

George Williams College of Aurora University



GEORGE WILLIAMS COLLEGE
AURORA UNIVERSITY

A-Book

2006-2007

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2006-2007 A-BOOK (George Williams College)
AURORA UNIVERSITY'S STUDENT HANDBOOK

This Handbook serves to familiarize all undergraduate and graduate students with George Williams College's and 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 George Williams College of Aurora University.

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 College 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 College.

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

I. 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 under gird 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.

II. OUR JUDICIAL SYSTEM

1. CODE OF CONDUCT

1.01. INTRODUCTION

The Code of Conduct illustrates the standards of behavior expected of every student at George Williams College of 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 George Williams College of Aurora University community in meaningful, thoughtful ways.

It is the student's responsibility to know and abide by all College policies and procedures. The College reviews policies on a regular basis and reserves the right to amend any provision herein at any time in accordance with established College procedures. Communication of any changes will be made to the College community in an appropriate and timely fashion.

A student voluntarily joins the George Williams College of Aurora University community and thereby assumes the obligation of abiding by the standards prescribed in the Code of Conduct. The College, through the Office of the Vice President for George Williams Campus, maintains the exclusive authority to impose sanctions for behaviors that violate the Code of Conduct. Students may also be held responsible for their actions by local, state or federal authorities. The College as well as civil authorities have jurisdiction over violations of law that occur on College property.

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, s/he is responsible for upholding all rules and regulations of George Williams College of Aurora University.

All students enrolled at Aurora University have access to the Code of Conduct through the Aurora University website (www.aurora.edu).

1.02. 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 codes and systems. Students of George Williams College of Aurora University will adhere to the following community expectations

- 1.02.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 is also held accountable for his/her own actions and is responsible for the consequences of said actions.
- 1.02.b. As members of the George Williams College of Aurora University community, we support the application of rules which encourage the development of our campus environment as a constructive educational setting.
- 1.02.c. Community responsibility consists of actively supporting the physical, emotional, intellectual, and spiritual well-being of one another.
- 1.02.d. As we participate in this community, we strive for open mindedness, sensitivity, justice and equality.

- 1.02.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.
- 1.02.f. We expect that students accept their responsibility to respect and protect the rights and properties of our extended community, including our George Williams College of Aurora University neighbors, businesses, and the residents of the village of Williams Bay.

1.03. **ACADEMIC AND SOCIAL EXPECTATIONS**

In addition to these community responsibilities, Academic and Social Expectations were written to 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.

- 1.03.a. Students will share with faculty the responsibility for academic integrity.
- 1.03.b. Students will treat each other with dignity and respect.
- 1.03.c. Students will act with concern for the safety and well-being of one another.
- 1.03.d. Students will observe federal, state and local laws and College regulations.
- 1.03.e. Students will assume responsibility for their conduct on the College campus and at campus-sponsored events.
- 1.03.f. Students will refrain from any conduct which adversely affects personal or community well-being.
- 1.03.g. Students will support one another through constructive confrontation and dialogue.

2. AUTHORITY

- 2.01. The College has established these regulations regarding standards of conduct in order to give all students at George Williams College of 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 George Williams College or 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 George Williams College or Vice President for Student Life expressly retains final authority to rule on questions regarding policies, procedures, sanctions, and/or processes.
- 2.03. The College 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 College community and/or their property, action may be taken in accordance with College judicial procedures. The College will use the following criteria in deciding when to take action for violations of College policy that occurs off campus. Not all criteria need to be met in order for the College to take action.
 - 2.03.a. the accused person was registered and/or enrolled as an George Williams College of Aurora University student at the time of the incident.

- 2.03.b. the incident involves endangering behavior, defined as violent assault, rape, arson, or other similar serious offenses or behavior that has the potential to significantly damage the reputation of the College.
- 2.03.c. the incident involves behavior that puts students, faculty or staff or the property of students, faculty or staff at risk.
- 2.03.d. the incident occurred at a College-sponsored event or function.

3. GENERAL PROVISIONS

- 3.01. 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.
- 3.02. This Code of Conduct will apply to conduct which occurs on College property and to conduct which occurs elsewhere during the course of a College function, including but not limited to student teaching, student internships, clinical experiences, student activities and other College events.
- 3.03. The actions of a student organization involved in College-related activities that are in violation of College regulations may result in disciplinary action against the organization and/or the individual.
- 3.04. Any policy violation that constitutes a felony under federal or Wisconsin state law will be reported to the Williams Bay Police Department. George Williams College of Aurora University reserves the right to report misdemeanor crimes to the Williams Bay Police Department. George Williams College of Aurora University also retains the right to conduct an internal investigation and adjudicate the matter according to stated College policies and procedures. The College 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.
- 3.05. 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.

4. REGULATIONS FOR STUDENT CONDUCT

The following actions/behaviors shall constitute violations of the Code of Conduct. Any student committing a violation of this Code will be subject to disciplinary sanctions including expulsion from the College or any lesser sanction authorized by the Code.

- 4.01. College Policies and Services: Violating published Board or College 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 College departments including, but not limited to, campus life, information services, Dining Services, and Campus Safety.
- 4.02. Endangering Behavior: Physical abuse of any person or any action that threatens or endangers the emotional well-being, health, or safety of any person.
- 4.03. Disruption of College Activities: Obstruction or disruption of teaching, research, administration, hearing procedures, or other College activities.
- 4.04. Federal, State or Local Laws: Violating federal, state, or local laws on College premises or while in attendance at College sponsored or supervised events or committing off-

campus violations of federal, state, or local law that adversely affect the College and/or the pursuit of its objectives.

- 4.05. 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 George Williams College of Aurora University policy on sexual assault.)
- 4.06. 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 L regarding Online Communities.):
 - 4.06.a. Engaging in actions which harass, threaten, or otherwise endanger the health or safety of any person.
 - 4.06.b. Intimidating, demeaning, or injuring an individual physical, mentally or emotionally.
 - 4.06.c. Engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person and which serve no legitimate purpose.
- 4.07. 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.)
- 4.08. Disorderly Conduct: Committing any of the following:
 - 4.08.a. Engaging in disorderly conduct or fighting, including, but not limited to, acts which breach the peace or are lewd, indecent, or obscene.
 - 4.08.b. Assembling to commit or intend to commit any unlawful act by force; carry out or plan to carry out any action which has the potential to disturb or threaten the public peace, even without unlawful intention; or conduct themselves in a disorderly manner so as to disrupt or threaten to disrupt the public peace, even without unlawful purpose.
 - 4.08.c. Interrupting or disturbing the day-to-day academic and operational functions of the College or committing intentional acts that obstruct, disrupt, or physically interfere with the use of College premises, buildings, or passages.
 - 4.08.d. Operating any unauthorized motorized vehicle on College sidewalks, grounds or athletic field.
- 4.09. 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.
 - 4.09.a. Domestic violence is an assault, as defined above, between people who have an ongoing romantic relationship or between people living together as roommates.

- 4.10.. Hazing: Committing any intentional, knowing or reckless act, occurring on or off the George Williams College of 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.
- 4.11. Unauthorized Use/Possession of Keys. Possessing, lending or duplicating keys to any College building or facility without authorization by appropriate College officials; possessing, lending, or duplicating a College key which provides access to any College building or facility without authorization by appropriate College officials; committing an act of unauthorized entry into or use of College buildings or facilities.
- 4.12. Unauthorized Exit/Entry. Entering or exiting illegally, improperly, without authorization, or during non-contract periods without proper registration, your or other resident's room or any room or facility which you are not authorized to enter/exit, including alarmed exit doors.
- 4.13. Trespass. Prohibited entry or presence on College property or in College-owned facilities.
- 4.14. Damage to Property. Examples of damage to property include but are not limited to:
- 4.14.a. Engaging or participating in acts of destroying, damaging or defacing property of the College, College vendors, members of the College community, or any others.
 - 4.14.b. Damage to property done with malicious intent.
 - 4.14.c. Tampering with or changing locks to College-owned facilities without authorization.
- 4.15. 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.
- 4.15.a. Weapons include, but are not limited to, firearms (such as handguns and rifles), BB guns, pellet guns, air guns, spring-guns or other instrument or weapons in which the propelling device is a spring, air, piston or CO2 cartridge or other similar devices, antique and ornamental weaponry, and bow and arrows.
 - 4.15.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.
- 4.16. Arson/Fire Hazard. Committing acts of arson, creating a fire hazard, or possessing or using, without proper authorization, inflammable materials or hazardous substances on College property.

