlled substance or drug paraphernalia except as expressly permitted by law. When a student fails to abide by this policy, the University considers such a violation to be serious and the student will be subject to disciplinary action. **The University also reserves the right to pursue criminal action against the offending student(s).** According to state statutes, penalties for the delivery of controlled substances are increased if conducted on school grounds or within 1,000 feet of school grounds (720 ILCS 550/4, Section 5)

The sanctions listed below do not represent an all-inclusive list. Based on the severity of the violation, the level of the student's cooperation with staff members during the incident, the disciplinary history of the student, and/or any other factors, any sanctions, any combination thereof, or any additional sanctions may be instituted, as deemed appropriate by the disciplinary hearing officer. Student Life works in conjunction with other areas on campus, such as Athletics, who also reserve the right to respond to disciplinary situations with their own processes and additional sanctions.

Please note that other policies violated in conjunction with a controlled substance violation may result in additional sanctions.

One or more of the following sanctions will apply if a student is found responsible for a violation of the controlled substance policy:

- ✓ **Expulsion.** The student is permanently expelled from Aurora University.
- ✓ **Suspension.** The student is suspended from Aurora University for a minimum of one full semester in addition to the current semester.
- ✓ **Disciplinary Removal from Residence Halls.** The student is removed from the residence halls at Aurora University. This prohibits the student from entering any areas in the residence halls, including all public space in those halls, with the exception of the Wellness Center and the Fitness Center. For a commuter student, this sanction prohibits entry to any residence hall, with the exceptions noted above.

- ✓ **Disciplinary Probation.** The student will be placed on disciplinary probation for a period no less than one full semester in addition to the current semester.
- ✓ **Fine.** The student is assessed a fine of \$200, to be deposited into an alcohol and controlled substance education fund.
- ✓ **Outside Involvement.** The student is prohibited from representing the University in a leadership capacity.
- ✓ **Assessment.** The student is required to complete a substance abuse screening assessment through a University-approved resource at the student's own expense within three weeks and will complete any recommendations within a time period specified by the assessor.
- ✓ **Parental Notification.** The Vice President for Student Life or designee will notify via telephone call or letter the parents/guardians of residents under the age of 21 of the violation.
- ✓ **Supplemental.** Additional sanctions are imposed as deemed appropriate by the disciplinary hearing officer.

Effects of Using Alcohol and Controlled Substances

Substance and alcohol abuse not only affects the users, it affects their loved ones, and those with whom they work, live or attend class. Abusers can be unpleasant and dangerous. Substance/alcohol abuse can cause impaired eyesight, slower reaction time, lessened concentration, and poor judgment. In addition, it can affect the safety, motivation, and attitude of the abusers and those they are around.

Students should be aware of the health risks associated with the use of illicit drugs and alcohol. Student employees in supervisory roles, such as Resident Assistants, will be provided with training in the recognition of or early warning signals of drug/alcohol abuse. Informational materials will be made available to students and staff through the Division of Student Life.

POLICY STATEMENT E: Off-Campus Behavior

The majority of Aurora University's undergraduate students live off campus. In any community, there is a mixture of residents, often including senior citizens, families with children and single professionals. In the communities surrounding Aurora University, student residents are often considered to be representatives of the university, even at their off-campus residences. As a result, the University is concerned about the impact of students' conduct in the community.

We ask students to be considerate of their neighbors. Students should recognize that their schedules may differ considerably from other residents' schedules and be considerate of community issues such as noise, parking, trash, property maintenance and alcohol usage. It is the student's responsibility to know and follow the City of Aurora Ordinances. These can be found at (<http://www.aurora-il.org/>).

General expectations include the following:

- Check your lease to determine who is responsible for lawn maintenance and trash. It is important that you keep your home and yard clean and managed.
- Park cars in the street or in your driveway, not on the lawn; keep parked cars to a minimum and do not infringe on the ability of others to get in and out of their driveways without their view being obstructed.
- Be aware that loud music or cars, shouting individuals or increased traffic will disrupt your neighbors.
- Take care of your pets. Barking dogs or other wandering pets are disruptive and a safety hazard.
- Take responsibility for your guests and ask them to respect your neighbors' property and quality of life.

Enforcement of Off-Campus Housing Policies:

The Department of Campus Public Safety is a police department recognized by the State of Illinois. The Office of Campus Public Safety (CPS) has the right to conduct criminal investigations involving off-campus behavior of Aurora University students and/or Aurora University property. The department is committed to the safety and well-being of the Aurora University community. The department is also committed to be a good neighbor with those that live in the neighborhood surrounding Aurora University.

