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2025-2026 A-BOOK

(updated 9/9/25)

AURORA UNIVERSITY'S STUDENT HANDBOOK

This Handbook serves to familiarize all undergraduate, graduate, and doctoral students with Aurora University's services, policies, procedures, and rules ("University policies"), focusing upon those directly applicable to students. Some departments or programs/activities may have an additional handbook pertinent to their programs of study or their participating in a program/activity. In addition, the University maintains policies, procedures, and rules, including Anti-Discrimination, Health & Safety, and Title IX policies, that are generally applicable to the University community, including students. These policies, procedures, and rules are posted on the University's website, including on the Student Life page. This Handbook and other university policies, procedures, and rules are your resource guides, and you should find them helpful as you become involved in student life at Aurora University.

The University policies in this Handbook are intended to promote and fulfill the University's Mission and Core Values. They are designed to promote fair, respectful, and appropriate interactions on campus 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 or offer of a contract as between the University and its students. It is not written with the specificity of a civil or criminal statute, and it is not an exhaustive attempt to codify every possible type of problematic behavior or address every circumstance that may arise on campus.

This Handbook may be modified by the University at any time, in its sole discretion. Updated versions of this Handbook, as well as general policies, procedures, and rules of the University, will be posted on the University's website, and they will take effect on the date they are posted unless otherwise noted within the particular policy.

OUR INSTITUTION

1. MISSION

At Aurora University, our singular goal is to empower students to achieve lasting personal and professional success. We do this by being an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, we encourage undergraduate and graduate students to discover what it takes to build meaningful and purposeful lives.

2. CORE VALUES

Aurora University draws upon the rich legacies of Aurora College and George Williams College to welcome learners to our campus. 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 are committed to student success through **collaboration**, working across departments and eliminating silos to help students realize their professional and personal aspirations.
- 2.02. We commit ourselves to **continuous learning** by adapting and growing along with our students. We are dedicated to helping students achieve their full potential through lifelong support that provides opportunities to learn and grow.
- 2.03. We define **inclusivity** broadly so that all members of our community are welcome and authentically belong, and we actively work to foster understanding and appreciation of diversity as an institutional strength.
- 2.04. We adhere to the highest standards of **integrity** in every aspect of institutional practice and operation. Through this proven dedication to honesty, fairness, and ethical conduct, we lead by example and inspire our students to do the same.
- 2.05. We are committed to shaping the future with our students and community through **innovation** that sparks creative solutions to encourage continuous improvement, adaptation, and evolution in a rapidly changing world.

The University's core values are the foundation upon which our aspirations rest. They undergird our belief in the transformative power of learning. As members of the Aurora University community, we commit to each other to live, learn, and work in ways consistent with these ideals.

OUR CODE OF CONDUCT AND DISCIPLINARY SYSTEM

1. ABOUT THE CODE OF CONDUCT

1.01. Introduction

- 1.01.a. This Code of Conduct reflects the standards of behavior expected of every student at Aurora University. Each student is an integral part of our campus community and is encouraged to internalize and honor these standards. Ideally, each student is expected to use these standards as a catalyst to personally impact the Aurora University community in meaningful, thoughtful ways.
- 1.01.b. In addition to complying this Code of Conduct, every student has the responsibility to know and abide by all other University policies, procedures, and rules applicable to students among other. These include academic integrity and health and safety standards.. The University reviews policies on a regular basis and reserves the right to amend this Code of Conduct, this A-Book, or any other University policies,

procedures, and rules at any time, in its sole discretion. The University will make appropriate updates and revisions in accordance with established University procedures.

- 1.01.c. A student voluntarily joins the Aurora University community and thereby assumes the obligation of abiding by the standards prescribed in this Code of Conduct and other policies, procedures, and rules of the University. Students also may be held responsible for their actions by local, state or federal authorities.

¹ A copy of the University Notice of Nondiscrimination is available [here](#).

- 1.01.d. Students must abide by this Code of Conduct anytime during the year, including term breaks, May Term, Summer Term, and academic sessions. If a student moves on campus prior to the first day of class, the student is responsible for adhering to all University policies.
- 1.01.e. All students enrolled at Aurora University have access to the Code of Conduct (Abook) through the Aurora University website ([aurora.edu](#)).
- 1.01.f. These standards are set forth in writing in order to give students notice of prohibited conduct, but are not designed to define misconduct in all-inclusive terms.

1.02. Jurisdiction

- 1.02.a. This Code of Conduct will apply to:

- 1.02.a.1. conduct which occurs on University property.
- 1.02.a.2. conduct which occurs within a University program or activity, including without limitation: student teaching, student internships, clinical experiences, student performances, intercollegiate athletic competitions, student clubs/activities and other University events.
- 1.02.a.3. when the University determines that its interests as a community are involved, conduct which occurs off-campus and may violate conduct standards; this includes, without limitation, conduct that may violate professional or accreditation standards, legal requirements, or the University's Mission and Core Values.

- 1.02.b. The University will consider the following factors in deciding when to take action for conduct that occurs off-campus. Not all such factors need to be present in order for the University to take action regarding off-campus conduct:

- 1.02.b.1. The individual who allegedly engaged in the conduct of concern was registered and/or enrolled as an Aurora University student at the time of the incident.
- 1.02.b.2. The incident involves endangering conduct, including conduct that may constitute violation of civil or criminal law.
- 1.02.b.3. The incident involves misconduct that has the potential to damage the reputation of the University or undermine its ability to fulfill its Mission and Core Values.
- 1.02.b.4. The incident involves conduct that puts students, faculty or staff - or the property of students, faculty or staff -- at risk or potentially at risk.
- 1.02.b.5. The conduct occurs at a University-sponsored event or function.
- 1.02.c. The incident involves actions of a University-recognized student organization involved in activities that are in violation of University policies, such as discrimination, Title IX violations, alcohol offenses, or hazing. Such circumstances may result in disciplinary action against the organization and/or the involved student(s) and staff..
- 1.02.d. Any University policy violation that constitutes a violation of federal, state, or local law may be reported to the appropriate law enforcement agency in the University's discretion. Aurora University also reserves the right to conduct an internal investigation and resolve the matter according to stated University policies and procedures. Students are expected to cooperate in such investigations to the fullest extent required by law and University policy; this may include providing information to the University, including emails, texts, or other documents. Note that University sanctions are separate from any pending or completed actions by outside agencies or by law enforcement. University proceedings may proceed even where criminal charges involving the same alleged conduct or incident have been dismissed or reduced.
- 1.02.e. A student is responsible for violating this Code of Conduct even where the student is impaired by alcohol or drug usage, mental health or medical issues, or other issues. Such circumstances, including potential application of the University's Good Samaritan Policy (Section 4.03 below – [LINK](#)), may be considered by the University in determining appropriate procedures for addressing conduct, in imposing sanctions, or in remedying substantiated misconduct under this Code.

2. AUTHORITY

- 2.01. The University has established these Code of Conduct standards in order to give all students at Aurora University full opportunity to attain their educational goals. The University also enforces these standards to protect the health, safety, welfare, property, and rights of all members of our community.
- 2.02. The University, through the Dean of Students or designate, maintains the exclusive authority to impose sanctions for behaviors that violate this Code of Conduct. The Dean of Students retains ultimate responsibility for the administration of this Code, including final authority regarding interpretation, sanctions, and/or processes. The Dean of Students may consult with other senior administrators as appropriate.

3. EXPECTATIONS

- 3.01. Community Expectations: Aurora University, a transformative community, maintains the following expectations that apply to all community members, including students:
 - 3.01.a. We all have rights but we also have the responsibility to conduct ourselves in a manner that respects the rights and responsibilities of others within our campus community. Each person is accountable and responsible for the consequences of their actions and conduct.
 - 3.01.b. As members of the Aurora University community, we respect that the University has developed and applies conduct and other policies that encourage a constructive educational setting.
 - 3.01.c. Community responsibility consists of actively supporting and never undermining the physical, emotional, intellectual, and spiritual well-being of one another.
 - 3.01.d. As we participate in this community, we strive for open mindedness, sensitivity, justice, and equality.
 - 3.01.e. We are fortunate to attract a diverse student body. To further each person's understanding of the world around them, we challenge each person to value the differences in one another and are committed to a constructive campus dialogue with each other even where we disagree.
 - 3.01.f. We expect that students accept their responsibility to respect and protect the rights and properties of our extended community, including other members of the campus community; our Aurora University neighbors, businesses, and the residents of the cities of Aurora and surrounding areas.
- 3.02. Academic and Social Expectations: Academic and social expectations emphasize more specific commitments to one another. Your assistance is needed to enhance our fundamental commitment to equality of opportunity, academic integrity, ethical conduct and human dignity.