- 4.17. 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.
- 4.18. False Representation. Providing false information to the College. This includes, but is not limited to:
- 4.18.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 College or municipal officials to emergency calls.
 - 4.18.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 F at the close of this document for the George Williams College of Aurora University policy on Academic Integrity.)
 - 4.18.c. Furnishing false information to any College official, faculty member, or office.
 - 4.18.d. Forging, altering, or misusing any College document, record, or instrument of identification.
 - 4.18.e. Tampering with the election of any College-recognized student organization.
 - 4.18.f. Attempting to represent the College, any recognized student organization, or any official College group without the explicit prior consent of the officials of that group.
 - 4.18.g. Theft, duplication or lending of college ID card.
- 4.19. Failure to Comply. Failing to comply with the directions of or obstructing College officials acting in the performance of their duties; failing to positively identify oneself to a College official when requested to do so (the preferred form of identification shall be a current, valid College identification card); and/or failing to comply with the sanction(s) imposed under the Student Code of Conduct.
- 4.20. Aiding and Abetting. Aiding and abetting another person in committing an act that violates the Code of Conduct. Having knowledge of the intent of another to commit any of the following violations may also constitute a violation of such policy.
- 4.21. Gambling. Gambling for money or other items of value on College property or at College-sponsored events.
- 4.22. Solicitation. Engaging in unauthorized canvassing or solicitation on College property.
- 4.23. Theft. Engaging in acts of theft or to possess 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, College furniture, and/or College property.
- 4.24. Smoking: Smoking or burning of tobacco in any College building.
- 4.25. Controlled Substances. Using, possessing, or distributing any state or federally controlled substance or drug paraphernalia except as expressly permitted by law. (Refer

to Policy Statement D at the close of this document for a list of substances which fall under this Code.)

- 4.26. Waterfront, and Other recreational facilities and equipment: Use of the waterfront and equipment is restricted to regularly scheduled hours and seasons. The college has several privately owned sailboats and other boats around the waterfront. Trespassing on, vandalism or theft of the boats will not be tolerated in a community of respect and consideration. The campus has several other recreational areas like the ropes courses, golf course and sledding hill. The recreational areas are restricted to specific personnel or regularly scheduled hours and seasons. The college has designated campfire pits for use and can be reserved through the conference center. Unauthorized campfires are prohibited.
- 4.27. Alcohol. Violations associated with alcohol use include, but are not limited to (Refer to Policy Statement D at the close of this document for applicable College alcohol regulations.):
- 4.27.a The possession, distribution, or use by persons under the age of 21 years old.
 - 4.27.b Being in the presence of a violation of the College Alcohol Policy or one whose room/suite is host to an event/situation that involves a violation of the College Alcohol Policy.
 - 4.27.c. Any person or organization providing/purchasing for or distributing alcohol to any individual below the age of 21 years.
 - 4.27.d. Possession and/or consumption of alcoholic beverages in a public area.
 - 4.27.e. Violating other College policies while under the influence of alcohol, regardless of consumption location.
 - 4.27.f. Illegally using, possessing, or distributing alcoholic beverages at any off-campus College-sponsored event.
 - 4.27.g. Possession of alcohol paraphernalia including but not limited to keg tappers, beer bong, Flasks and shot glasses.
 - 4.27.h. Possession of empty alcohol containers, regardless of consumption location.
 - 4.27.i. Intoxication and/or alcohol abuse shall not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct on the George Williams College of Aurora University campus or at any off-campus college-sponsored event.
 - 4.27.j. 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.
 - 4.27.k. Display of alcohol containers or promotional materials clearly visible from a public view.
- 4.28. Abuse of Judicial System. Engaging in abuse of the judicial system. This includes, but is not limited to:
- 4.28.a. Providing false information before a judicial body.

- 4.28.b. Disrupting or interfering with a judicial proceeding.
 - 4.28.c. Instituting a judicial complaint knowingly without cause.
 - 4.28.d. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - 4.28.e. Harassing or attempting to inappropriately influence a member of a judicial body prior to, during, and/or after a judicial proceeding.
- 4.29. 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 sidewalks, lawns, playing fields, the quad, or any other restricted areas. Major vehicle repairs. Storage of motorized vehicles (e.g. mopeds, motorcycles) in a building.

5. SANCTIONS

- 5.01. In recommending or determining a sanction(s), judicial 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.
- 5.02. The disciplinary actions listed in this section are not meant to be inclusive, but serve as guidelines which may be imposed in any combination.
- 5.03. Students may be asked to sign a statement acknowledging receipt of assigned sanctions. This document may also stipulate additional consequences if the assigned sanctions are not completed accordingly.
- 5.04. The following are sanctions which may be imposed for a violation of this Code:
 - 5.04.a. Expulsion: Permanent separation from the College. Students who have been expelled may not be on campus without specific written permission of the Vice President for George Williams College or Vice President for Student Life.
 - 5.04.b. Suspension: Separation of the student from the College for a specified period of time. The student will not participate in College-sponsored activities and may not be on campus without specific written permission of the Vice President for George Williams College or Vice President for Student Life. Some restrictions may be placed on the student as a condition of his or her return to campus.
 - 5.04.c. Disciplinary Removal from Residence: Removal of the student from College housing on either or temporary or permanent basis. Normally, a student who is found to be in violation of this Code by the appropriate hearing body or judicial officer is entitled to five calendar days to vacate his/her College housing facility. If, however, there is reason to believe that the student poses a substantial threat to harm oneself or others, damage College property, or disrupt the stability and continuance of normal College operations and functions, this process can be accelerated.
 - 5.04.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 judicial officer and approved by the Vice President for George Williams College or Vice President for Student Life.

- 5.04.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.
- 5.04.f. Disciplinary Reprimand: 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.
- 5.04.g. Restitution: In cases of damage, destruction, defacement, theft, injury or unauthorized use of property, restitution to the College or to an individual may be required. In cases of restitution to the College, 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.
- 5.04.h. 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 person or persons in person, by telephone, electronic mail, voice mail, in writing, by friends on his or her behalf, or by any other means, anywhere on campus. This sanction is usually imposed for the tenure of the student found responsible.
- 5.04.i. 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; educational or research projects; mandated counseling or therapy; relocation to another College living area; trespass from specified College premises; loss of specified College privileges; assignment of a failing grade in an academic course; or fines for alcohol or controlled substance policy violations. The imposition of such sanctions must be related to the nature of the violation.

6. SUMMARY ACTION

- 6.01. For alleged violations of this Code, summary action, including but not limited to, interim suspension, loss of contact with another student, immediate removal from the residence hall, reassignment to alternate housing, and/or restrictions from designated residence hall, houses, or campus facilities or events on a temporary basis may be imposed by the Vice President for George Williams College or Vice President of Student Life. Summary action 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.
- 6.02. The Vice President for George Williams College or Vice President of Student Life 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.

- 6.03. 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.
- 6.04. Summary action is a temporary resolution that will be imposed pending disciplinary or criminal proceedings, or medical evaluation. The required formal hearing pertaining to the campus disciplinary system will be provided within a reasonable length of time which, unless unusual circumstances are present, will be held not later than ten calendar days from the date the written notice was served.
- 6.05. Summary action is not subject to appeal prior to the required formal hearing.

7. JUDICIAL PROCESS

- 7.01. Any student, faculty, staff member or guest is expected to complete and submit an Incident Report if they are a victim or witness of a violation. This report provides information pertinent to the allegation. The individual filing the Incident Report (presenter/complainant) may be expected to appear at any subsequent hearing related to the matter. Incident Reports may be obtained from the Director of Campus Life, the Campus Safety staff, and/or the Vice President for George Williams College.
- 7.02. The following members of the College are considered judicial officers of the College: University President, Provost, Vice President for George Williams College, Vice President for Student Life, Dean of Students, Assistant Dean for Residence Life & Judicial Affairs, Director of Student Activities, Director of Campus Life, and Residence Hall Directors. The College retains the right to appoint additional judicial officers at any time.
- 7.03. All incident reports will be forwarded to the appropriate College Judicial Officer.
 - 7.03.a. If the violation is allegedly committed by a student in campus housing or on the surrounding grounds, the complaint will be forwarded to the Director of Campus Life, who will assign the case to the appropriate College Judicial Officer. First and second violations will typically be adjudicated by the Director of Campus Life; significant violations or complex cases will be heard by the Vice President for George Williams College or Vice President of Student Life.
 - 7.03.b. Violations occurring in an academic setting will be handled by the Academic Deans for the School of Experiential Leadership and the School of Professional Studies.
 - 7.03.c. If the violation is allegedly committed by a student or students acting on behalf of a student organization, the complaint will be forwarded to the Director of Campus Life.
 - 7.03.d. All other complaints will be forwarded to the Vice President for George Williams College, who will hear the case or assign it to the appropriate College Judicial Officer.
- 7.04. The College Judicial Officer will review the report, determine charges of policy violation, and notify the student(s) of the charge(s). The student will be allowed seven calendar days from receipt of notification to arrange an administrative hearing with the College

Judicial Officer. If the student does not make these arrangements, the hearing may proceed in their absence; a decision and sanction (if applicable) will be rendered.