Neighborhood Contact: CPS will be asking residents of the university neighborhood to contact them directly with concerns related to neighborhood disturbances and/or dereliction of property involving current AU students. Upon receiving information, CPS Officers will respond and contact the AU students implicated to attend to the concern and investigate as necessary.

CPS Patrols: CPS officers will be conducting routine patrols of the immediate university neighborhood. When CPS officers observe activity or are informed of an activity that may be in violation of the City of Aurora ordinances, Illinois State law and/or Aurora University policy, contact will be made with those present at the address. Examples of this include, but are not limited to:

- Noise complaints
- Possible underage drinking
- Criminal damage to property
- Domestic calls/complaints
- Assault
- Battery
- Any other circumstances which would prompt a CPS officer who is on patrol to make contact with an off-campus AU student

Sanctions for Off-Campus Housing Policy Violations

Community Disturbance (Unreasonably disrupting or interfering with the rights of neighbors at off-campus locations, including, but not limited to, failure to abide by applicable University regulations and policies as well as local, state and federal laws. A small gathering is generally defined as 20 students or fewer. Categorization of the incident is also subject to circumstances and documented behavior.)

AU STUDENT/TENANT SANCTIONS

| | Documented underage drinking - NO | Documented underage drinking - YES |
|--|--|--|
| 1 st offense <i>in either column</i> | Probation; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) | Probation; AlcoholEdu; \$100 fine per tenant present; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) |
| 2 nd offense <i>in either column</i> | Probation to suspension; \$100 fine per tenant present; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) | Probation to suspension; \$200 fine per tenant present; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) |
| 3 rd offense <i>in either column</i> | Suspension to expulsion; \$200 fine per tenant present; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) | Probation to suspension; \$400 fine per tenant present; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) |

AU STUDENT/NON-TENANT SANCTIONS

| | Contributed to community disturbance | Documented underage drinking |
|---|---|---|
| 1 st offense <i>in either column</i> | Admonition; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) | Admonition; AlcoholEdu; \$100 fine; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) |
| 2 nd offense* <i>in either column</i> | Probation; \$100 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) | Probation; \$150 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) |
| 3 rd offense <i>in either column</i> | Probation to suspension; \$150 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) | Probation to suspension; \$200 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) |
| 4 th offense <i>in either column</i> | Suspension to expulsion; \$200 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) | Suspension to expulsion; \$300 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend) |

* A second offense for either tenants or non-tenants will result in the student being restricted from serving in a leadership capacity on campus (e.g. team captain, executive board of a student organization, peer advisor, etc.)

Dereliction of Property (Violation of the City of Aurora ordinance, article IV. Property Maintenance, regarding property maintenance including):

AU STUDENT/TENANT SANCTIONS

Improper disposal of trash, including but not limited to, garbage, inoperable vehicles, junk and trash, rubbish, and weeds.

- 1st Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
- 2nd Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
- 3rd and Subsequent Offenses: Good Neighbor violation ticket issued; 24 hours to comply with ordinance; \$50 fine per tenant

Inadequate maintenance of lawn and landscaping including, but not limited to, weeds exceeding a height of eight inches.

- 1st Offense: Good Neighbor violation ticket issued; 48 hours to comply with ordinance
- 2nd Offense: Good Neighbor violation ticket issued; 48 hours to comply with ordinance
- 3rd and Subsequent Offenses: Good Neighbor violation ticket issued; 48 hours to comply with ordinance; \$50 fine per tenant

Parking illegally including, but not limited to, parking in prohibited areas, e.g. grass or dirt; parked vehicles in excess of the number allowed for single-family and two-family residential purposes.

- 1st Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
- 2nd Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
- 3rd and Subsequent Offenses: Good Neighbor violation ticket issued; 24 hours to comply with ordinance; \$50 fine per vehicle

Other residential ordinances as described by City of Aurora Code

- 1st Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
- 2nd Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance

- *3rd and Subsequent Offenses: Good Neighbor violation ticket issued; 24 hours to comply with ordinance; \$50 fine per tenant*

POLICY STATEMENT F: Alcohol Good Samaritan Policy

*The following policy is designed to protect the health and safety of students who may need medical attention as a result of excessive alcohol consumption. **If you receive attention or seek medical assistance for a peer as a result of excessive intoxication or serious injury after consuming alcohol, you may not be subject to formal disciplinary action for violating the University's alcohol policy as set forth in greater detail below.***

The health and safety of students are of primary importance at Aurora University. Students must not only consider their own health and safety but also that of their peers. In addition, it is imperative that medical assistance be sought when an individual experiences excessive intoxication or serious injury after consuming alcohol.