- 3.02.a. Students will share with faculty the responsibility for practicing and ensuring academic integrity.
- 3.02.b. Students will treat all members of the campus community ethically and with dignity and respect.
- 3.02.c. Students will act with concern for the safety and well-being of all members of the campus community and will do nothing to threaten or undermine the safety and well-being of our community.
- 3.02.d. Students will observe federal, state, and local laws and University policies.
- 3.02.e. Students will assume responsibility for their conduct on the University campus and at University activities and events.
- 3.02.f. Students, like all members of the University community, will strive to support other members of the campus community through constructive confrontation and productive dialogue within the classroom and in our dealings with campus community members.

4. CODE OF CONDUCT

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

- 4.01. Abuse of Student Conduct System: Engaging in abuse of the student conduct system. This includes, but is not limited to:
 - 4.01.a. Providing information known to be false during a student conduct proceeding.
 - 4.01.b. Disrupting or interfering with a student conduct proceeding.
 - 4.01.c. Instituting a student conduct complaint knowing that the complaint lacks merit.
 - 4.01.d. Attempting to interfere in another person's proper participation in, or use of, the student conduct system, including harassing or inappropriately attempting to influence any person engaged in reporting, investigating or adjudicating an incident or hearing prior to, during, and/or after the incident or hearing.
 - 4.01.e. Retaliating or attempting to retaliate against any student or University employee who initiates or participates in a student conduct proceeding or any other University investigation, including anyone who investigates or resolves a complaint,

participates in a committee process relating to a complaint, or provides information as a complainant, witness, or University employee. “Retaliation” means to take adverse action, directly or indirectly, against someone because of their participation in an investigation or conduct proceeding. Individuals are protected from retaliation even if a complaint, while lodged in good faith, is ultimately determined to be unsubstantiated

4.02 Alcohol and Marijuana: Violations associated with alcohol use include, any student or University-recognized student organization, as specifically set forth in the Alcohol, Marijuana and Other Controlled Substances Policy (see Statement E below). Violations of this important University policy, which is subject to change in the discretion of the University, are subject to disciplinary action as set forth in Statement E below.

4.02.a. Using, possessing, manufacturing, or distributing alcohol or marijuana on an Aurora University campus, regardless of age.

4.02.b. Illegally using, possessing, or distributing alcohol or marijuana at any off-campus University-sponsored event.

4.02.c. Appearing on campus perceptibly under the influence of alcohol or marijuana, particularly when there is a danger to self, others, or property or there is unreasonable annoyance to others, or causing a disturbance off campus as a result of being under the influence of alcohol.

4.02.d. Hosting an event/situation in your room/suite that involves a violation of the University Alcohol, Marijuana and Other Controlled Substances Policy.

4.02.e. Hosting a guest who is found responsible for a violation of the University Alcohol, Marijuana and Other Controlled Substances Policy.

4.02.f. Providing/purchasing for or distributing alcohol or marijuana to any individual below the age of 21 years.

4.02.g. Possessing empty alcohol containers, regardless of consumption location.

4.02.h. Possessing alcohol or marijuana paraphernalia including but not limited to keg tappers, beer bongs, flask bongs, grinders, hookahs, marijuana pipes, roach clips, edibles, vaping pens and cartridges that contain THC and/or scales.

4.02.i. Attempting to illegally purchase alcohol or marijuana.

Note that the University has a Good Samaritan Policy, which is designed to protect the health and safety of students who may need medical attention for others who are impaired or endangered by excessive alcohol or marijuana consumption or the use of other controlled substances. This protects students who help others get medical assistance (see Policy Statement G below). Please refer to Policy Statement E (Alcohol, Marijuana and Other Controlled Substances)

and Policy Statement F (Off-Campus Behavior), which are available at [LINKS] and also set forth below. They provide important, additional information about the University's serious commitment to addressing alcohol and drug violations on campus.

Please note that students when serving in the capacity of part-time student workers on campus are subject to the University's Employee Handbook provisions regarding alcohol and drug usage.

4.03 Starting Fires or Arson: Intentionally, recklessly, or negligently starting fires or committing acts of arson.

4.04 Attempted Assault or Assault: Committing any 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 contact or harm

4.05 Bicycle Storage Violations: Storing bicycles in any inside building location other than a student's individual residence hall room; mounting a bicycle to a wall or ceiling within a University building; riding a bicycle within a University building.

4.06 Building/Hall Sports Violations: Ball bouncing/kicking/throwing, or any activity deemed a physical sport, except appropriate activity in designated athletic locations; wrestling, engaging in water fights or utilization of squirt guns, and other forms of horseplay/rough-housing within University buildings.

4.07 Cleanliness/Health/Safety: Failing to maintain community/residence hall rooms in clean and sanitary condition without excessive clutter; failure to place trash and recycling in designated bins.

4.08 Complicity: Being present during the planning or commission of any violation of the Code of Conduct. Students who anticipate or observe a violation of the Code of Conduct are expected to remove themselves from association or participation and report the violation; in some circumstances, such as hazing, observing conduct but failing to report is itself a violation. Students also may not assist another in violation of the Code of Conduct.

4.09 Other Controlled Substances: Using, possessing, attempting to purchase, or distributing any state or federally controlled substance except as expressly permitted by law or any prescribed drug not prescribed to you personally.

Refer to Policy Statement E, (Alcohol, Marijuana, and Other Controlled Substances) available at the close of this document, for additional information.

4.10 Damage to Property: Damaging the property of the University or of others. Examples of prohibited damage to property include but are not limited to:

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

4.10.b. Damage to property done with intentional, malicious, or reckless intent.

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

4.11 Darts and Dartboards: Possessing, hanging, or using darts and/or dartboards in residence hall rooms.

4.12 Dating Violence or Domestic Violence: Any substantiated violation of the University's policies and procedures regarding dating violence and domestic violence. The University's policies currently in effect are contained in Policy Statement A1: Title IX Sexual Harassment Policy, available [here](#) and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence, available [here](#). These are extremely significant policies and prohibitions, and they include specific procedures and policies mandated by federal and state law and central to the University's Mission. They are attached as Policy Statements A1 and A2 and available at the links noted above.

4.13 Disorderly Conduct: Committing any of the following:

4.13.a Engaging in disruptive conduct or fighting, including, but not limited to, acts that breach the peace, are unruly and/or destructive, or are lewd, indecent, or obscene.

4.13.b Assembling to commit or intending to commit any unlawful act by force or intimidation; or carrying out or planning to carry out any action which has the potential to violate civil or criminal law or University policies, including University facilities-use or other policies or practices regarding time, place, and manner of assembly and activities on campus. The University reserves the right to manage appropriate on-campus assemblies to maintain public safety and minimize disruption to the working, living, and learning environments of campus community members..

4.14 Disruption of University Activities: Interrupting or disturbing the day-to-day academic and operational functions of the University or committing intentional or reckless acts that obstruct, disrupt, or physically interfere with the use of University premises, buildings, or passages, or unreasonably limit the ability of other community members to access living, working, or learning spaces at the University.

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

4.16 Failure to Comply: Committing any of the following:

4.16.a Failing to comply with the directions of or obstructing University employees acting in the performance of their duties.

4.16.b Failing to positively identify oneself to a University employee when requested to do so, including presenting a valid form of identification (the preferred form of identification is a current, valid University identification card).

4.16.c Failing to comply with the sanction(s) imposed under the Code of Conduct.

4.16.d Failing to adhere to health and safety policies of the University or directions of authorized University representatives; willful or reckless failure or refusal to comply

with University health & safety directives, or with modifications to University operations, schedules, activities, residence hall and meal plan arrangements, academic requirements, policies, or procedures, where such directives or modifications are implemented to help protect the safety and security of the campus environment.

4.17 False Statements or Representations; Failure to Report: Providing false information to the University or failure to report a known emergency situation. This includes, but is not limited to:

4.17.a Making false reports of a fire, bomb threat, medical emergency or other dangerous or emergency situation;; causing or contributing to the cause of a false fire alarm or false emergency report; failing to report a fire or known emergency situation; or interfering with the response of University or municipal officials to emergency calls.

4.17.b Furnishing false information to any University employee or office at any other time, including in connection with admission to the University and its programs; during registration for coursework or co-curricular activities; during investigations, student conduct procedures, or other University processes; or during your participation in any other University programs or services, including academic work or extracurricular activities.

4.17.c Forging, altering, or misusing any University document, record, or instrument of identification at any time during a student's association with the University.

4.17.d Tampering with the election of any University-recognized student organization.

4.17.e Attempting to represent or speak on behalf of the University, any University-recognized student organization, or any official University group, where you know or should know that you do not have the explicit prior consent of the University or, where appropriate, officials of the particular University student organization or group.

Note that providing false information during a student conduct proceeding is also prohibited under 4.01.a, Abuse of Student Conduct System.

4.18 Federal, State or Local Law Violations: Violating federal, state, or local laws on University premises or while in attendance at University sponsored or supervised events, or in off-campus circumstances in which the University has determined pursuant to the provisions of the A-Book that it wishes to assert jurisdiction.

4.19 Fire Hazards: Violations associated with fire hazards include, but are not limited to:

4.19.a Possessing or using, without proper authorization, flammable materials or hazardous substances on University property, including, but not limited to candles, incense, caustic/toxic chemicals, and other materials designed to burn.