- 7.05. Investigations into alleged policy violations may be conducted individually or collaboratively by a College Judicial Officer and/or the Director of Campus Safety or designee. George Williams College of Aurora University reserves the right to involve civil authorities in investigations.
- 7.06. In cases where it can be reasonably foreseen by the College Judicial Officer that the student charged may be suspended or dismissed from the institution, the student will have the option of having the case heard through an Administrative hearing with the Vice President for George Williams College or Vice President for Student Life.
- 7.07. In most instances, hearing notification letters will be sent via campus or United States mail. Notification letters will be considered to be received upon delivery to a student's current local address as recorded with the Office of the University Registrar. Failure to notify the College of a change of address, failure to pick up one's notification letter, or failure to read one's notification letter could result in a case being reviewed in absentia.
- 7.08. Students may be accountable both to civil authorities and to the College for acts that constitute violations of law and of this Code. Disciplinary action at the College will normally 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.
- 7.09. 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 students would, in the opinion of the College Judicial Officer, constitute a clear and present danger to themselves, to the safety of others or to the property of the College. In these instances, students may face summary action.
- 7.10. The purpose of campus disciplinary proceedings is to provide a fair evaluation of an accused student's responsibility for violating College 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 College may result. Responsibility for violation of College regulations is determined by the preponderance of evidence against the complainant.
- 7.11. During the final week of the academic year, portions of the formal judicial process may be suspended in order to adjudicate violations prior to the departure of students.
 - 7.11.a. The typical seven-day timeframe will be suspended. College Judicial Officers reserve the right to conduct judicial hearings with students for significant policy violations at the time of the incident or the next working day.
 - 7.11.b. The student will be notified verbally of the charge(s) against him/her.
 - 7.11.c. The College Judicial 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.
 - 7.11.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 College Judicial Officer to make a decision without benefit of the student's input.

8. ADMINISTRATIVE HEARING PROCEDURES

- 8.01. College Judicial Officers have the authority to conduct administrative hearings. Based on the information presented, the judicial officer may rescind any charge deemed without basis. If the judicial officer finds that a violation has occurred, appropriate sanctions will be imposed.
- 8.02. In the hearing, the student and College Judicial Officer meet and discuss the incident, the student's behavior, judicial history and consequences. During or after this meeting the College Judicial Officer will determine whether or not the student is responsible for the alleged policy violations and impose appropriate sanctions. The College Judicial Officer will also communicate the finding and judicial sanctions in writing.
- 8.03. The College Judicial Officer hearing and ruling on the charges will track the student's completion of all assigned sanctions.

9. ADMINISTRATIVE HEARING APPEALS

- 9.01. Students may appeal the decision of a judicial officer. A letter of appeal must be submitted in writing to the appropriate Appeals Officer (see section 9.03) within three calendar days from the date of the student's receipt 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.
- 9.02. 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.
- 9.03. Appeals of administrative hearings will be heard one administrative level up from the original judicial officer. Assigned sanctions are not subject to appeal. Only one appeal may be heard per case and are based on the following grounds for appeal:
 - 9.03.a. an erroneous finding of fact contrary to the substantial weight of the evidence;
 - 9.03.b. incorrect interpretation of a policy or of the responsibilities of the administrator;
 - 9.03.c. bias on the part of the College Judicial Officer which materially affected the hearing;
 - 9.03.d. new evidence material to the case that was not available at the time of the hearing.
- 9.04. After receiving an appeal and reviewing all available information, the Appeals Officer may elect to:
 - 9.04.a. deny the appeal and, in doing so, affirm the finding and the sanction originally determined.
 - 9.04.b. remand the case to the original hearing body with recommendations.
 - 9.04.c. order a new hearing with a new hearing body.

9.04.d. dismiss the case.

9.05. The imposition of sanctions will normally be deferred during when appellate proceedings are pending.

10. DISCIPLINARY FILES AND RECORDS

10.01. 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.

10.02. The files of students found responsible of any charges against them will normally be retained as disciplinary record for four years from the date of the letter providing notice of final disciplinary action.

10.03. Disciplinary records may be voided by the Vice President for George Williams College for good cause, upon written petition. Factors to be considered in review of such petitions shall include:

10.03.a. the present demeanor of the student.

10.03.b. the conduct of the student subsequent to the violation.

10.03.c. the nature of the violation and the severity of any damage, injury, or harm resulting from it.

11. 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 College 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, which provides immediate access to facilities owned or controlled by the institution.

11.01. Murder - The willful (non-negligent) killing of a human being by another.

11.02. Manslaughter - The killing of a human being through gross negligence.

11.03. Sexual Offenses - Encompasses a number of sexual crimes involving penetration or intrusion (however slight) by whatever means against the victim's will.

15.03.a. Forcible - Crimes categorized as forcible are: forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

15.03.b. Non-forcible - Non-forcible sex crimes include: incest and statutory rape

11.04. 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.

11.05. 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.

- 11.06. Burglary - The unlawful entry into a building or structure with the intent to commit a felony or theft.
- 11.07. 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.
- 11.08. Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.
- 11.09. 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).
- 11.10. 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).
- 11.11. 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.
- 11.12. Disciplinary Referrals For College Alcohol Policy Violations - Individuals referred for sanctions for the distribution, possession, or use of any alcoholic beverage while on campus or while attending any College sponsored event off campus.
- 11.13. Disciplinary Referrals For College 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 College sponsored event off campus.
- 11.14. Disciplinary Referrals For College 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 both campuses are available from the Office of Campus Safety or on the web at www.aurora.edu/safety/policies.htm.

2. POLICY STATEMENT

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 College 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, judicial, 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 judicial 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 appraised 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 College. 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 Vice President for George Williams College or Vice President for Student Life any knowledge of an alleged sexual assault.

A thorough investigation will be conducted to prevent future occurrences.

Under the Cleary Act, it is a federal requirement to report all incidents involving alleged sexual assault. George Williams College of 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 College by the victim.

POLICY STATEMENT B: Zero Tolerance

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

George Williams College of 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 Wisconsin and the College, as stated in the A-Book, Faculty Handbook and Personnel Manual. The College 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 George Williams College of Aurora University community to live, work and study in a bias-free environment.

The College condemns all discriminatory behaviors, whether verbal or physical. Any member of the College 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 Wisconsin.

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 Vice President for George Williams College 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 College 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 College 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 George Williams College of 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 George Williams College of 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 Vice President for George Williams College.

POLICY STATEMENT C: George Williams College of Aurora University Computer Use Policy

Computers have become an essential tool in higher education for instruction, research, and public service. George Williams College of 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 College as set out by the governing board. The following policies have been established to ensure the security and integrity of the College's computing resources and the fair and equitable access to those resources by all the members of the College community. These policies apply to all College 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 George Williams College of 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 George Williams College of Aurora University educational and community service activities in the George Williams College of Aurora University service area. All computer accounts for staff leaving the College 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 George Williams College of 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 College'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 College's computing resources are prohibited. Attempted access of GWC-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 College hardware, software or data is considered vandalism and will be treated as such.

Commercial Activity: The College'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 George Williams College 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 George Williams College of 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 College computers, computer facilities, networks, systems, programs, or data; and the use of College 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 George Williams College of 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 College authorities to be inappropriate, unethical, or inconsistent with the educational goals of the college.

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. George Williams College of Aurora University supports this requirement and will maintain a drug-free environment in the workplace, on the campus, and for all College-sponsored events.

George Williams College of 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, George Williams College of Aurora University prohibits the illegal manufacture, possession, distribution or use of alcohol on the George Williams Campus, including the residence hall.