Aurora University recognizes that the potential for disciplinary action by the University may serve as a disincentive to students seeking medical assistance for themselves or other students in alcohol-related incidents. When a student's health or safety is threatened or appears to be in jeopardy, however, Aurora University wants to encourage all students to take immediate action.

Students needing or calling for medical assistance during an alcohol-related incident will not be subject to formal disciplinary action by the University for being under the influence of or in possession of alcohol (or otherwise acting in violation of the University's alcohol policy) if they follow the steps described below.

The recipients of medical attention will not be subject to formal disciplinary action if they elect to schedule a meeting with the Dean of Students or designee within two working days after the incident. If the student is hospitalized, this meeting must be scheduled within two working days after his/her release from the hospital. The student must agree to timely completion of any recommended alcohol education, assessment or treatment as determined at this meeting. These recommendations will be based on the University's concern for student health and safety. If the student does not follow these conditions, he/she will not qualify under the Alcohol Good Samaritan Policy and would be subject to formal disciplinary action.

Similarly, any student seeking medical assistance on behalf of a peer will not be subject to formal disciplinary action, regardless of whether the reporting student was under the influence of or in possession of alcohol (or otherwise acting in violation of the University's alcohol policy) at that time.

Reporting students will not be subject to formal disciplinary action if they elect to schedule a meeting with the Dean of Students or designee within two working days after the incident. If the reporting student was in violation of the University's alcohol policy at the time of the incident, the student must agree to timely completion of any recommended alcohol education, assessment or treatment as determined at this meeting. These recommendations will be based on the University's concern for student health and safety. If the student does not follow these conditions, he/she will not qualify under the Alcohol Good Samaritan Policy and will be subject to formal disciplinary action.

To the extent permitted by law, University officials or hospital personnel reserve the right to contact the parents of students that are hospitalized for alcohol abuse or that are unconscious or otherwise in serious physical jeopardy. In these cases, parental notification will be taken as a precautionary measure.

This policy also will pertain to incidents occurring off-campus. If an AU student/tenant in a local house contacts Campus Public Safety to request assistance in dispersing guests, the Aurora University Good Samaritan policy will apply to the extent possible within the law. Residents of the house who cooperate

with Campus Public Safety during the response typically will not be subject to the formal disciplinary action outlined above IF they meet with the Dean of Students and complete recommendations.

Please note that the University cannot control how local law enforcement officials will respond should they become aware of an alcohol-related incident.

POLICY STATEMENT G: Right of Access and Privacy

The Family Educational Rights and Privacy Act of 1974 (federal law) and the amendments attached to it grant to students attending a post-secondary educational institution three general rights with respect to their education records on file with the institution: the right to examine their records under certain qualifying provisions, the right to a hearing to provide an opportunity for correcting information in their records and the right of privacy for personally identifiable information that may be contained in their records.

Under the first heading, student access to records, the law requires all educational institutions to allow attending students and former students access to their personal records.

At Aurora University, the records of attending students include the general file in the office of Academic Advisement, the permanent academic record in the Registrar's Office, financial records in the Student Accounts Office, the financial aid files in the Financial Aid Office, and where appropriate, the files in the academic offices of the University, Office of Student Life and Career Services.

The files of former students are found in the Alumni Office, Registrar's office, and, where appropriate, in the academic offices of the University, Office of Student Life and Career Services.

Specifically exempted from viewing by the student are the financial records of students' parents and the confidential recommendations and statements written for and placed in the file prior to January 1, 1975. A student may or may not sign a waiver of his/her right to access to recommendations and statements written for and about him/her after January 1, 1975.

Copies of student records will be furnished upon written request of the student. Official transcripts of a student's college academic record are available. Other student records for which copies are requested will be issued at a charge of \$.25 per page with a minimum charge of \$2. Student credentials maintained by the College of Education Placement Service also are available. The first set of five credentials is free of charge; all subsequent sets are issued at a rate of \$2.

The law requires educational institutions to provide hearings for students to challenge any record that they consider inaccurate or misleading. Aurora University, in complying with this law, has established the following procedures for implementing it.

1. A student must present a written request to see the contents of his/her files to the appropriate office. An appointment will then be made for him/her to read his/her file in the presence of a member of the University staff. Identification will be required at the time of the appointment. A student may read the contents of these files, but may not remove or destroy any of the contents.
2. An administrative hearing may be requested by a student for the purpose of challenging any record s/he considers inaccurate or misleading. The decision of the hearing officer will be appropriately implemented in all such cases. If the decision is not to amend the record, the student will be allowed to place a written comment or explanation in his/her file. If the contested portion of the file is disclosed to anybody, the student's statement also will be disclosed.