4.19.b Possessing or utilizing hazardous electrical appliances in the residence halls, including but not limited to: unauthorized air conditioners; cooking appliances that

include but are not limited to toasters, toaster ovens, air fryers and grills; any appliance with an open heating surface including, but not limited to hot plates, electric grills, and improperly-used coffee pots, electric blankets, microwave ovens using greater than 700 watts, refrigerators greater than 4.0 cubic feet, or space heaters.

4.19.c Using any form of extension cord or multiple outlet (octopus adapter) except for approved UL strips/surge protectors; running any cords under doorways or carpeting.

4.19.d Covering more than 50% of a residence hall room door or walls with any material, in violation of fire safety regulations; covering walls or ceilings with fabric, fabric-like, or plastic wall coverings or adornments, including but not limited to, tapestries, towels, or sheets.

4.19.e Possessing halogen lights or neon signs in the residence halls.

4.19.f Possessing live Christmas trees in the residence halls.

4.19.g Possessing hover boards (i.e., hands free scooters or Segway's) in the residence halls or anywhere else on campus.

4.19.h Blocking doorways, exits, fire exits, stairwells, or areas of rescue assistance with furniture, bicycles or any items that prevent or may prevent ingress or egress in an emergency or impede the operations of rescue personnel.

4.20 Furniture Violations: Committing any of the following:

4.20.a Removing public area furniture from its designated location.

4.20.b Damaging, painting, or removing University-provided residence hall furniture (bed, chair, desk, dresser, mattress, or wardrobe).

4.20.c Possessing water beds and/or building/possessing lofts in the residence halls.

4.20.d Improperly stacking residence hall furniture on top of each other in a way other than the furniture was designed to stack or positioning furniture in any manner that blocks any doorways or exits as noted in Section 4.20(h) above.

4.21 Gambling: Gambling for money or other items of value on University property or at University-sponsored events.

4.22 Discrimination, Harassment, or Retaliation: The University prohibits discrimination, harassment or retaliation in violation of its Equal Opportunity policies and applicable federal, state and local laws. Discrimination, harassment and retaliation are inconsistent with the University's Mission and Core Values. Prohibited conduct, which is detailed in those policies, includes written and verbal forms of harassment. Postings on social media are subject to the same policy limitations as are applicable to electronic or in-person communications on campus. Students are responsible for and should closely review not only Policy Statement A1 and Policy Statement A2 as well Online Communities Policy which is Policy Statement J below.

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 constitute violations of the code of conduct. policies and procedures regarding sexual harassment are contained in Policy Statement A1: Title IX Sexual Harassment Policy, available [here](#), and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence, available [here](#). The University's policies and procedures regarding discrimination and harassment based on race, color, national origin, ancestry, sex/gender, gender identity, sexual orientation, age, religion, disability, pregnancy, veteran status, marital status, familial status, genetic information, or any other status protected by applicable federal, state or local law are contained in Policy Statement A2: Policy Against Discrimination, Sexual Misconduct, and **Interpersonal Violence**, available [here](#).

4.23 Hazing: The University strictly prohibits hazing, which not only violates University policy but also applicable Illinois law. Please see Policy Statement B prohibiting hazing.

4.24 Life Safety: Committing any of the following:

4.24.a Discharging, causing to be discharged or tampering with fire and life safety equipment, including but not limited to altering or misusing any firefighting equipment, safety equipment, or emergency device

4.24.b Attaching items to or hanging items from smoke detectors or sprinkler heads.

4.24.c Exiting through alarmed doors; propping open exterior or interior doors that allow access to a locked facility.

4.24.d Failing to exit a University building during a fire alarm.

4.24.e Failing to evacuate a University building in a timely manner during an emergency, as instructed by a University Official or Emergency Personnel.

4.25 Off-Campus Housing – Community Disturbance: Unreasonably disrupting or interfering with the rights of neighbors by conduct undertaken within off-campus housing, including, but not limited to, failure to abide by applicable University policies, regulations, and rules as well as local, state, and federal laws.

See Policy Statement F, “Off-Campus Behavior” below.

4.26 Off-Campus Housing - Dereliction of Property: Failing to maintain an off-campus residence according to city ordinance including, but not limited to, improper disposal of trash, inadequate maintenance of lawn and landscaping, and illegal parking.

See Policy Statement F, “Off-Campus Behavior” below.

4.27 Unauthorized Animals or Pets: Possessing animals or pets in the residence halls other than service animals or approved support animals and fish in aquariums over 10 gallons. Unapproved animals or pets found in the residence halls must be removed within 24 hours.

4.28 Pranks: Engaging in mischievous or malicious tricks or acts that cause or have the potential

to cause damage, distress, or harm to other campus community members.

4.29 Quiet/Courtesy Hour Violations: Engaging in actions on campus that interfere with a student's right to study, at any time; producing excessive noise (i.e. stereos, video games, televisions, or voices raised to a level not confined within the individual residence hall room) during quiet hours (Sunday-Thursday, 11 PM to 10 AM and Friday-Saturday, 1 AM to 10AM, or 24 hours a day from the Saturday prior to final exams through residence hall semester closing).

4.30 Retaliation: Taking adverse action against another individual campus community member, directly or through a third-party, that individual has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in the complaint process. Retaliation includes threatening, intimidating, coercing, discriminating, harassing, or any other conduct that would discourage a person from reporting or participating in any aspect of the grievance process.

See Policy Statement A1: Title IX Sexual Harassment Policy, available [here](#) and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence, available [here](#)..

4.31 Roller Blading/Skateboarding in Unauthorized Areas: Improperly using roller blades, scooters, or skateboards on University property, e.g. use of roller blades in a University building, performing stunts/tricks on scooters or skateboards.

4.32 Room Alterations/Decorations: Violations associated with decorations in residence hall rooms (addressed in more detail in residence hall agreements) include, but are not limited to:

4.32. a Making structural changes to a residence hall room.

4.32.b Display/hanging of offensive or inappropriate materials or materials that promote alcohol/controlled substances.

4.32.c Utilizing duct tape, nails, tacks, and/or hooks other than properly- utilized temporary adhesive hooks.

4.32.d Painting room walls, ceilings, or floors.

4.33 Sexual Assault, Sexual Violence, and Sexual Exploitation: The University's policies and procedures regarding sexual assault, sexual violence, sexual harassment, and sexual exploitation are contained in Policy Statement A1: Title IX Sexual Harassment Policy, available at (link) and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence, available at [link].

4.34 Signs, Pictures, and Posters: Possessing traffic or street signs; displaying signs, pictures, and/or posters as residence hall window displays. 4.35 Smoking/Tobacco: Aurora University is a tobacco free campus as set forth in the University's [Smoke Free Campus Policy](#). This includes when a student is representing Aurora University in an official capacity (e.g. University sponsored travel to and from practice or competition, attending an off-campus activity), including when traveling in University vehicles.

4.36 Solicitation: Engaging in unauthorized canvassing or solicitation on University property and product sales parties such as for cosmetics or household goods.

4.37 Stalking: The University's policies and procedures regarding stalking are contained in Policy Statement A1: Title IX Sexual Harassment Policy, available at [link] and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence, available at [link].

4.38 Theft: Engaging in acts of theft or possessing without authorization goods belonging to other members of the community, including, but not limited to, University furniture, University property, and/or food and other items not designated as "carry-out" by dining services.

4.39 Trespass: Engaging in prohibited entry or presence on University property or in University-owned facilities. This includes violation of No-Trespass Letters or warnings from University representatives.

4.40 Unauthorized Use/Possession of Keys/ID Cards: Possessing, lending or duplicating keys to any University building or facility without authorization by appropriate University officials; possessing, lending, or duplicating a University ID card without authorization by appropriate University officials.

4.41 Unauthorized Exit/Entry: Entering or exiting illegally, improperly, without authorization, or during non-contract periods without proper registration, any room or facility which you are not authorized to enter/exit, including alarmed exit doors; granting residence hall access to non-residents including, but not limited to, tailgating.

4.42 University Services Policies & Rules: Violating published University policies and rules of University departments that provide student services including, but not limited to, Campus Life, Student Activities, Information Technology Services, Dining Services, Campus Public Safety, the Library, etc.

4.43 Vehicles: Parking in a way that constitutes a hazard or an inconvenience to pedestrians or the operators of other vehicles; blocking sidewalks, driveways, or building access; parking on or driving across grounds or athletic fields; driving recklessly; major vehicle repairs; storage of motorized vehicles including, but not limited to, mopeds, motorcycles, in a building.

4.44 Visitation: Violations associated with visitation in the residence halls and on campus include, but are not limited to:

4.44.a Any person not assigned by Campus Life to live within the residence halls present in a residence hall room without permission of the host's roommate(s).

4.44.b Visitors involved in any policy violation (visitor may be removed/banned from campus and hosts held responsible for the visitor's actions).