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 Graduate 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 D1: 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 not 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.

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

Identifying an Alcohol Incident that may Require Medical Attention

Excessive alcohol consumption can result in alcohol poisoning or serious injuries and, in some cases, can be fatal. If someone has consumed too much alcohol or has experienced an injury while or after consuming alcohol, call for help immediately and stay with the person until help arrives. In cases of a potential head injury, even if the person regains consciousness, he/she must be evaluated immediately.

What is Alcohol Poisoning?

Alcohol poisoning is another name for an alcohol overdose, i.e. drinking so much alcohol that the blood alcohol content (BAC) reaches a level that the body cannot process quickly enough. A BAC level of 0.26% to 0.40% is potentially lethal; the body simply cannot process such excessive amounts of alcohol.

Signs of Alcohol Poisoning

(exhibiting one or more of the following symptoms requires immediate medical evaluation):

- Inability to rouse the person with loud shouting or vigorous shaking (unconsciousness)
- Inability of a person who lost consciousness to stay awake for more than 2-3 minutes (semi-consciousness)
- Slow or irregular breathing or lapses in breathing
- Weak pulse, very rapid pulse, or very slow pulse

- Cold, clammy or bluish skin
- Vomiting while unconscious or semi-conscious, not waking up after vomiting, or incoherent while vomiting

What to do in an Alcohol Emergency?

- Call for help (911 or 555).
- Stay with the person until help arrives.
- Turn the person on his/her side to prevent choking if the person vomits.
- Be prepared to give the emergency medical personnel as much information as possible, including any drugs or medications taken.

What not to do in an Alcohol Emergency?

- Do not hesitate to call 911 or 555. The person's life may be in danger.
- Do not leave the person alone. The person may seem to be okay, but the alcohol ingested may take some time to be absorbed before peak levels are reached in the brain.
- Do not leave the person lying on his/her back.
- Do not try to give the person anything to eat or drink.
- Do not put the person in a cold shower. The person could fall or go into shock and/or lose consciousness.

POLICY STATEMENT E: 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 George Williams College of 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 College, Office of Campus 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 College, Office of Campus 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 are also 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. George Williams College of Aurora University, in complying with this law, has established the following procedures for implementing it.

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.

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 F: Academic Integrity

Policy Statement F1: Academic Integrity

George Williams College of Aurora University's core values included integrity and ethical behavior. A community of learners, George Williams College of Aurora University students and faculty share responsibility for academic honesty and integrity. The College expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. George Williams College of 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 College 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 College may have additional guidelines regarding academic dishonesty that supplement this Code.

Policy Statement F2: 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 College in the event of subsequent violation. The letter also shall inform the student of the appeals process for academic dishonesty, (see Policy Statement F3). In the event that a student appeals successfully under Policy Statement F3, 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 College. The student shall be permitted to attend class and other College-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 College-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 F3: Appeals Process for Academic Dishonesty

First Violation

A student who believes that he/she has not violated the Academic Honesty Code 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 dishonesty 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:

Violation of the Code took place and the report remains in the academic dishonesty file;
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 College. 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 College

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

POLICY STATEMENT G: 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 college faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at George Williams College of Aurora University and the integrity of the degrees conferred by this university that the professional judgments of faculty members are not 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, which 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 Dean. This petition must be submitted to the Dean of the school or college 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 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 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 Dean must be informed prior to the meeting.)

The Dean shall make one of these decisions:

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

POLICY STATEMENT H: Disability Support Services

George Williams College of 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 College. 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 Learning Center. 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 Learning

Center. A student's disability will in no way impact the decision of the College to admit or decline an applicant. When a student approaches the Learning Center, 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 Learning Center 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 Learning Center 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 Learning Center will inform the student and refer the student to other appropriate sources of help. If the diagnostic report is confirmed, then the Learning Center 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 Learning Center 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 college/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 Learning Center 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 Learning Center. 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 Learning Center in this event. It is ultimately the decision of the faculty member whether to implement the determination of the Learning Center; 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 Learning Center 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 Learning Center, it would be necessary for the appropriate university officials to access these materials in order to review the Learning Center'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 I: Psychological Disorders

George Williams of 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 College may take action against him or her. In some cases, the Vice President for George Williams College or designee may offer the student the option of obtaining psychological assessment from an agency, institution or practitioner selected by the college, instead of or in addition to such action.

A student selecting this option will be required to sign a release giving appropriate college officials access to the assessment results. The College 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 College residence hall/house.

A student who is permitted to continue at the College will be required to follow the recommendations of the assessing agency/practitioner as well as those imposed by the Vice President for George Williams College or designee. The student will be required to execute a release to enable college 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 may be at risk of harming him/herself or any other member of the community, that student may be released from his/her relationship with George Williams College of Aurora University and asked to leave campus immediately. In such cases the Vice President for George Williams College, Director of Campus Life and/or Vice President for Student Life will outline conditions upon which a person may safely return to campus and resume normal activities.

POLICY STATEMENT J: Publicity and Posting

Publicity for events on the George Williams College of 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 George Williams College of Aurora University will not be approved for posting.

All publicity materials must indicate the George Williams College of 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 George Williams College of Aurora University policy and/or applicable law.
- Any information that would violate local, state, or federal law or Goerge Williams College of Aurora University policy.

Please adhere to the following when posting:

- Only staples, tacks, or masking tape may be used to post flyers.
- Materials may only be posted on bulletin boards in hallways and classrooms designated for general use.
- 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 Campus Life, as appropriate. Repeat violations of the posting policy may result in judicial action.

POLICY STATEMENT K: Online Communities

George Williams College of 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 College will be subject to investigation and may be pursued through the judicial system.

Given the significant use of online communities among George Williams College of 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 your profile or page. 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 can often 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.

III. OUR STUDENT SERVICES

1. ACADEMIC ADVISING CENTER

Location: 105 Eckhart Hall

Phone: 630/844-5458

Hours: Monday & Thursday: 8:00 am – 6:30 pm

Tuesday, Wednesday, Friday: 8:00 am – 5:00 pm

Although appointments are required for most advisement sessions, assistance is available on a walk-in basis depending upon advisor availability.

The Advising Center staff welcomes all undergraduates to AU and is dedicated to assisting students in making educational choices consistent with individual life and career goals. The professional advisors are available to help students with some of the following tasks: registering for classes, adding or dropping a class, changing or adding an academic major or minor, requesting prior approval to take a class at another college for transfer back to their program at AU, requesting a leave of absence, and arranging to take CLEP exams. They are a great resource in helping students and faculty advisors understand the University's academic rules and regulations. The professional advisors complete graduation audits for each student approximately a year prior to their anticipated graduation date and are available to answer questions about how to complete all requirements.

Most undergraduates will meet with a professional advisor for their first advisement and registration appointment. After a student has declared a major, a faculty advisor from the student's academic program will be assigned. Students who have not yet declared a major will continue to meet with an advisor who specializes in assisting students who are exploring academic and career options.

Advisement Schedule

All students meet with an advisor prior to registering for classes. Beginning with the tenth full week of the fall term, students who are not yet registered for spring semester will begin making advisement appointments for choosing their spring courses. Beginning with the tenth full week of the spring semester, advising/registration for summer and fall semester courses takes place. Seniors and graduate students have priority for early advisement and registration.

Advisement appointments for undergraduates can be made by calling the Advising Center Office at 630/844-5458 or by calling their assigned Faculty Advisor within the student's major department. Graduate students should direct questions to the advisement representative within their academic program of study.

Registering early in the registration period will increase chances of getting into the courses of choice.

2. CAMPUS LIFE

Location: School of Experiential Leadership Annex
Phone: 262/245-8546
Hours: Monday - Friday, 8:30 am to 5:30 pm
Evening appointments available upon requested.

Campus Activities

Summary of Activities

Campus Life provides programming for both commuter and residential students. Campus Life has college oversight for all student organizations. In addition, Campus Life believes in the leadership potential of each student and aims to provide students with opportunities to develop student leadership skills. This combination of events programming and leadership development encourages students' growth toward becoming service-oriented citizens. The Campus Life takes great pride in its work to support the educational mission of the College with the opportunities it offers and supports.

Career Services

Career Exploration

Uncertain about your career goals? Feeling anxious about choosing a major? These issues and more can be addressed in one-on-one counseling sessions with a career counselor. An appointment is required. Online assessments and career exploration tools are available.