Under the second heading, the release of student records, the law requires prior written consent of the student before releasing personally identifiable data about him/her from the records to other than a specified list of exceptions that includes school officials, officials of other schools in which a student seeks to enroll, parents of "income tax dependent" students, appropriate government officials, accrediting

organizations, in response to a legal subpoena and to certain others if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Excepted from this requirement is "directory information," including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, current registration, degrees, honors, and awards received, photographs, e-mail addresses, and the most recent previous educational institution attended by the student.

Such information may be made public once the institution gives notice of the categories of information that it has designated as such "directory information" and allows a reasonable period of time after such notice has been given for a student to inform the institution that some or all of the information designated should not be released without his/her prior written consent. This announcement constitutes such public notice.

A chart showing which school personnel have access to various records may be found and inspected in the Registrar's Office containing student records.

POLICY STATEMENTS H: Academic Integrity

Policy Statement H1: Code of Academic Integrity

Aurora University's core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The University expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. Aurora University's Code of Academic Integrity (henceforth, the Code) prohibits the following dishonest and unethical behaviors, regardless of intent.

Cheating

Cheating is obtaining, using or attempting to use unauthorized materials or information (for example; notes, texts, or study aids) or help from another person (for example looking at another student's test paper, or talking with him/her during an exam), in any work submitted for evaluation for academic credit. This includes exams, quizzes, laboratory assignments, papers and/or other assignments. Other examples include altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors.

Fabrication

Fabrication is unauthorized falsification, invention or copying of data, falsification of information, citations, or bibliographic references in any academic course work (for example, falsifying references in a paper); altering, forging, or falsifying any academic record or other University document.

Plagiarism

Plagiarism is representing someone else's work (including their words and ideas) as one's own or providing materials for such a representation, (for example, submitting a paper or other work that is in whole or part the work of another, failing to cite references, presenting material verbatim or paraphrased that is not acknowledged and cited).

Obtaining an Unfair Advantage

This is (a) stealing, reproducing, circulating or otherwise gaining access to examination materials before the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) intentionally obstructing or interfering with another student's academic work; or (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

Unauthorized Access to computerized records or systems

This is unauthorized review of computerized academic or administrative records or systems; viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems of information.

Facilitating academic dishonesty

This is helping or attempting to assist another commit an act of academic dishonesty in violation of this Code (for example, allowing another to copy from one's test or allowing others to use or represent one's work as their own).

Notes: Examples provided are illustrations only and are not inclusive. Other behaviors, not exemplified, apply.

The above is in part adapted from "Issues and Perspectives on Academic Integrity," a pamphlet distributed by the National Association of Student Personnel Administrators.

Academic programs, colleges, and departments within the University may have additional guidelines regarding academic dishonesty that supplement this Code.

Policy Statement H2: Procedures for Academic Dishonesty

First Violation

A faculty member who identifies an act of academic dishonesty shall meet with the student to address the violation and articulate the nature of the violation in writing. At this time the faculty member will, at his/her discretion, impose consequences and sanctions as they relate to the course in which academic dishonesty is identified.

The faculty member shall also report the violation to the Registrar. The faculty member must provide the Registrar with a written summary along with material evidence of the violation, if such evidence exists. This material is placed in an academic dishonesty file identified to the particular student and maintained with confidentiality by the Registrar.

The Registrar will then send the student a certified letter, notifying him/her that a violation has been reported and advising the student of future sanctions on the part of the University in the event of subsequent violation. The letter also shall inform the student of the appeals process for academic dishonesty, (see Policy Statement H3). In the event that a student appeals successfully under Policy Statement H3, the faculty member's allegation shall be removed from the academic dishonesty file.

The contents of the academic dishonesty file will not be shared with faculty members and staff, with the exception of members of the Academic Standards Committee in the event that the student appears before that body. The academic dishonesty file shall be destroyed upon the completion of the degree by the student.

Second Violation

In the event that a second violation is reported to the Registrar, the Registrar shall inform the student of the allegation via certified letter. This letter shall inform the student that s/he has ten business days from the date of the letter to contact the Registrar's Office to arrange a hearing before the Academic Standards Committee. Failure to do so shall be taken as an admission of guilt and shall result in dismissal from the university. The student shall be permitted to attend class and other university-sponsored activities during the ten business days following the mailing of the certified letter by the Registrar to the student. If the student schedules a hearing, s/he shall be permitted to attend classes and other university-sponsored activities while the hearing is pending.