4.44.c Visitors from off campus or other residence halls who are not escorted by their host; visitors in a residence hall room not in the presence of their host.

4.44.d Visitors present during quiet hours not registered following the procedures established by Campus Life. To register, complete the Guest Registration form on

eRezLife: [Guest Registration Form](#)

4.44.e Visitors under age 18 present in the residence halls, with the exception of immediate family members during the hours of 8 AM to 8 PM or approved recruitment overnight visits sponsored by the University. Please note individuals in violation of this policy will be escorted out of the residence halls and parents/legal guardians will be contacted.

4.44.f A host with more than one overnight visitor or a visitor present more than three nights per seven-day period; visitors, including students from any other residence hall room, staying overnight more than three nights per seven-day period.

4.45 Weapons: Possession, keeping or use that carelessly, recklessly or intentionally harms or intends to harm another person of a weapon, firearm, dangerous instrument, fireworks, hazardous substance or noxious materials on campus, including in any vehicle. Violations include but are not limited to:

4.45.a Possessing weapons including, but not limited to, handguns, rifles, BB guns, pellet guns, air guns, spring-guns or other instruments or weapons in which the propelling device is a spring, air, piston or CO2 cartridge or other similar devices, antique and ornamental weaponry, weapon replicas, holsters and other weapons paraphernalia, and bows and arrows.

4.45.b Possessing dangerous instruments including, but not limited to, potassium cyanide or other deadly substances, explosives, explosive devices, gunpowder, firearm ammunition (used or unused), flammable petroleum fuels, knives with a blade length of three inches or more, clubs, and martial arts weaponry.

4.46 Windows and Roofs: Occupying or storing items on any outdoor window ledge or roof area; entering, leaning out of, throwing items from, or exiting through windows; or opening or removing screens from windows.

5. EMERGENCY REMOVAL AND OTHER SANCTIONS

5.01. For alleged violations of the Code of Conduct, the University may impose emergency removal and other interim sanctions as set forth in Section 7 below. These include without limitation interim suspension, a no contact directive with another student, immediate removal from the residence halls, reassignment to alternate housing, and/or restrictions from designated residence halls or campus facilities or events on a temporary basis may be imposed by the University. Emergency removal or other sanctions will be assigned only after the University 1) conducts an individualized safety assessment, and 2) when there is reason to believe that the student poses a threat to harm oneself or others, will damage University property, or disrupt normal University operations.

5.02. The University shall make an effort to meet with the student prior to imposing any restriction and to inform the student of the alleged violation(s) and of the reasons for the proposed restriction. During any such meeting, the student will be afforded an opportunity to make a verbal statement or provide a written statement to respond to the alleged violation(s) and possible restriction(s). If the student fails to attend a scheduled meeting and/or provide a statement or it is not in the best interest of the student or the

University to meet with the student in a timely manner, the University will proceed with its individualized safety assessment and determination regarding any restriction(s).

- 5.03. If the University determines that an emergency removal or interim sanction is appropriate, the student will be provided written notice of the emergency removal

or interim sanction via the student's University email or any other appropriate means. An emergency removal or sanction will become effective immediately upon the University sending or providing notice to a student.

- 5.04. Emergency removal or sanctions are a temporary resolution that will be imposed pending disciplinary or criminal proceedings, or medical evaluation.
- 5.05. A student may submit an appeal of the University's emergency removal determination to the Dean of Students. The appeal must be submitted in writing within three (3) business days of the date of the notice of the emergency removal. Failure to submit an appeal within three (3) business days will result in the waiver of the right to appeal the emergency removal or interim sanction, although it does not constitute a waiver of procedural rights relating to the provisions of the Administrative Investigation Process.

6. ADMINISTRATIVE INVESTIGATION PROCESS

- 6.01. Any student, faculty, staff member or guest is expected to complete and submit an incident report if they are a victim of or a witness to a violation. This report provides information pertinent to the allegation. The individual filing the incident report may be expected to appear at any subsequent meeting related to the matter. Students are expected to report any violation of the Code of Conduct. Students may use the "Report It!" form available on the AU website or [here](#).
- 6.02. Administrative investigation officers have the authority to conduct administrative investigations. Certain specific policies of the University governing complaints – such as the University's Title IX policy – may provide for a different method of investigating and resolving complaints and, in those circumstances, will govern.
- 6.03. The administrative investigation officer will review the report and conduct an initial inquiry to, determine 1) whether the alleged conduct constitutes a Code of Conduct violation or multiple violations; and 2) the information sufficiently warrants proceeding with the student conduct process. If the administrative investigation officer determines proceeding with the student conduct process is appropriate, the investigation officer will notify the student(s) of the reported violation and conduct fact-finding as appropriate. Based on the information available, the administrative investigation officer may rescind any report deemed without basis.
 - 6.03a. The administrative investigation officer's fact-finding will be based on the review of relevant, reliable, and material information and evidence.
- 6.04. The administrative investigation officer will promptly notify the student of alleged Code of Conduct violation(s) and provide the student an opportunity to meet to respond to and discuss the allegation(s).
- 6.05. If a student fails to respond to the notice to meet with administrative investigation officer within five (5) business days, a hold will be placed on the student's account prohibiting the student from engaging in registration or graduation activities. The student conduct process will proceed in the student's absence.

Likewise, as noted below, if a student withdraws before completion of a student conduct process, the student is not entitled to readmission and the transcript will note that the student did not

withdraw in good disciplinary standing.

- 6.06. The administrative investigation officer will determine whether or not the student is responsible for the alleged policy violations and, if so, impose appropriate sanctions in accordance with Section 7 below. The administrative investigation officer will communicate the finding and any sanctions and any other requirements in writing to the student.
- 6.07. The notification of alleged Code of Conduct violations and the administrative investigation officer's determination will be sent via the student's University email. In addition, notice may be provided in person if deemed appropriate by the administrative hearing officer.
- 6.08. Fact-finding into alleged Code of Conduct and/or policy violations may be conducted individually or collaboratively by an administrative hearing officer and/or the Director of Campus Public Safety or designee. Aurora University reserves the right to involve civil authorities and law enforcement in investigations.
- 6.09. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the administrative investigation officer's fact-finding, but the administrative investigation officer will proceed with the administrative investigation officer's fact-finding based on the circumstances involved in the matter. The University reserves the right to proceed with or resolve its administrative investigation process prior to the completion of any criminal investigation or criminal proceeding.
- 6.10. Students are presumed not responsible for the alleged violations until a determination regarding responsibility is made final; however, the University has the right to take action pursuant to the Emergency Removal and Sanctions section above.
- 6.11. The purpose of student conduct proceedings is to provide a fair evaluation of a report of a student's responsibility for violating the Code of Conduct. The standard used to determine whether the Code of Conduct has been violated is the "preponderance of the evidence" standard. In other words, based on the information and evidence obtained during the fact-finding, it is more likely than not that the student(s) violated the Code of Conduct.
- 6.12. If the student is found responsible, the administrative investigation officer will determine sanctions, and verify/enforce the student's completion of any assigned sanctions, educational requirements, or other conditions.
- 6.13. If a student voluntarily accepts the alleged Code of Conduct violations as presented and waives any right to further review, the student may accept the administrative hearing officer's determination and sanctions.

7. SANCTIONS

- 7.01. In determining sanctions, an administrative hearing officer will consider relevant factors, including the nature of the violation, the severity of any damage, injury, or harm resulting from the violation, the student's current demeanor, and the student's past disciplinary record, if any. Sanctions are intended to promote student learning, and to aid in the development of the student and the community as a whole.

- 7.02. Any assigned sanctions should be completed appropriately based on the guidelines in the mandated timeframe to avoid additional disciplinary consequences.
- 7.03. The following are sanctions may be imposed for a violation of the Code of Conduct. The disciplinary actions listed in this section are not meant to be all- inclusive but serve as guidelines which may be imposed in any combination. Please note that, with respect to certain University policies (such as the Title IX policy), other sanctions may be applicable to conduct substantiated under those policies.
- 7.03.a. Expulsion: Permanent separation from the University. Students who have been expelled may not be on campus without specific written permission of the Dean of Students or designee. If an expelled student is found on campus without permission for any reason, local authorities may be contacted and the student may be charged with criminal trespass.
- 7.03.b. Suspension: Separation of the student from the University for a specified period of time. The student will not participate in University-sponsored programs/activities and may not be on campus without specific written permission of the Dean of Students or designee. If any suspended student is found on campus for any reason without permission, the local authorities maybe called and the student will be charged with criminal trespass.
- 7.03.c. Loss of On-Campus Housing: The student is suspended from the residence halls, either on a temporary or permanent basis. Normally, a student who receives this sanction by the appropriate hearing body or administrative hearing officer is entitled to 48 hours to vacate their University housing facility. However, consistent with Section 5 (Emergency Removal and Other Sanctions), the University may complete an individualized safety assessment and remove a student from campus or impose other restrictions in less than 48 hours.
- 7.03.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 University-recognized student organization as part of a disciplinary sanction.
- 7.03.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 may result in more severe consequences, up to and including expulsion. Students who fail to meet the terms of disciplinary probation may lose the privilege of living in the residence halls for the following academic year.
- 7.03.f. Disciplinary Admonition: A written warning to the student that the cited behavior is not in accordance with the Code of Conduct. The student is warned that further misconduct may result in more severe disciplinary action.
- 7.03.g. Parental/Guardian Notification: The Dean of Students or designee may notify via email, U.S. Mail, or telephone call a student's parents/guardians of violations of the controlled substances policy, alcohol policy, or other serious

violations/situations.