Career Development

The career development process can expose you to many environments and opportunities to learn new skills or hone existing ones. Also, consider obtaining an internship in your desired field. Internships prepare you for your career after school and in most cases you can earn college credit for the experience.

Job Search Assistance

Individual counseling and group workshops are available on topics such as resume writing, interviewing, and job search strategies. The office maintains a database of full-time, part-time and internship opportunities representing all professional areas. This database is available via the Career Services' web page at www.aurora.edu/career.

Graduate School Information

Assistance is available on selecting a graduate school, writing a personal statement, and developing long-term educational plans.

Residence Life

Personal Property Insurance

It is suggested that resident students check to see if their property is covered by a homeowner's or renter's insurance policy, and if not, the possibility of getting such coverage should be investigated. The school is not liable for theft or damage of any personal belongings. Please keep your door locked at all times to avoid theft or security risks.

For more information on Campus Life policy and procedure, please refer to the Office of Campus Life Guidebook.

3. CAMPUS RECREATION

Location: School of Experiential Leadership Annex

Phone: 262/245-8536

Recreational Equipment

Students can rent waterfront equipment like sailboats during the season (Memorial Day to Labor Day) from the boat house. Waterfront equipment can be rented pre- or post-season from Chuck Thiesenhusen.

Other recreational equipment can be signed out by students through the office of Campus Recreation. Activities and equipment may require a nominal fee.

4. CAMPUS SAFETY

Location: School of Experiential Leadership Annex (upstairs)

Phone: 262/245-8509

262/245-8591 (Supervisor)

Hours: 9pm-7am, seven days a week

It is the mission of Aurora University Department of Campus Safety to provide professional, high quality and effective safety and security service to the students, staff, and faculty, as well as the community. The highly trained members of Campus Safety believe that their presence on campus has a vital impact on the quality of life.

The Department employs uniformed security officers. The safety department partners with the conference center to assist students 24 hours a day. These groups are supervised by the Director of Campus Safety at the Aurora University campus. Members of the Campus Safety Department patrol campus facilities performing checks of buildings, vehicles, and property. The security officers are not police officers with the power of arrest, they do have the authorization to make searches of individuals, belongings, and rooms as well as detain persons when policy violations are suspected or when life or property is in danger. George Williams College of Aurora University and Williams Bay Police Department are in a mutual agreement that allows arrest to be made on campus of those individuals who have been barred from campus or campus housing.

Escort Service

Campus Safety offers an escort service to and from campus buildings or vehicles parked on or along University property

5. CONFERENCE CENTER/ADMINISTRATION BUILDING

Location: Weidensall Administration Building/Conference Center

Phone: 262/245-8524

Hours: Sunday – Saturday, 7:30am- 11:00pm

Event Reservations

Students/Staff/Faculty can reserve room space with the staff in the conference center. People will need to provide date, time, amount of people and program description to reserve a specific space. The conference staff would encourage people to reserve space weeks in advance. The conference staff will collect food orders for events, as well. The conference staff will add your event to the campus forecast. The forecast is sent out once a week to the college community.

Meal tickets

Meal tickets for the dining room may be purchased daily by students, staff, and guests.

Campus Shop

Students can purchase GWC-AU apparel and small toiletries items at the campus shop.

Mail

Residential students have mailboxes located in the conference center. Students can pickup their mail daily, Monday through Friday. Also, students with packages can pick them up at the front desk, as well.

Fitness Center key

Students will need to check out the fitness center key at the conference center.

Copy Card

Students can pickup and put money on the copy card at the conference center. The card can be used on the copier in Nuveen Hall.

6. FINANCIAL AID

Location: Thornton Welcome Center, 201 Eckhart Hall

Phone: 630/844-5533

Hours: Monday - Thursday, 8:00 am 6:00 pm

Friday 8:00 am 5:00 pm

For break and summer hours, please call (630) 844 5533

There are a variety of scholarships, grants, loans, and work-study programs available to students. Each year financial aid packages are awarded once a student has filed for aid and submitted all required documentation to their financial aid counselor. The general rule for financial aid is to apply early. An April 15 priority date has been established to coincide with this general rule. Student employment applications are available in the Career Services Office.

For more information regarding financial aid, contact a financial aid counselor at 630/844-5533 or 800/742-5281 or go to the financial aid website and gain access to other searches and links through "Other Resources". Examples include: www.fastweb.com, www.collegezone.com, and www.ed.gov/.

7. HUMAN RESOURCES

Location: Weidensall Administration Building/Conference Center

Phone: 262/245-8508

Hours: Monday - Friday, 8:00 am 5:00 pm

8. INFORMATION SERVICES

The Information Services office is responsible for providing computer resources and technical support to Aurora University students. All students receive computer accounts providing access to a range of services including email, web and local area network access, computer labs, printing, and file storage. Written user guides on various technical topics are available. Highlights of the services provided by the IS department are listed below. For details see the IS web site at www.aurora.edu/is/.

Computer Labs. The public computer labs in 101 and 102 Dunham Hall are available for general student use. The lab computers provide Internet and email access, printing and personal file storage services, and support standard office applications as well as special software used in AU classes. These labs are open for general use by students whenever they are not being used for classes or special meetings. A schedule is posted on the IS home page. In addition to these labs, wireless notebook computers are available for checkout in the university library. You can reach the computer lab service desk by phone at (630) 844-5790.

Blackboard. Aurora University's online course management system is Blackboard, a networked application accessible from any web browser. A number of faculty use Blackboard to supplement classroom instruction. All students automatically receive Blackboard accounts when they enter the university.

WebAdvisor. WebAdvisor is a browser-based system that gives students direct access to personal academic information including grades, schedules, financial aid information, and current balance details.

Electronic Mail. All students receive an AU email account when they enter the university. Because a number of campus offices deliver official information to students' AU email accounts, use of these accounts is essential. Forwarding services are available for students who prefer to use an alternative email address.

Resnet. Students living in the residence halls on the Aurora campus can take advantage of high-bandwidth network connectivity. Details on hardware requirements and how to register for network access are available on the IS website.

Telephone service. Information Services supports local and long-distance services to students living in the dorms. For details, please consult the Telecommunications Office section of the A-Book

9. LEARNING CENTER

Location: 109 Charles B. Phillips Library
Phone: 630/844-5520
Hours: Monday through Thursday, 8:00 a.m. to 8:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Saturday hours vary

The Learning Center provides a variety of services. In its role as a resource center for all students on campus, the Learning Center provides tutoring, academic support, test proctoring, workshops and group studies, and skill development. The Learning Center also provides services to specific groups on campus, including students with disabilities (see Disabilities Services), conditionally admitted students (i.e., the STAR Program), students on academic warning, and students in specific academic disciplines.

Although the Learning Center does make use of student tutors, handouts and computers, its strength is in relying on professional staff members to offer tutoring on a one-on-one or small group level. The staff seeks to enable students to develop their abilities, meet academic requirements, access campus resources, and develop new approaches to their academic success. Although much of the tutoring focuses on improving student skills in writing, research, and mathematics, staff members are able to provide support across the curriculum. Students also may receive individual instruction in time management, note taking and reading, test taking skills, and computer skills. The staff facilitates study groups in support of specific courses and provides seminars in writing and documentation styles. In particular, the Learning Center facilitates writing workshops in support of those courses which are part of the Writing for Success Process. The staff also offers a series of seminars to prepare education and social work students for the Illinois State Board of Education's Basic Skills Test. These seminars are offered in advance of each of the statewide test dates.

In order to augment its tutoring resources, the Learning Center does employ qualified students, recommended by faculty members, to tutor in areas outside of the staff's expertise. The Learning Center

also offers peer-led study groups in some 1000-level courses. The Learning Center has online tutorials and practice standardized exams available through its webpage.

The Learning Center also coordinates the STAR Program, which serves students who have been admitted conditionally. The program includes two components: a five-day orientation prior to the start of the fall semester, and ongoing academic support through the Learning Center throughout a student's first year. The orientation allows students to adjust to campus life, interact with staff and faculty, gain awareness of campus resources, prepare for academic challenges, and learn approaches and skills which lead to academic success. During the academic year, students have access to tutoring and other forms of academic support. The Learning Center staff provides feedback to students concerning their progress in classes and serves as an advocate for these students.

10. LOST & FOUND

Location: Housekeeping office, lower level of the Dining Hall

Items should include the date it was found and location.