The committee shall determine whether the violation occurred. The Provost shall not participate in the hearing. If the committee finds that a violation occurred, the student shall be immediately dismissed from

the university. If the committee finds that the violation did not occur, the allegation shall be expunged from the student's record.

Note: In unusually serious cases, the judiciary procedure normally initiated by the second academic dishonesty violation may be triggered in the event of a first violation by specific request of either a faculty member or the registrar. This would occur only in cases that are particularly egregious. The term egregious means here that the act is both premeditated and, by itself, potentially damaging to the academic culture of the university if not immediately redressed. Examples of egregious academic dishonesty include, but are not limited to misrepresenting a degree-completion work like a doctoral dissertation, master's thesis, or senior capstone project as one's own; committing an act of academic dishonesty intended to cause harm to another person or group; committing a crime while committing an act of academic dishonesty intended to result in direct material gain from the act; and others. This list of examples is illustrative and not exhaustive. Other behaviors may also apply.

Policy Statement H3: Appeals Process for Academic Dishonesty

First Violation

A student who believes that he/she has not violated the Code of Academic Integrity as reported by the faculty member, may appeal to the Academic Standards Committee. This must be done in a written letter to the Registrar, within one week after the certified letter from the Registrar informing the student of the opening of an academic dishonestly file was sent.

The Academic Standards Committee will review all relevant materials. It will meet with the student who will present his/her response to the academic dishonesty charge(s). The committee may also question the faculty member who reported the dishonesty.

The Academic Standards Committee shall make one of two decisions:

1. Violation of the Code took place and the report remains in the academic dishonesty file;
2. Violation of the Code is not substantiated and the faculty member's allegation shall be removed from the academic dishonesty file.

The decision of the Academic Standards Committee shall be final.

Second or Egregious Violation

A student who has appeared before the Academic Standards Committee for an egregious first violation or second violation and been found guilty and dismissed from the University may appeal the decision to the Provost of the University. This must be done in the form of a written request to the Provost within one week after the Academic Standards Committee has informed the student of its decision.

The Provost will appoint two faculty members to serve with him/her as an ad hoc committee to review the student's appeal. This committee will review all relevant materials and meet with the student and others, as it deems necessary. The decision of this committee to either uphold or overturn the decision of the Academic Standards Committee shall be final.

Readmission to the University

A student who has been dismissed for violation of the Code of Academic Integrity shall not be readmitted to the University. The student's transcript shall indicate that the student was "dismissed with cause."

POLICY STATEMENT I: Appealing Allegedly Capricious Grades

The following procedures are available only for review of alleged capricious grading, and not for review of the judgment of an instructor in assessing the quality of a student's work. Capricious grading, as that term is used herein, is limited to one or more of the following:

- the assignment of a grade to a particular student on some basis other than performance in the course;
- the assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that course;
- the assignment of a grade by a substantial departure from the instructor's standards announced during the first fourth of the term.

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of university faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at Aurora University and the integrity of the degrees conferred by this university that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any term grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the instructor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with announced guidelines. These guidelines should be announced in and put in writing for each class at the beginning of each term.

Appeal Process

A student who believes his/her own term grade is capricious may seek clarification and, where appropriate, redress, as follows:

Step 1: The student shall confer with the instructor, informing the instructor of questions concerning the grade, and seeking to understand fully the grounds and procedures the instructor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. The student should do this within two weeks of receiving his/her final grade.

Step 2: If after consultation with the instructor, the student believes that a grade is capricious, the student shall confer with the program chair, who shall consult and advise with both the instructor and student separately or together, in an effort to reach an understanding and resolution of the matter.

Step 3: If Steps 1 or 2 do not resolve the problem, the student may submit a petition in writing to the appropriate Academic Dean. This petition must be submitted to the Academic Dean not later than the end of the fourth week of the term following that for which the grade is being appealed, excluding the summer term.

Step 4: The petition shall request a meeting with the appropriate Academic Dean and shall present evidence that the grade is capricious as defined above, and shall present the student's arguments that substantiate his/her conclusions. The Academic Dean shall refer the petition to the instructor and secure from the instructor a response in writing, setting forth the instructor's position on the matter.

Step 5: On the basis of a consideration of the student's petition and the instructor's response, the Dean shall conduct an inquiry that shall include a meeting with the student and the instructor separately or together and ascertain and consider relevant facts. (The instructor and/or student may bring an advocate if he/she so chooses. If an advocate is to be present at a meeting, the appropriate Academic Dean must be informed prior to the meeting.)