See Aurora University Parental Notification Policy below and at [\[LINK\]](#).

- 7.03.h. Fine: The student will pay a monetary fine to the University as required by applicable University policy.
- 7.03.i. Restitution: In cases of damage, destruction, defacement, theft, injury, or unauthorized use of property, restitution to the University or to an individual may be required. In cases of restitution to the University, the charge will be posted directly to the student's account. Payments not received by the deadline will result in late charges being incurred. All Student Accounts policies will apply in the case of restitution.
- 7.03.j. Educational: The student will complete a research project, paper, community program, bulletin board, online judicial educator program, etc.
- 7.03.k. No Contact Order: A No Contact Order may be imposed when a student is found responsible for such violations as harassment, assault or similar offenses against an individual. Students who receive this sanction may not initiate contact with a particular individual(s) in person, by telephone, electronic communication, voice mail, in writing, by friends on their behalf, or by any other means, anywhere on campus. This sanction usually is imposed for the tenure of the student found responsible.
- 7.03.l. No Trespass Notice: As the result of an expulsion or suspension from the University, a student may be prohibited from being on University property. A visitor found in violation of University policies may also be prohibited from being on University property. In such cases, Campus Public Safety may issue a No Trespass Notice, banning the individual from campus. Campus Public Safety will notify the appropriate University employees (and in certain instance the University community) and provide instructions on how to respond should a No Trespass individual be seen on campus. No Trespass individuals are subject to arrest by Campus Public Safety or local authorities.
- 7.03.m. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above, including but not limited to the following: community service; mandated counseling or therapy; relocation to another University living area; trespass from specified University premises; loss of specified University privileges; or assignment of a failing grade in an academic course. The imposition of such sanctions must be related to the nature of the violation.
- 7.03.n. Registration Hold: A hold will be placed on a student's registration if the student fails to complete a sanction or withdraws prior to completion of an administrative investigation process. Holds are intended to be temporary until either the sanction or the conduct process is complete. A student who fails to complete a sanction does not remain in good disciplinary standing and is not entitled to readmission pending further proceedings. If a student fails to complete an imposed sanction, a notation will be included on the student's transcript. If a student withdraws prior to official resolution of an allegation, a

notation indicating the alleged Code of Conduct violation(s), the date of the report of the alleged violations, and the date of student's withdrawal will be included on the student's transcript; the transcript will also note that the student did not withdraw in good standing..

8. ADMINISTRATIVE INVESTIGATION APPEALS

- 8.01. Students may appeal the Code of Conduct violation determination of an administrative hearing officer, unless the alleged Code of Conduct violation is governed by a specific University policy that includes an appeal process (and in such case, the University policy with the appeal process will apply to such appeal rights). A letter of appeal must be submitted in writing to the designated appeals officer within seven (7) calendar days from the date of notification of the official determination. In most instances, the appeals officer will render a decision within fourteen (14) calendar days. Failure to appeal within the allotted time will render the original determination final. Certain University policies, such as the Title IX Sexual Harassment Policy and the Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence, attached as Policy Statements XX, have separate appeal processes. Please see [LINKS] for further information on Appeals specific to violations of these policies.

The designated appeals officer will be included in the determination notification.

- 8.02. Students who file an appeal may request a meeting with the appeals officer. Depending on the circumstances involved in each case and appeal issues, such a meeting may or may not be granted subject to the discretion of that official.
- 8.03. Appeal decisions will be based solely upon the record of the original proceeding, upon the written appeal, and upon the meeting with the student, if held.
- 8.04. Code of Conduct sanctions are not subject to appeal. Only one appeal may be heard per alleged violation and may only be brought based on the following grounds for appeal:
- 8.04.a. An erroneous finding of fact contrary to the substantial weight of the evidence;
 - 8.04.b. Incorrect interpretation of a policy or of the responsibilities of the investigation officer;
 - 8.04.c. Bias on the part of the administrative investigation officer which materially affected the outcome; and/or
 - 8.04.d. New evidence material to the case that was not available at the time of the investigation process.
- 8.05. After receiving an appeal and reviewing all available information, the appeals officer may elect to:
- 9.05.a. Deny the appeal and, in doing so, affirm the finding and the sanction originally determined;

- 9.05.b. Grant the appeal and, in doing so, reverse the finding and sanction originally determined or dismiss the case;
 - 9.05.c Remand the case to the original administrative hearing officer with recommendations; or
 - 9.05.d. Order a new student conduct process with a new administrative hearing officer.
- 8.06. The decision of the appeals officer is final and is not subject to additional appeal.
 - 8.07. The imposition of sanctions will be deferred during the pendency of appellate proceedings, unless, based on the circumstances involved in the matter, the appeals officer determines otherwise.

9. DISCIPLINARY FILES AND RECORDS

- 9.01. Code of Conduct violation 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.
- 9.02. The files of students found responsible for any charges against them will be retained as disciplinary records for seven years from the date of the letter providing notice of final disciplinary action.

POLICY STATEMENT A-1: Title IX Sexual Harassment Policy , [here](#).

POLICY STATEMENT A-2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence [here](#).

POLICY STATEMENT B: Hazing

Aurora University prohibits hazing, which is also illegal in the State of Illinois. A person commits hazing when they knowingly require a student or other person at the University to perform any act, on or off University property, for the purpose of induction, admission, or membership into any group, team, organization, or society associated with or connected to the University if the act is not sanctioned or authorized by the University and results in harm to any person or could reasonably be foreseen to result in such harm. A person also commits hazing if they engage in the conduct below in a manner that results in harm to the victim or could reasonably be foreseen to result in such harm. Silent participation in the presence of hazing are not neutral acts; they are violations of this policy. A person's willingness to participate in an act of hazing does not justify or excuse participation in hazing or fall outside of this policy.

Examples of hazing are included below. These examples are intended to be illustrative and not all-inclusive:

- the creation of physical or mental exhaustion or fatigue;
- forced consumption of alcohol or other intoxicants;
- physical and mental shocks;
- paddling;
- physically or psychologically dangerous or risky activities;
- coercive, degrading, or humiliating games and activities;
- appropriation of public or private property;
- physical harm;
- pressuring or coercing any person to participate in activities that are inconsistent with the University's community standards or policies or with applicable law.

This Policy is fully applicable to hazing committed during any of the University's programs and activities, including athletic activities, while in any locations (within residence halls, on campus, or off campus during University-sponsored events). Any student or group that commits or participates in hazing will be subject to the Student Disciplinary process as appropriate. A staff member, employee, or anyone with a visiting appointment who commits or participates in hazing will be subject to discipline using the applicable conduct or disciplinary processes. The failure of an individual in a leadership role or position of power to address and/or report an act of hazing committed against another individual may also, in some circumstances, be considered an abuse of power and a violation of this policy. In addition, because hazing is a crime under Illinois law, the State's Attorney may bring criminal charges against any person responsible for hazing.

Prevention of hazing, and addressing it when it occurs, is central to the University's Mission. Any student or employee with knowledge of hazing is expected to communicate promptly with the Dean of Students, the Office of the Dean of Students in the University, the Office of the Provost, Campus Safety, or the University's Human Resources Department.

An individual who makes a timely good faith report of hazing and/ or participates in good faith in an investigation will not be subject to disciplinary action by the University for conduct or policy violation(s) related to and revealed in the report or investigation (i.e. underage consumption of alcohol or use of drugs), unless the University determines that the violation was serious and/or placed the health or safety of others at risk. The University may follow up with good faith participants in an informal manner. This provision may also apply to student organizations/groups making a good faith report of hazing involving individual members.

POLICY STATEMENT C: Aurora University Computer Use Policy [here](#).

POLICY STATEMENT D: Parental Notification Policy

Aurora University recognizes that students have specific rights and expectations in terms of their privacy. When a student enters postsecondary education, the rights afforded by the Family Educational Rights and Privacy Act (FERPA) transfer to the student, regardless of his or her age, subject to limited exceptions. See the University's FERPA Compliance Policy for information about student rights (and exceptions authorized by federal law). [LINK](#).

At the same time, Aurora University understands that parents often play a central role in the continued moral education and development of college students. In accordance with the Family Educational Rights and Privacy Act and the University's FERPA policy, the University has established the following guidelines for the release of student education records.