11. REGISTRAR'S OFFICE

Location: 103 Eckhart Hall

Phone: 630/844-5462

Hours: Monday through Thursday, 8:00 am to 7:00 pm

Friday, 8:00 am to 6:00 pm

Saturday, 9:00 am to 1:00 pm

Registration for Classes

Pre-registration and registration take place at specified times each term. The process involves two stages: (1) Meeting with an academic or faculty advisor and (2) actual registration for classes

The advisement period begins the eighth week of each term for the term following. Advisement appointments are taken in order of class rank, with seniors advising and registering first in order to help them get into classes required for graduation. All degree-seeking undergraduates are required to consult with an academic advisor before registering for classes.

Student Identification Cards

Identification (ID) cards are issued prior to the start of each term when initial enrollment at the University begins. An ID card is necessary to check books from the library, to cash a check, to dine in the cafeteria, and to do a host of other things on campus. There is a \$25 replacement charge for lost or damaged cards. Once ID cards are issued they are valid for four years.

Official Transcripts

The Registrar's Office can send a student's official transcript to schools, employers, and other institutions. Official transcripts may be ordered by completing a transcript request form at the Registrar's Office, faxing a request to our office at 630-844-5463, or downloading the transcript request from Aurora University's website. The first two transcripts are free, after that there is a \$5 charge per transcript. Transcript requests which require same-day service are at a fee of \$10 and can be ordered Monday through Friday between 9:00 am and 4:00 pm. Students wishing to overnight or express mail official transcripts are responsible for the transcript fee and the cost of the special postage request which must be paid in advance. A student's account balance with the University must be current. The Registrar's Office does not provide unofficial transcripts to students. Students may access their unofficial transcript via WebAdvisor.

12. STUDENT ACCOUNTS

Location: Administration Building, Conferencing Front Desk

Phone: 262-245-8517

Hours: Monday through Friday, 8:00 am to 4:30 pm (select services are available until 11:00 pm)

Check Cashing

Personal checks of up to \$50 may be cashed with a student ID. Cashing of third party checks is not allowed. A \$25 fine is charged for returned checks. A second returned check will result in loss of check cashing privileges. A student may be required to pay balance with cash, cashier's check, or money order upon notice of insufficient funds.

Payment Plans

Aurora University offers both a semester payment plan and a 10-month payment option that begins before the school year starts. Students who receive employer paid tuition assistance may qualify for the Deferred Payment Plan. Please call the Aurora Student Accounts Office (630-844-5470) for more information on these options.

Payment Policy

All accounts are due and payable one week prior to the first day of the term. Please see your Billing Information Form for the specific dates. Past due accounts are subject to service charges of 18% per annum on a monthly basis. Additionally, accounts with balances of \$300 or more will be assessed a \$200 late fee following the 100% refund period (first week of the semester). Accounts in arrears \$300 or more at the end of the withdrawal period (generally the tenth week of the semester), will be charged an additional \$300 late fee. Accounts must be paid in full in order to register for any future terms. Should future term registration already be complete, that registration will be administratively cancelled due to non-payment of current term charges by the published due date. Additionally, grades, transcripts, and diplomas will be withheld on all past due accounts. Financial aid must be complete and in order prior to the beginning of each semester.

Student Loans

The student loan process begins in the Financial Aid Office. Most student loans are transmitted electronically. Refund checks are processed one week following the actual receipt of the funds from the lender for those students whose financial aid exceeds their financial obligation to Aurora University and are expecting a refund of those funds. Notification of the exact [date](#) will be sent via email to the student upon the receipt of the loan funds.

Student Paychecks

Paychecks are distributed at the Front Desk on student payroll days (every other Friday). A student ID must be shown when claiming a paycheck and a signature will be required. For pay dates occurring during holidays or semester breaks, students may leave a self-addressed, stamped envelope with the Business Office for forwarding of paychecks.

Bookstore Vouchers

Students who have a credit balance on their accounts (financial aid and/or payments exceed their charges) may be eligible to receive a Bookstore Voucher. Bookstore Vouchers may be requested for any amount up to the amount of the student's credit balance. These vouchers can be used for the purchase of books and supplies in the bookstore during the first two weeks of the semester. Student will be charged for the actual amount of their purchases

13. STUDENT COPIES

Students can make copies in Nuveen Hall. Copies cost 10 cents at the copier. Also, students can get a copy card, put money on the copy card at the conference center and use it at the copier. Nuveen Hall hours are 7:00am until midnight.

14. STUDENT INSURANCE

Location: Lower Level Memorial Hall

Phone: 630/844-5446

Hours: Monday through Friday, 8:00 am to 5:00 pm

Accident Insurance

All resident students and full time undergraduate students are automatically charged for the student accident insurance plan unless they sign a waiver and provide proof of health insurance coverage (photocopy of insurance card, front & back). Waiver forms are found in the Student Life Office (Eckhart 105) or the student insurance page on the Aurora University website (www.aurora.edu/students/insurance.htm). Waiver forms and proof of insurance should be returned to the Student Insurance Coordinator during the first full week of each semester. Waivers and proof of insurance submitted in the fall semester are valid for that academic year. The charge for accident insurance is \$55.00 per semester. Graduate and part-time students may request information regarding coverage from the Student Insurance Coordinator. Summer coverage is also available; see the Student Insurance Coordinator for details.

Sickness Insurance

Sickness insurance is available by request to any student during the first full week of each semester. Application in the Fall semester is valid for that academic year. This plan provides benefits for hospitalization as well as out-patient treatment, including counseling. The charge for sickness insurance is an additional \$179.00 per semester. Summer coverage is also available; see the Student Life Office for details.

Sports Insurance

Intercollegiate athletic participation insurance is excess coverage, with a \$250 deductible, and provides coverage for intercollegiate athletic accidents after all other primary (family, employer, etc.) insurance coverage has been paid. Insurance claims must be filed with the Student Insurance Coordinator, Lower Level, Memorial Hall.

15. STUDENT ORGANIZATIONS

George Williams College of Aurora University recognizes that student organizations enrich the social, cultural and educational experiences of students and the larger College community. The Office of Campus Life registers all student organizations and maintains descriptions of each organization along with contact information. The Office of Student Activities also offers services to student organizations through workshops, one-on-one consultation and major event planning support.

Student organizations are defined as any group or organization at George Williams College of Aurora University which has met all of the stated registration criteria outlined in the Student Organization Handbook. All George Williams College of Aurora University student organizations must be directed and controlled by students currently enrolled at George Williams College of Aurora University. Currently enrolled students must hold all offices with the exception of the organization advisor. Faculty and staff of George Williams College of Aurora University are eligible to serve as the organization's advisor according to published guidelines. All registered student organizations must have a faculty/staff advisor.

A copy of the Student Organization Guidelines may be obtained from the Campus Life Office located in the School of Experiential Leadership Annex. Failure to meet these registration guidelines each academic term will result in the ineligibility to receive recognition from the Campus Life Office.

Student organizations have traditionally played an important role in campus life at George Williams College of Aurora University. It is hoped that these organizations will incorporate rewarding learning opportunities and enjoyment for the student members and advisors. Student organizations provide unique opportunities for specific interest group activities and projects intending to serve the college community. There are real leadership opportunities offered for participating students by these organizations. The sociability aspect of student organizations significantly compliments the formal educational offerings.

Student Organization Guidelines

The Office of Campus Life believes student organizations further the mission of Aurora University by fostering learning experiences outside the classroom. An organization has the capacity to give its members many opportunities to develop leadership skills, manage conflict, work collaboratively, make

decisions, and cultivate motivation. These guidelines ensure that student organizations maximize their potential for creating an educative environment.

Registered student organizations become eligible to reserve meeting space on campus, and maintain communication with the Campus Life Office. Failure to meet these guidelines, as well as failure to adhere to university policies as listed in the A-Book, will result in the ineligibility to receive recognition from the Campus Life office.