The Academic Dean shall make one of these decisions:

1. That the grade was not assigned capriciously and shall stand as assigned.
2. That the grade was assigned capriciously and should be changed. The Academic Dean shall then, as a result of its consideration, assign a grade different from the grade decided to be capricious. The Academic Dean of the school or college shall authorize the Registrar to make the grade change and such a decision shall be final.

POLICY STATEMENT J: Disability Support Services

Aurora University will provide reasonable accommodations for students with a diagnosed and verified learning disability, physical disability, or psychological disability. In order to be entitled to such accommodations, the student must present a diagnostic report that is acceptable to the University. A diagnostic report indicating a learning disability must be prepared by a qualified psycho-educational practitioner and be based on standardized, reliable, and valid testing instruments. The report must include testing of intellectual ability and achievement, a specific diagnosis, and recommended accommodations based on the diagnosis. Students with physical or psychological disabilities will need documentation from an appropriate medical, psychological, or psychiatric practitioner, indicating diagnosis, impact of the disability and/or treatment plan on major life activities, expected duration of the condition and/or treatment, and recommendations for accommodations. Documentation for students with learning disabilities must be recent, having been prepared within the past three years. Documentation for students with psychological disabilities must have been prepared within the past six months.

Statement for Students with Special Needs:

Individuals who have any situation / condition, either permanent or temporary, which might affect their ability to perform in class or access course materials are encouraged to inform the instructor at the beginning of the term. Adaptations of teaching methods, class materials, or testing may be made as needed to provide equitable participation.

Definition of a Learning Disability:

A learning disability may exist in the presence of average-to-superior intelligence and adequate sensory and motor systems. The marked discrepancy between intellectual capacity and achievement is what characterizes a learning disability. Many learning disabled students have high intellectual ability and creative talent, the development of which benefits society as much as the well being of these individuals. Although the majority of learning disabled students can be characterized as having difficulty with reading, writing skills, and math skills, the degree and scope of these difficulties vary, as do the defects in the underlying psychological processes. For these reasons, academic adjustments must be made on an individual basis.

A learning disability is any of a diverse group of conditions that cause significant difficulties in perception, either auditory, visual, and/or spatial. Of presumed neurological origin, it covers disorders that impair such functions as reading (dyslexia), writing (dysgraphia), and mathematical calculation (dyscalculia), aural receptive dysphasia, sequential memory, and minimal brain dysfunction. Learning disabilities, even of the same type, will vary widely between and among students. Learning disabilities are defined as a "handicapping condition" under Section 504 of the Federal Rehabilitation Act of 1973 and as a permanent life condition under the Americans with Disabilities Act of 1990. The act required post-secondary educational institutions to make "reasonable adjustments" for such students with disabilities in order for them to fulfill academic requirements.

Identification Procedures:

Students with disabilities who are seeking accommodations must identify themselves to the university by contacting the Center for Teaching and Learning. If a request for accommodations comes to the Admission Office, staff will correspond with the student or parent indicating the need to provide a diagnostic report to the Center for Teaching and Learning. A student's disability will in no way impact the decision of the University to admit or decline an applicant. When a student approaches the Center for Teaching and Learning, staff will outline the policy and the need for a verifiable diagnosis. If a student does not have appropriate documentation of a learning disability, the Center for Teaching and Learning staff will offer assistance to the student in locating qualified individuals in the Chicagoland area who can provide a psycho-educational evaluation.

Institutional Review and Reasonable Accommodations

Upon receipt of the diagnostic report, the Center for Teaching and Learning staff will confirm that the report is competent and reliable and that it identifies a bona fide disability. If a diagnosis of a disability is not confirmed, the Center for Teaching and Learning will inform the student and refer the student to other

appropriate sources of help. If the diagnostic report is confirmed, then the Center for Teaching and Learning will provide the student with documentation which indicates that the student has been recognized as having a disability. This documentation also indicates what reasonable accommodations might be appropriate for the student to receive. The Center for Teaching and Learning staff will not share specific information on a student's disability with faculty members unless requested to do so by the student.