The Dean of Students or other University representative may release student education records (or personally identifiable information contained in such records) to a parent or guardian or relevant party without a student's prior consent for the following reasons:

- University officials may determine that it is necessary to disclose personally identifiable information from a student's education records to appropriate parties to address a health or safety emergency. A health or safety emergency exists when there is an articulable and significant threat to the health or safety of a student or other individuals. Some examples of situations that might constitute a health and safety emergency include, but are not limited to: a natural disaster, a terrorist attack, a campus shooting, the outbreak of an epidemic disease, life-threatening illness or injury, or a suicide attempt.
- If the University determines that the student has committed a disciplinary violation relating to the use or possession of alcohol or a controlled substance, and the student is under the age of 21 at the time of disclosure to the parent.
- If the University determines that the student has committed a disciplinary violation relating to a crime of violence or non-forcible sex offense, the University may disclose the final results of the disciplinary process. The final results include the name of the student, the violation committed, and any sanction imposed by the institution against the student. Other

information, including the name of any alleged victim who is a student, may not be disclosed without the prior written consent of the student victim. A crime of violence means any one of the following offenses, or attempts to commit the following offenses: arson, assault offenses, burglary, criminal homicide (murder, non-negligent or negligent manslaughter), destruction, damage, or vandalism of property, kidnapping or abduction, robbery, and forcible sex offenses. A non-forcible sex offense means statutory rape or incest.

- Information may also be released to a parent when the student is the parent's dependent for tax purposes. The University must be provided with a copy of the parent's most recent tax return before any covered information may be disclosed.
- In addition, law enforcement records are not covered by FERPA; therefore, Campus Public Safety may contact the parents of a student who has been arrested on campus or in connection with an investigation.

Aurora University is dedicated to the development and success of each student and hopes to work in partnership with parents in this essential enterprise. If you have any questions or concerns about this policy, please contact Allison Brady Cullum, Dean of Students, at (630) 844-4578.

POLICY STATEMENT E: Alcohol, Marijuana and Other Controlled Substances **Alcohol, Marijuana and Other Controlled Substances Policy**

Aurora University complies with the requirements of the Drug Free Schools and Communities Act, and has policies and procedures to prevent the unlawful possession, use, or distribution of illicit substances and alcohol by students and employees, including this Alcohol, Marijuana and Other Controlled Substances Policy, and the University's Drug-Free Workplace Policy.

Standards of Conduct: As an alcohol and drug-free campus, this Policy prohibits University students (regardless of age), recognized student organizations, employees, third-parties, and visitors from purchasing, manufacturing, possessing, consuming, using, selling or distributing/dispensing illicit substances or alcohol while on any University property (including vehicles owned or operated by the University), as part of any University-sponsored activities, , or at any work site or other location at which University duties are being performed by University employees.

Alcohol: The University seeks to educate students about making safe, responsible decisions when it comes to alcohol use. Detailed information about the University's efforts and programming related to alcohol use can be obtained from the [INSERT]. Students who have concerns about their alcohol use (or someone else's) may confidentially contact the Wellness Center at any time.

Student and University-recognized student organization violations under this Policy include, but are not limited to:

- purchasing, manufacturing, possessing, consuming, using, selling, or distributing/dispensing any form of alcoholic beverages on any Aurora University property, regardless of age.
- illegally using, possessing, or distributing alcoholic beverages at any off-campus University-sponsored event.

- appearing on campus perceptibly under the influence of alcohol, particularly when there is a danger to self, others, or property or there is unreasonable annoyance to others, or causing a disturbance off campus as a result of being under the influence of alcohol.
- hosting an event/situation in a University housing room/suite that involves a violation of this Policy.
- hosting a guest who is found responsible for a violation of this Policy.
- purchasing for or distributing alcohol to any individual below the age of 21 years.
- possessing empty alcohol containers, regardless of consumption location.
- possessing alcohol paraphernalia including but not limited to keg tappers, beer bongs, and flasks.
- attempting to illegally purchase alcohol.

Marijuana & Other Controlled Substances: This University seeks to educate students about the use of illegal drugs and controlled substances. Students who have concerns about their substance use (or someone else's) may confidentially contact the Wellness Center at any time.

Student and University-recognized student organization violations under this Policy include, but are not limited to,

- purchasing/attempting to purchase, manufacturing, possessing, consuming, using, selling, or distributing/dispensing any substance prohibited by local, state or federal law, on University property or at a University-sponsored event, regardless of age. This includes but is not limited to illegal drugs and controlled substances, including cannabis/marijuana, narcotics, cocaine, heroin, prescription medications, synthetic cannabinoids, or other drugs and any chemical substantially similar to a controlled substance. Marijuana remains a controlled substance under federal law, and the University remains bound by federal laws prohibiting marijuana on or in University property or at University-sponsored activities.
- distributing prescription medication for whom the medication was not prescribed.
- using, possessing, manufacturing, or distributing drug paraphernalia.
- appearing on University property perceptibly under the influence of marijuana or another controlled substance, including when there is a danger to self, others, or property or there is unreasonable annoyance to others, or causing a disturbance off campus as a result of being under the influence of marijuana or another controlled substance.
- hosting an event/situation that involves a violation of this Policy in a University housing room/suite.
- serving as a host to a guest who is responsible for a violation of this Policy.

- possessing marijuana paraphernalia including but not limited to bongs, grinders, hookahs, marijuana pipes, roach clips, edibles, vaping pens and cartridges that contain THC, and/or scales.

Good Samaritan Policy: The University has a Good Samaritan Policy, which is designed to protect the health and safety of students who may need medical attention as a result of excessive alcohol or marijuana consumption or the use of other controlled substances. Students needing or calling for medical assistance during an incident involving alcohol, marijuana or other controlled substances will not be subject to formal disciplinary action under this Alcohol, Marijuana & Other Controlled Substances Policy for acting in violation of this Policy, so long as the student meets the requirements set forth in the Good Samaritan Policy.

Sanctions: When a student fails to follow this Policy, the University considers such a violation to be serious. The sanctions given for alcohol/marijuana/other controlled substances violations represent a commitment to providing learning outcomes that will help the student to understand the impact of their behavior not only on themselves but also on the University community.

The Dean of Students Office works in conjunction with other areas on campus, such as Athletics, to address Policy violations pursuant to the A-Book Student Code of Conduct, Administrative Hearing Process, or any other department specific student conduct processes.

And, other policies violated in conjunction with an alcohol/marijuana/other controlled substances violation may result in additional sanctions.

University Sanctions for Alcohol/Marijuana:

CLASS ONE

- **Disciplinary Admonition.** Notification that the student will face additional disciplinary action should the student be held responsible for future policy violations.
- **Educational.** The student will complete online Judicial Educator modules as assigned within ten days.
- **Fine.** The student will pay a fine of \$100.
- **Parental Notification.** The Dean of Students or designee will notify the parents/guardians of students under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the administrative hearing officer.

CLASS TWO

- **Disciplinary Probation.** The student will be placed on disciplinary probation for a period no less than one full semester in addition to the current semester.
- **Educational.** The student will complete an educational sanction, as directed by the administrative hearing officer.
- **Fine.** The student will pay a fine of \$200.
- **Counseling Referral.** The student will meet with a member of the Counseling Services staff to discuss their alcohol/marijuana use.
- **Parental Notification.** The Dean of Students or designee will notify the parents/guardians of students under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the administrative hearing officer.

officer.

CLASS THREE

- **Loss of On-Campus Housing.** The student will have their housing contract cancelled.
- **Outside Involvement.** The student will be prohibited from representing the University in a leadership capacity.
- **Assessment.** The student will complete an alcohol/marijuana screening assessment through a University-approved resource at their own expense within three weeks and will complete any recommendations within a time period specified by the assessor.
- **Fine.** The student will pay a fine of \$300.
- **Parental Notification.** The Dean of Students or designee will notify the parents/guardians of students under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the administrative hearing officer.

CLASS FOUR

- **Suspension.** The student will be suspended from Aurora University for a minimum of one full semester in addition to the current semester.
- **Parental Notification.** The Dean of Students or designee will notify the parents/guardians of students under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the administrative hearing officer.

When not included in a Class, assessments, counseling, and educational requirements may be required for violations related to alcohol/marijuana use, as appropriate.

University Sanctions for Other Controlled Substance Violations:

Under state laws, penalties for the delivery of controlled substances may be increased if the conduct occurred on or near school grounds.

CLASS ONE

- **Loss of On-Campus Housing (Deferred).** Further disciplinary concerns/additional violations of University policy will result in the student facing suspension from the residence halls at Aurora University.
- **Probation.** The student will be placed on disciplinary probation for the remainder of his/her time as a student at Aurora University.
- **Educational.** The student will complete an educational sanction, as directed by the administrative hearing officer. The student then will schedule assessment meetings with Counseling and Psychological Services and Health Services.
- **Fine.** The student will pay a fine of \$200.
- **Community Service.** The student will complete ten hours of community service.
- **Parental Notification.** The Dean of Students or designee will notify the parents/guardians of students under the age of 21 of the violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the administrative hearing officer.