In order for your student organization to be recognized by the Office of Campus Life, student organizations must do the following:

1. Complete a Student Organization Registration Form and Student Organization Constitution. Each organization must have a George Williams College of Aurora University faculty or staff member as an on-campus advisor. Completed forms must be submitted to the Campus Life office located in the School of Experiential Leadership Annex. This must be completed on an annual basis. Examples of constitutions may be requested from Student Activities.
2. Complete a Student Organization Roster List by listing of at least three current members and their contact information as of the fourth week of the first term. Student organizations must have at least three members to be recognized as a student organization. Student interested in initiating groups with less than three members must make provisional arrangements with the Office of Campus Life to reserve space and focus on recruitment efforts. Student Organization Roster List must be updated each year.
3. Send representation to meet with the Director of Campus Life on a monthly basis to discuss organization issues, programs, membership and budgets. A standard time will set between the Director of Campus Life and the representative.
4. Apply for an organization mailbox in the conference center. Correspondence to all student organizations from Campus Life will be distributed into organization mailboxes. Information from the business office will also placed in the mailbox, including information that checks are ready to be picked up in the business office. Students may mail information to organizations using these mailboxes as well. It is recommended that a representative of the student organization check the mailbox twice a week.
5. Plan and implement one community service project by the end of the fall term and the end of the winter term. Student organizations must demonstrate completion of the project by submitting the form, "Servicing GWC-AU and the Williams Bay Community," to the Campus Life office. Forms are available at the Campus Life office. It is strongly recommended that the organization plan for their program in the early part of the year.
6. Plan and implement one educational program by the end of the fall semester. Student organizations must demonstrate completion of the educational program the completion of a "Stretching the AU Classroom" form. Forms are available outside the Campus Life office. The form requires students to have an appropriate educational topic relevant to student issues on campus as well as pertinent to the objectives of the student organization. Academic organizations may select a topic relevant to their academic area. Social/Service organizations may be creative with their topic selection; suggestions include alcohol and drug awareness, sexual assault awareness, time management, resume writing, diversity training, etc. Be sure to consult with your advisor about your plans. Organizations are encouraged to open the event to all students on campus. It is strongly recommended that the organization plan for their program in the early part of the year.

The Director of Campus Life and appropriate Campus/Student Life staff shall investigate any student organization upon its failure to meet student organization registration guidelines or upon receipt of student complaints regarding the actions of the organization. The Campus/Student Life staff has the right to suspend an organization's registration or place an organization on probation. The Director of Campus Life

will meet with the leadership of the student organization to inform the group of its suspension or probationary status.

If you have questions regarding these criteria, please contact Campus Life at 245-8546.

16. TELECOMMUNICATIONS OFFICE

Location: Administration Building, Business Services Office

Phone: 262-245-8516

Hours: Monday - Friday, 8:00 am 4:30 pm

Residence Hall Room Telephones

Students are not required to provide their own telephones. All residence hall room telephones are equipped for on-campus calls and 911 emergency calls. Additional phones are located in the Coffman lounge and the Administration Building lakeside porch.

Residence Hall Room Telephone Service

Each room in the residence hall has telephone service provided supporting on-campus and emergency calls. All off-campus calls require the used of a phone card, which can be purchased at the Campus Shop located at the Front Desk of the Administration Building.

Telephone Monitoring

Aurora University is a private university with its own PBX (telephone switch) which allows us to collect information that can be used to identify 911 users, fraudulent use, prank callers, harassment calls, etc. By your signature of the residence contract you acknowledge Aurora University's ability and right to monitor calls for the above purposes, if necessary. Permission to monitor such calls may be obtained first, if possible.

Student Voice Mail Service

Voice mail service is available for each phone number. If you have any questions regarding Voice Mail service, call the Business Services Office at x8516.

Office Telephone

Telephones in the University offices are reserved for official business except in case of emergency. The main University telephone number is 262-245-5531.

17. WELLNESS CENTER

Location: College Inn

Phone: 262-245-8540

Hours: Monday - Friday, 8:00 am 4:30 pm

The Wellness Center strives to provide a variety of services specific to the college student's health and wellness needs. Care received in the Wellness Center is provided by a bachelors prepared nurse based on physician-approved protocols. All current George Williams College students as well as faculty and staff may utilize Wellness Center Services.

The following is a list of services offered:

- Assessment and treatment of minor injuries, illness and health problems.
- Over-the counter medication availability
- Wellness Assessments (blood pressure, pulse, temperature, height, weight)
- Health education /programs (individual and group)
- Information on local health care referral sources

Students may access Wellness Center services on a walk in basis. Students evaluated in the Wellness Center will be provided with recommendations for management of injury, illness and/or health problems based on physician-approved clinical protocols. Recommendations may be communicated through

verbal and/or written instructions, and may include suggestions for self-care and/or evaluation by a physician or equivalent health care provider.

There is currently no charge for services provided in the Wellness Center. However all charges for services received outside of the Wellness Center will be the responsibility of the student.

In an emergency situation, 911 is activated to provide paramedic/EMT and ambulance transport to a local hospital (Mercy or Lakeland)

Treatment of minors

Students less than 18 years of age need to provide the Wellness Center with a completed “Minor Consent Form for Wellness Center Services” prior to being evaluated in the Wellness Center. This form is available online at the main campus website for the Aurora University Wellness Center.

Required Health/Immunizations Records

To ensure the health and safety of our campus community and meet guidelines established by the State of Wisconsin, specific student health/immunization records need to be on file in the Wellness Center. Records must be submitted by August 1 for Fall Semester enrollment and December 1 for Spring semester enrollment. If records are not submitted by the above stated dates, an “Immunization Hold” will be placed on your account and you will not be allowed to register for the next semester.

Information on Immunizations

The State of Wisconsin requires college campuses to provide all students with information on the risks associated with meningococcal disease and Hepatitis B and the availability and effectiveness of vaccines against the diseases. All students who reside in resident halls are required to affirm in writing that this information has been received.

Health History Guidelines

For all residential students, a current health history must be completed and returned to the campus Wellness Center.

Requesting Health/Immunizations Records from George Williams College

Protection of personal health information is taken seriously at George Williams College. It is mandated by law that the Wellness Center cannot release health related information of adult students (18 years and older) unless requested to do so in writing by the student.

When requesting health records a “Permission for Release of Information Form” (available on the main campus Wellness Center website) must be submitted to the Wellness Center before the request can be honored. Please allow 5-7 working days for processing of request. George Williams College maintains student health/immunization records for 7 years post student graduation. After 7 years records are shredded.

IV. CAMPUS FACILITIES

1. CHARLES B. PHILLIPS LIBRARY

Location: Charles B. Phillips Library

Phone: (630) 844-5437

Hours: Monday – Thursday 8:00 am – 2:00 am

Friday 8:00 am – 5:00 pm

Saturday 9:00 am – 5:00 pm

Sunday 1:00 pm – 2:00 am

Hours vary during vacations, holiday periods, and in the summer. Changes will be posted at the circulation desk, on the entrance doors, and the library’s webpage (www.aurora.edu/library).

Library Services

The Charles B. Phillips Library, located on the northeast corner of the campus, houses a collection of

over 100,000 books, periodicals, pamphlets, and audiovisual materials. In addition, there are over 500 current in-print and over 13,000 full-text electronic periodical subscriptions, and 220,000 units of microform. Open more than 80 hours per week, the library offers a variety of services to the campus community:

- Circulation of books, pamphlets, company annual reports, curriculum materials, and audiovisual materials (see policies below)
- Instruction in the use of library resources and research assistance for individuals, small groups, and classes
- Access to the latest information technologies: World-Wide Web and Internet resources, CD-ROM databases, and periodical indexes--many with full text
- Interlibrary loan of books and periodical articles from libraries across the region, state and nation
- Viewing and listening facilities for audiovisual materials
- Film/Video rental and audiovisual equipment loan for classroom presentation and student activities
- Photocopiers that accept the campus wide DANYL ALLcard
- Computer Lab Terminals where you may do your email and a typewriter for your snail-mail
- Laptops available for in-library check-out
- Small group study rooms
- Public fax service

Special Collections

In addition to its general collections of books and other materials, the library houses two special collections: (most items appear in the online catalog)

- The Orrin Roe Jenks Collection of Adventual Materials (Adventist Church)
- The Doris K. Colby Memorial Archives

Circulation Policies

- All materials are charged out at the circulation desk before leaving the building. All borrowers must present a valid Aurora University ID card when charging out materials.
- Borrowers are responsible for all loaned materials. For your own protection, do not charge out materials for others, lend materials you have charged out, or permit others to use your ID card to charge out materials.
- The date items are due is stamped on a slip inside or attached to the items. It is your responsibility to note when the items are due and return them promptly. Overdue notices will be sent to delinquent borrowers.
- Overdue charges vary according to the type of material borrowed. Ask at the desk for a schedule of the fees.
- Lost or stolen materials must be reported to the circulation desk staff. You will be billed for the replacement cost of the item.

- All outstanding library fees or charges are billed to students through Student Accounts when they are seven days old.