A "reasonable accommodation" is any accommodation offered by a faculty member, department, or the university which enables a student to participate equitably in a class and access course materials without fundamentally altering the service being provided. Reasonable accommodations may include testing accommodations (e.g., additional time, quiet environment, readers, and scribes), classroom accommodations (e.g., changes to the physical environment of a classroom, adjustments in how material is presented in class), providing course materials in an accessible form (e.g., readings on cassette or disk, notetakers), or access to assistive technology (e.g., use of on-campus computers with adaptive software). The Center for Teaching and Learning staff initially determines what would be reasonable accommodations, taking note of the preferences of the student requesting accommodations. The student then may request those accommodations from a faculty member by presenting to the faculty member the documentation provided by the Center for Teaching and Learning. In considering requested accommodations, the faculty member may instead choose to suggest other appropriate accommodations. The faculty member and student are encouraged to consult the Center for Teaching and Learning in this event. It is ultimately the decision of the faculty member whether to implement the determination of the Center for Teaching and Learning; however, the faculty member shall adhere to the above-stated policy and to all applicable laws in making that decision.

Confidentiality:

Any documentation concerning a disability provided by a student to the Center for Teaching and Learning is confidential. The faculty and staff of the university will not have access to these materials unless a student specifically requests that an individual be allowed to view these documents or share in this information. In the event that a student were to challenge a determination made by the Center for Teaching and Learning, it would be necessary for the appropriate university officials to access these materials in order to review the Center for Teaching and Learning's determination.

Student Responsibility:

It is understood that it may be necessary for a disabled student to put in extra work, use a tutor, and/or seek special help outside of class. The student has a responsibility to fulfill his/her part by continuing extra help as recommended for his/her particular condition. If a student requires specialized services beyond what is normally provided by the university, these services must be paid by the student.

Grievance Procedure:

Any student who desires to challenge the accommodations made in his or her case should follow the procedures outlined:

Informal Review:

The dean of the school in which the student is majoring will review the student's complaint and take appropriate action if necessary.

Formal Review:

If the informal review does not resolve the issue, the student may request a formal review. The Provost of the university will ask the Faculty Senate to appoint a three-person committee to investigate and make a recommendation for his or her decision on the matter.

POLICY STATEMENT K: Threatening or Dangerous Behaviors

Aurora University strives to balance their concern for the health and welfare of individual students with those of the larger campus community. Consequently, when a student's conduct is dangerous or disruptive to campus life, the University may take action against him or her. In some cases, the Vice President for Student Life or designee may offer the student the option of obtaining psychological

assessment from an agency, institution or practitioner selected by the University, instead of or in addition to such action.

A student selecting this option will be required to sign a release giving appropriate university officials access to the assessment results. The University will use the information gathered through the assessment to determine whether the individual will be allowed to continue as a student and/or remain in a University residence hall.

A student who is permitted to continue at the University will be required to follow the recommendations of the assessing agency/practitioner as well as those imposed by the Vice President for Student Life or designee. The student will be required to execute a release to enable University officials to receive copies of the agency's/practitioner's records to monitor the student's compliance with the treatment plan.

The student will be responsible to pay the costs of treatment, including those associated with the initial assessment. Any failure to adhere to the treatment plan, further endangerment to the well being of the student or others, or further disruption of the campus environment will result in immediate suspension or expulsion.

If it can be reasonably determined that a student poses a significant risk of harming him/herself or any other member of the community, that student may be released from his/her relationship with Aurora University and asked to leave campus immediately. In such cases the Vice President for Student Life or designee will outline conditions upon which a person may safely return to campus and resume normal activities.

POLICY STATEMENT L: Publicity and Posting

Publicity for events on the Aurora University campus is allowed for all officially recognized student organizations, clubs, academic classes and departments, and other non-academic Aurora University departments. Advertising for events not affiliated or officially sanctioned by Aurora University will not be approved for posting. All publicity materials designated for non-residence hall facilities must be approved by the Office of Student Activities; postings for residence halls must be approved by the Office of Residence Life. Prior to approval for publicity, the event must be approved and the room reservation confirmed.

All publicity materials must indicate the Aurora University-affiliated group sponsoring the event; the date, time, and location of the event; and contact information for the event. It is the responsibility of the sponsoring group to remove all postings within three days of the event. Publicity containing any of the following will not be approved and will be removed immediately if posted:

- Any reference to illegal substances, unless in connection with an educational message or event.
- Any reference promoting the use of alcohol, unless in connection with an educational message or event.
- Offensive language or images and/or graphic illustrations.
- Language and/or graphic illustrations/images that dehumanize or discriminate against individuals on the basis of race, age, gender, religion, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by Aurora University policy and/or applicable law.
- Any information that would violate local, state, or federal law or Aurora University policy.

Please adhere to the following when posting:

- Materials only may be posted on bulletin boards in hallways and classrooms designated for general use.
- Only staples, tacks, or masking tape may be used to post flyers on bulletin boards.
- Postings may not cover, deface, or remove the posted materials of another organization.
- All postings must be approved by the appropriate office.