CLASS TWO

- **Loss of On-Campus Housing.** The student will have his/her housing contract cancelled, either

for a designated period of time or permanently.

- **Assessment.** The student will complete a controlled substance screening assessment through a University-approved resource at the student's own expense within three weeks and will complete any recommendations within a time period specified by the assessor.
- **Fine.** The student will pay a fine of \$300.
- **Parental Notification.** The Dean of Students or designee will notify the parents/guardians of students under the age of 21 of the violation.
- **Criminal Report.** Campus Public Safety will issue a "Notice to Appear" in court or criminal complaint **in response to the criminal violation.**
- **Supplemental.** Additional sanctions as deemed appropriate by the administrative hearing officer.

CLASS THREE

- **Suspension/Expulsion.** The student will be suspended or expelled from Aurora University.
- **Fine.** The student will pay a fine of \$400.
- **Parental Notification.** The Dean of Students or designee will notify the parents/guardians of students under the age of 21 of the violation.
- **Criminal Report.** Campus Public Safety will issue a "Notice to Appear" in court or criminal complaint in response to the criminal violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the administrative hearing officer.

When not included in a Class, counseling, and educational requirements may be required for violations related to controlled substance use, as appropriate.

Legal Sanctions: State, local, and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drugs ("controlled substances"). These laws carry penalties for violations, including monetary fines and imprisonment.

The University cooperates fully with law enforcement authorities. Violations of this Policy or the A-Book, that are also violations of state, local or federal law may be referred to the appropriate law enforcement agencies. In such situations, cases may proceed concurrently at the University and in the criminal justice system.

Parental Notification or Disclosures: To the extent permitted by law, University officials reserve the right to contact the parents of students that are hospitalized for alcohol, marijuana or other substance abuse or that are unconscious or otherwise in serious physical jeopardy. In these cases, parental notification will be taken as a precautionary measure. Additionally, the Dean of Students or other University representative may release student education records (or personally identifiable information contained in such records) to a parent or guardian without a student's prior consent in accordance with the University's Parental Notification Policy Statement D.

Overseas Programs/Sanctions: Students visiting foreign countries to attend academic programs overseas are reminded that they may be subject to arrest and legal sanctions for substance and alcohol offenses under the laws and regulations of that country or institution, in addition to the University sanctions described above.

Effects of Using Alcohol, Marijuana and Other Controlled Substances: Substance and alcohol abuse affect the health and well-being of millions of Americans. The associated risks are numerous

and include physical and mental impairment; poor academic and job performance; serious short- and long-term health problems; psychological or physical dependence (addiction); devastating effects on personal, family and professional lives; and increased incidence of dangerous risk-taking behavior and acts of violence.

Students should be aware of the health risks associated with the use of illicit controlled substances and alcohol. This [document from the U.S. Surgeon General's Office](#) outlines the short- and long-term health effects associated with the use of illicit substances and alcohol. For more information, visit the following websites: [U.S. Surgeon General's Office](#), the [National Institute on Drug Abuse](#), the [Substance Abuse and Mental Health Services Administration](#).

Student employees in supervisory roles, such as Resident Assistants, will be provided with training in the recognition of or early warning signs of substance/alcohol abuse. Additional information on the effects of illicit substances and alcohol will be made available to students and staff through the Dean of Students Office.

Student Employees: Student employees are also subject to the University's Drug-Free Workplace Act.

Compliance: The University distributes an annual notification to all students and employees that includes standards of conduct, sanctions under law and University policy, a description of the health risks association with illicit substance and alcohol use, and a description of treatment programs. The University reviews its compliance on a biennial basis to determine its effectiveness and to ensure that the standards of conduct and conduct sanctions have been consistently enforced. This review is documented in a report.

Cross-Referenced Policies:

- [Alcohol and Drug-Free Workplace Policy](#)

POLICY STATEMENT F: Conduct of Students Living in Nearby Private Housing Off-Campus

Many of Aurora University's undergraduate students live off campus. Students choosing to live off campus are asked to provide their current local address and contact information to the University. Any community is comprised of a mixture of residents, often including senior citizens, families with children, and single professionals. In the communities surrounding Aurora University, student residents are considered to be representatives of the University, even at their off-campus residences. As a result, the University is concerned about the impact of students' conduct in the community.

We ask students to be considerate of their neighbors. Students should recognize that their schedules may differ considerably from other residents' schedules and be considerate of community issues such as noise, parking, trash, property maintenance and alcohol or illicit drug usage. It is the student's responsibility to know and follow local ordinances and lease agreement terms and conditions.

General suggestions for being a good neighbor:

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

Aurora Campus

Enforcement of Off-Campus Housing Policies:

The University's Campus Public Safety Department is committed to the safety and well-being of the Aurora University community.² Campus Public Safety is also committed to being a good neighbor with those who live in neighborhoods surrounding Aurora University.

Neighborhood Contact: When Campus Public Safety receives information (from residents in nearby neighborhoods, from other students living in those neighborhoods, or from law enforcement) about neighborhood disturbances and/or other potential off-campus conduct violations involving current Aurora University students living at off-campus addresses, Campus Public Safety officers, sometimes working together with local law enforcement, may respond and contact the Aurora University students implicated to attend to the concern to investigate as necessary.

Campus Public Safety Response: When Campus Public Safety officers are informed of an activity that may be in violation of Aurora University policies and/or local City of Aurora or Williams Bay ordinances or state law, contact will be made with students present at the off-campus address. Examples of this include complaints related, but are not limited, to:

- Noise
- Underage drinking or marijuana consumption
- Damage to property
- Domestic calls/complaints
- Assault
- Battery
- Any other circumstances which would prompt a Campus Public Safety officer who is on patrol to make contact with an off-campus Aurora University student.

Sanctions for Off-Campus Housing Policy Violations

Sanctions may be imposed as follows:

Community Disturbance. Unreasonably disrupting or interfering with the rights of neighbors at off-campus locations, including, but not limited to, failure to abide by applicable University policies and rules as well as local, state and federal laws.

AURORA UNIVERSITY STUDENT/TENANT SANCTIONS

	Documented underage drinking or marijuana – NO	Documented underage drinking or marijuana – YES
1st offense <i>in either column</i>	Probation; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student	Probation; Online Judicial Educator, \$100 fine; Parental notification; attendance required at the next Good

² The Aurora University Department of Campus Public Safety located in Aurora, IL is a police department recognized by the State of Illinois. The Department of Campus Public Safety has the discretion to conduct criminal investigations involving off-campus behavior of Aurora University students and/or Aurora University property and may work with local law enforcement as appropriate in such situations.

	chooses not to attend)	Neighbor presentation (with an additional \$100 fine if student chooses not to attend)
2nd offense <i>in either column</i> *	Probation to suspension; \$100 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend)	Probation to suspension; \$200 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional \$100 fine if student chooses not to attend)

3rd offense <i>in either column</i>	Suspension to expulsion; Parental Notification	Suspension to expulsion; Parental notification
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* A second offense for either tenants or non-tenants may result in the student being restricted from serving in a leadership capacity on campus (e.g. team captain, executive board of a student organization, peer advisor, etc.)

AURORA UNIVERSITY STUDENT/NON-TENANT SANCTIONS

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

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

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

AURORA UNIVERSITY STUDENT/TENANT SANCTIONS

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

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

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

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

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

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

Other residential ordinances as described by City of Aurora Code

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

Request for Assistance

In the event that a student-tenant experiences a situation at their off-campus residence beyond their immediate control, Aurora University provides an option through which assistance can be requested. In situations where student-tenant(s) believe that they need assistance to regain control of the guests at their off-campus residence, the student-tenant should follow these steps:

1. Contact the Office of Campus Public Safety at (630) 844-6140.
2. Request assistance in removing all guests from the property.
3. Provide their name and address.
4. Await the arrival of Campus Public Safety; upon arrival, all student-tenants must be prepared to show ID and provide a description of the events leading to the request for assistance.

5. Schedule a meeting with the Dean of Students within 48 hours of the request for assistance.

Seeking assistance in situations beyond your immediate control can be a responsible decision in avoiding a potential disruption to the community. Should a student-tenant choose to take this action, the following adjustments will be made in response to any violation of the Off-Campus Housing policy discovered during the Request for Assistance. If no evidence of a community disturbance, underage drinking, or other illegal activity is found during the Request for Assistance, no citations would be issued. *NOTE: This policy does not impact the response of the local authorities.* Please also refer to Policy Statement G: Good Samaritan Policy.

For violations of the Off-Campus Housing Policy found during a Request for Assistance:

1. Student-tenants who are already on probation and face potential suspension or expulsion from the University would be allowed to remain on probation rather than be suspended or expelled in this particular instance.
2. Any resulting fine would be charged at 50%; the student(s) would be provided with the option to work off the fine through community service.
3. All additional sanctions would apply as described above under “Sanctions for Off-Campus Housing Policy Violations.”