On-Line Library Catalog

Access to our collection is possible through ILLINET Online, an automated catalog that provides full description of library materials located at Aurora University or in 65 participating academic libraries (ILCSO libraries) in Illinois.

When you search ILLINET Online at Aurora University, you receive up to date information on the materials available in our Library. You can search by author, title, subject, or keyword to find if we own the item and if it is on the shelf. Ask at the Information Desk for assistance in using this resource.

Your current Aurora University ID card also allows you to borrow books from any of the 65 ILCSO libraries, either in person, or by placing an online request at your computer. Items located at other libraries can also be requested through interlibrary loan.

Interlibrary Loan

If Aurora University does not own the material you need, our Inter-Library Loan staff can locate it for you and borrow it from another library. You should expect that it will take approximately two weeks for us to obtain the material. Usually there is no charge for borrowing books, but a minimum of \$.10/page is charged for photocopies of periodical articles. You will be charged for items ordered but not picked up. We will try to notify you when your materials arrive, but it is your responsibility to check on the status of your requests.

2. DINING SERVICES (SODEXHO FOOD SERVICE)

Sodexo Campus Services welcomes all students, faculty, and staff to the Dining Hall. The Dining Hall has a variety of features including a salad garden and soup bar, a deli counter, a dessert station, ice cream selections and many beverage choices. The daily menu includes a Classic Item or a Specialty Sandwich. Special menus are offered for Holiday and Theme Dinners.

Residential Meal Plans

All resident students are required to select a meal plan on the housing contract. The rate is the total of both fall and spring semester. The following are the meal plan options available to residential students.

An 18 meal plan is \$3,200

A 10 meal plan is \$1,600

What is on the menu?

Menu hotline is x8575

Dining Hall Procedure

- Sign the student clip board
- Show your student ID to the Sodexo staff
- No shirt, no shoes, no service.
- All trays, silverware, china, and glassware should be returned to the dishroom tray line when leaving the dining hall.

Nutrition Links:

Balance, Mind, Body and Soul is a newly developed program supporting Sodexo guests with the latest in nutrition and health information. This web site is intended to provide you with information that promotes balance through healthy living. <http://www.balancemindbodysoul.com>

Hours of Operation

Meal times and hours of operation for The Dining Hall will be established and posted at the start of each semester.

3. FITNESS CENTER

Location: Dining Hall, Below Deck

Hours: 7:30am- 9:00pm Sunday through Saturday

The center has nine weight pieces and 3 pieces of cardio equipment. Also, the center has foose ball and air hockey game tables available.

4. GEORGE WILLIAMS COLLEGE GOLF COURSE

Our Heritage

Our golf course began as a dream of professors at Yerkes Observatory and the YMCA staff of the George Williams College. Six holes were laid out by Dr. James Naismith (who also invented basketball) as a summer diversion for the busy gentleman. By 1906, there were nine holes open to the public and by 1918, the course had expanded to 18 holes through a gift by S.B. Chapin. The Gramley Clubhouse was built and dedicated in 1929.

Our Mission

We stress etiquette and skill on the course rather than competition when we introduce students to the leisurely, but active game of golf. We keep our rates reasonable and affordable for all golfers.

Greens Fees (tax not included)

Daily Fees

- Weekdays - \$17.50
- Weekday Senior - \$15.50
- Sat., Sun., Holidays - \$21.50
- Sat., Sun., Holidays Senior - \$19.50

Twilight (after 4 p.m.)

- Weekdays - \$9.75, \$10.75 *
 - Weekday Senior - \$8.75, \$9.75 *
 - Sat., Sun., Holidays - \$11.75, \$12.75 *
 - Sat., Sun., Holidays Senior - \$10.75, \$11.75 *
- * Rates apply to May 31 through September 6

2005 Season Membership

- Single Adult - \$390.60
- Married Couple - \$614.25
- Family - \$614.25 *
* plus \$48 for each child under 18
- Senior (65 or older) - \$323.50

- Senior Married Couple - \$473.25
- Junior (under 18) - \$127.60
- College (current ID) - \$145.00

Par 67, Rating 63.4, Slope 102

Please

- just soft spikes on course
- non-alcoholic beverages
- only golfers (no riders or walkers)

(Tax not included)

For tee times, information, and reservations, please call 262-245-9507 or 262-245-8650

Our Features

- Daily rates that apply to a full day
- Family friendly rates
- An 18-hole course with watered tees, greens, and fairways
- Snack shop/pro shop
- Gas power cars available
- Club and pull cart rentals

5. RESIDENCE HALL

Coffman – This hall houses students in a co-educational, primarily undergraduate living environment.

6. UNIVERSITY BOOKSTORE

Location: Dunham Hall, 1st Floor on the Aurora University campus

Phone: 630/844-5524

Hours: First week of term (fall, spring and 1st summer session)

Monday – Thursday, 8:30 am - 8:00 pm

Friday, 8:30 am - 6:00 pm

Saturday, 9:30 am - 12:30 pm

After first week of term

Monday – Thursday, 9:30 am - 6:30 pm

Friday, 9:30 am - 3:30 pm

Summer hours after the first week of term:

Monday – Thursday, 9:30 am - 4:30 pm

Friday, 9:30 am - 3:30 pm

Refund Policy

Textbooks

The bookstore will accept the return of textbooks for a full refund at the beginning of each term under the following conditions:

- Books are returned within the first 14 days in the term bought (7 days during summer) with verified cash register receipt. Exceptions may apply in the case of abbreviated courses. Please check with Bookstore staff.
- In the case of a course drop or a withdrawal from school, a refund is given the first 21 days of term (10 days during summer) with a verified cash register receipt and drop slip. Exceptions may apply in the case of abbreviated courses. Please check with Bookstore staff.
- New textbooks must be free of all markings.
- Special orders are nonreturnable and nonrefundable.
- Textbooks, new or used, returned at a later date will be purchased at fair market value.
- Defective books should be returned as soon as the defect is noticed and will be replaced free of charge with a book of equal value.
- Books or book/software packages clearly marked "NONRETURNABLE IF SEAL IS BROKEN OR UNWRAPPED" must be returned with original shrink-wrap intact and with a verified cash register receipt for a full refund.

Software

- The Bookstore will accept the return of software for a full refund within 14 days of purchase with original outer shrink-wrap intact and with verified cash register receipt.
- Defective software should be returned within 30 days of purchase with verified cash register receipt and will be replaced with the same title product free of charge.
- Special orders are nonreturnable and nonrefundable.

Clothing

- The Bookstore will accept the return of clothing for a full refund within 30 days of purchase in new condition with verified cash register receipt.
- Sale items are returnable within 7 days of purchase in new condition with verified cash register receipt.
- Defective items will be replaced or refunded within 30 days of purchase with verified cash register receipt.
- Final clearance items - ALL SALES ARE FINAL.

General Merchandise

- All other merchandise sales not noted in the categories above will be replaced or refunded within 14 days of purchase with verified cash register receipt.
- Defective merchandise will be replaced or refunded within 14 days of purchase with verified cash register receipt.

Buy-Back Policy

The bookstore will buy back books the last six days of fall and spring terms during the following hours:

- Monday – Thursday, 9:30 am - 6:30 pm
- Friday, 9:30 am - 3:30 pm
- Saturday, 9:30 am - 12:30 pm

Additional one and two day buybacks will be scheduled during the year.

- Books will be purchased in pre determined quantities.
- Books in good condition, which are being used the next term and until predetermined quantities are met, will be re purchased at 50% of current retail price. After predetermined quantities are met, fair market value may be quoted. Books in poor condition such as broken bindings, water damage or highly cribbed, will not be bought back.
- Discontinued books may be purchased at a pre determined market value set by the wholesaler.
- Some study guides, lab manuals and workbooks will not be bought back. They must be clean and complete.
- Old editions are not bought back unless requested by an instructor for use in the next term.
- An AU ID or drivers license is required.
- Buy back is a service only. The bookstore is not obligated to buy back books.

V. STUDENT EMPLOYMENT POLICIES

1. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

George Williams College of 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 College community.

It is the policy of George Williams College 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 College to apply this respect for individuals to all areas of employment practice. The College will provide employment opportunity to individuals based on the operational needs of the College 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 George Williams College of 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 Wisconsin Department of Workforce Development is 800-991-5530.

2. 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 Health Office 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. College 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 College 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 College 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 College Policies in this handbook.