Non-compliance with posting policies will be referred to the Office of Student Activities or the Office of Residence Life, as appropriate. Repeat violations of the posting policy may result in disciplinary action.

Please refer to the Office of Residence Life Guidebook for more information on publicity and posting in the residence halls.

POLICY STATEMENT M: Online Communities

Aurora University recognizes that students are using online communities such as Facebook and MySpace in positive ways to connect with each other. At the same time, however, users of these virtual communities should be aware of the potential consequences when posting to these sites. Faculty and staff will not actively monitor the use Facebook or any other online community for policy violations. However, policy violations brought to the attention of the University will be subject to investigation and may be pursued through the disciplinary process.

Given the significant use of online communities among Aurora University students, it is important to share cautions and concerns regarding the use of these tools.

Students should be careful about how much and what kind of identifying information is posted online. Virtually anyone can access profiles or web pages posted at on-line communities. It is unwise to put information like date of birth, social security number, address or phone number on these pages, as doing so could lead to identity theft or stalking. Most online communities provide numerous privacy settings for information contained on their pages; please use these settings to protect private information.

Students should be aware that potential current and future employers often can access information placed online, and many are increasingly using online communities in just this way. Think about any information posted as potentially providing an image to a prospective employer.

POLICY STATEMENT N: Student Employment Policies

Affirmative Action/Equal Employment Opportunity

Aurora University is committed to the process of affirmative action in maintaining and promoting nondiscrimination in all areas of recruitment and employment of individuals at all levels. Our commitment is to maintain a supportive educational environment for minority and non-minority individuals of the University community.

It is the policy of Aurora University to treat people as individuals, respecting them for who they are, what they have achieved as individuals, and how they contribute to the growth and betterment of this institution.

It is the policy of the University to apply this respect for individuals to all areas of employment practice. The University will provide employment opportunity to individuals based on the operational needs of the University and the qualifications of the individuals who are applicants and employees, and will do so without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, ancestry, disability or age.

This policy extends to all employment practices including recruitment, hiring and appointment, selection for training, upgrading, promotion, demotion, job classification, assignment, working conditions, employee treatment, hours, compensation, benefits, transfer, layoff, termination and all other terms, conditions and privileges of employment.

This policy extends to all individuals both employed and potentially employed by Aurora University, and whether full-time, part-time, student or temporary employee.

If any person believes he or she is the victim of an act of employment discrimination, he or she is encouraged to report the incident to the Director of Human Resources. Action may also be channeled through the State and/or Federal Government. The phone number for the State of Illinois Department of Human Rights is 630-814-6200.

Drug-Free Schools And Communities Act

Implications of the Drug-free Schools and Communities Act Amendments of 1989, Public Law 101-226 for Student Employees

- Student employees must notify Human Resources of any criminal conviction for a violation occurring in the workplace no later than five days after such conviction.
- Student employees who use prescribed drugs or narcotics during work should report this fact to the Wellness Center Director along with acceptable medical documentation.
- Student employees who are experiencing work-related problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. University sponsored or required counseling is to be kept confidential and is not to influence performance appraisals.
- Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Human Resource Office stating that the employee is capable of performing his job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other company policies.
- Alleged violations will be handled on a case-by-case basis. Circumstances surrounding each case will be thoroughly investigated. Sanctions will range from probation to expulsion from the University and referral for prosecution. General procedures if anyone is suspected or alleged to have violated the standards are as follows. It is understood that the University reserves the right to skip any or all steps.
 1. Notice in writing of the specific violation that is being charged.
 2. A meaningful opportunity to be heard and to present any relevant information in response to the charge.
 3. The right to assistance in such proceedings by an advisor of his or her choice.
 4. A determination based on clear and convincing evidence that a standard of conduct occurred.

Questions regarding this policy should be directed to the Human Resource Office. The University retains the right to change or terminate this policy at its discretion without notice. For additional information regarding student alcohol policy, please refer to "Alcohol and Illegal Substance Policy" under University Policies in this handbook.

POLICY STATEMENT O: Missing Student Notification

If a member of the Aurora University community is concerned about the whereabouts of a resident student and believes the student may be missing, the Office of Residence Life and the Office of Campus Public Safety should be notified. All resident students will be provided with the option to register a confidential contact person to be notified in the case that the student is determined to be missing for 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Regardless of whether or not a confidential contact person is provided, local law enforcement will be notified when an on-campus student has been determined to be missing for 24 hours. Parent(s) or guardian(s) of students less than 18 years of age and not emancipated will also be notified. This policy does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.