Off-campus housing violations are addressed under the Code of Conduct. Local ordinances can be found at (<http://www.aurora-il.org/>)

POLICY STATEMENT G: Good Samaritan & Emergency Situations Policy

Aurora University holds the safety, security and well-being of its students as one of its highest priorities. The University recognizes that a student's concern for potential disciplinary action while under the influence of alcohol and/or other substances may hinder his/her actions in response to seeking assistance in certain emergency situations and/or reporting incidents. It is imperative that medical attention be sought should concerns arise for one's own safety or the safety of others. This policy is intended to encourage reporting.

Good Samaritan. Students who seek medical assistance on behalf of persons experiencing alcohol and/or other substance-related emergencies may not be subject to formal disciplinary sanctions by the University for their own alcohol and/or other substances use or possession during the incident that results in the seeking of medical assistance for others.

Emergency Situations. In emergency situations, students are urged (1) to contact emergency officials by calling 911 to report the incident, (2) to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation.

The Dean of Students will consider the positive impact of a student's taking the appropriate action in an emergency situation (as outlined above) when determining the appropriate response for alleged alcohol and/or other substances policy violations by the reporting student, including self-reporting. On the other hand, failure of a student or students to respond to an emergency situation may be considered as an aggravating factor for the purposes of sanctions.

The Dean of Students may also consider the positive impact of a student's or student organization's

taking appropriate action in a situation involving hazing (and also consider failure to act as an aggravating factor), as further set forth in the University's Anti-Hazing Policy [Policy Statement B].

Registered student organizations, through their officers and members, are also urged to take appropriate action in emergency situations and to incorporate these expectations into their training and risk management plans. When they do so and take the appropriate action in dealing with emergency situations, this may mitigate sanctions in an incident that otherwise merits disciplinary action against the organization. Failure of a registered student organization, or its members, to respond to an emergency situation may void all protections under this policy and be considered as an aggravating factor for the purposes of sanctioning.

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, marijuana or other drug abuse or that are unconscious or otherwise in serious physical jeopardy. In these cases, parental notification will be taken as a precautionary measure. More information regarding the University's parental notification is available in POLICY STATEMENT D: Parental Notification Policy.

POLICY STATEMENT H: Student Leave of Absence Policy

Voluntary Medical Leave Of Absence (MLOA)

The purpose of a voluntary medical leave of absence (MLOA) is to provide a student with time away from Aurora University for treatment of a physical or mental health condition that impairs a student's ability to function successfully or safely as a member of the University community. The authority to grant an MLOA and permission to return from an MLOA resides with the Dean of Student Life. This policy applies to all undergraduate and graduate students.

Aurora University has designed this policy to ensure that students are given the individualized consideration and support necessary to address their particular circumstances. This policy is designed to provide for a flexible and individualized process to facilitate student requests for MLOA, with the goal of having students return to the University and successfully complete their studies.

This policy is intended for the benefit of students who experience unanticipated medical situations during an academic semester. Students who wish to Withdraw or take a non-medical Leave of Absence can do so by completing a Leave of Absence/Withdrawal Form, available in the Registrar's Office and the Crouse Center for Student Success.

MLOA Approval Process

A student who is experiencing physical or mental health issues that are interfering with his or her academic course work and/or ability to participate in campus life may request MLOA by following the process outlined below.

1. **Initial Discussion of Potential Accommodations or Leave.** A student experiencing physical or mental health issues that are interfering with his or her academic course work and/or ability to participate in campus life should feel free to contact the Wellness or Counseling Centers, if desired, the Disability Support Services Office, or the Dean of Student Life to explore whether an MLOA is available. Depending upon the circumstances, the University and student may discuss whether reasonable accommodations, modifications, or

academic adjustments are available that may permit the student to continue his or her studies without the need to take MLOA.

2. **Request for Medical Leave of Absence.** If, after completing the preliminary process above, the student is interested in pursuing a Medical Leave of Absence, the student should fill out and submit to the office of the Dean of Students a **Request for Medical Leave of Absence Form**, with appropriate documentation from a licensed physician or mental health professional regarding the student's need to take leave. At the student's request, the University will assist the student in obtaining the necessary MLOA Request form, completing it, and contacting different University representatives and offices (such the Wellness Center) who may have useful information or be able to provide documentation that assists in preparation of the Request.
3. **Dean of Students Determination.** As soon as possible after receiving the Request and documentation, the Dean of Students (or designee) will notify the student in writing of the Dean of Students' determination. Upon approving a request for withdrawal, the Dean of Students will also inform the student of the status of the student's current coursework and withdrawal from classes. If the student begins such a leave during a semester, the student will generally be assigned "withdrawal" grades without academic penalty for all pending classes (even if the normal deadline for withdrawal has passed). Where a student has made significant academic progress in an enrolled course or courses, however, the student has the option of requesting an "incomplete" in lieu of withdrawal. The determination whether to allow an "incomplete" in these circumstances will be made by the Vice President for Student Life in consultation with the Provost. On-campus residents beginning MLOAs will normally be expected to vacate the residence hall within 48 hours of the granting of a request for MLOA; the University will assist the student in making such arrangements. Tuition and room charges for a student taking MLOA will be reviewed by the Dean of Students in consultation with Student Accounts and Financial Aid and adjustments will be made to the student's account to provide the student with the greatest benefit financially.
4. **Timing of Determination.** The Dean of Students (or designee) will act as quickly as possible in deciding whether to grant a Request for MLOA, so that any student experiencing difficulties due to a medical or mental health condition may promptly begin his or her requested leave and obtain the support he or she needs.
5. **Timing of Request for MLOA.** To obtain an MLOA for the current semester, students are encouraged to request an MLOA and complete a **Request for Medical Leave of Absence Form** on or before the final day of classes. However, the University may, in its discretion, grant a retroactive MLOA.

Involuntary Student Leaves of Absence

Purpose and Scope of Policy

It is the policy of Aurora University to foster a campus environment that is conducive to learning, promotes the University's educational purposes, maintains reasonable order, and protects the rights and safety of all members of the University community. In extraordinary circumstances the University may place a student on an involuntary leave of absence or take other appropriate action,

including disciplinary action, for reasons of personal or community safety, subject to the procedure outlined below.

This policy applies to all students of the University – including both undergraduate and graduate -- and to all University locations, programs, and activities. In addition to utilizing this policy, the University also reserves the right to take action under the University's disciplinary procedures. This policy does not preclude the University from exercising its discretion to remove or dismiss a student from the University, its programs or activities, or University-owned facilities as a result of the violation of other Aurora University policies, procedures, rules, or regulations. Students with medical or mental health conditions are subject to the same conduct requirements applicable to all Aurora University students and may be subject to appropriate discipline, including removal from the University.

Policy

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

The procedure outlined below will be initiated (i) only after reasonable attempts to secure a student's voluntary cooperation for a leave of absence have been pursued; or (ii) if a student refuses to agree to, or does not adhere to reasonable conditions established for, the student's return or reinstatement to the University, continued presence on campus, or continued presence in University housing or other University program or activity.

Procedure

The Dean of Students or designee may be alerted to a student's concerning or troubling conduct from a variety of sources on campus and may take action accordingly. If the Dean of Students deems it appropriate, this procedure may be initiated, subject to any modifications that the University deems appropriate in its discretion. Any pending disciplinary proceedings will usually be suspended pending a meeting with the student and evaluation of the student under this procedure, but this is a matter reserved to the University's discretion.

1. ***Information gathering.*** Upon initiation of this procedure, the Dean of Students will consult on a confidential basis with others in the campus community who have knowledge regarding the student's conduct and circumstances and other appropriate persons with knowledge about the student's condition and circumstances (*e.g.*, parents, healthcare providers) to determine whether the student is able to comply with this policy.

2. ***Initial meeting with student/possible voluntary leave.*** If practicable under the circumstances, the Dean of Students will schedule a meeting with the student as part of the information gathering process. The student may be accompanied by a non-attorney advisor. At any time, the Dean of Students may discuss with the student whether the student wishes to take a voluntary leave and may also attach appropriate reinstatement conditions to the granting of any such leave, to the extent such conditions are deemed necessary or appropriate for purposes of adhering to the conduct standards set forth in this policy.
3. ***Individualized assessment.*** Any determination that a student's conduct is inconsistent with the standards set forth in this policy shall be based on an individualized assessment. This assessment shall be based upon the best available objective evidence, which may include available medical information.
4. ***Possible interim suspension/withdrawal.*** If the University concludes that a student presents an immediate danger (a) to the fulfillment of the mission of the University or to the life, health, welfare, safety, or property of any member of the University community or other person, or (b) demonstrates a serious inability to function safely or effectively in the University's programs, activities, or facilities without an immediate risk of harming himself or herself or others, the Dean of Student Life may withdraw the student or restrict the student's access to campus for an interim period before a final determination is made.
5. ***Considering an involuntary leave (or other involuntary action).*** If the review process outlined above does not result in the student's decision to take a voluntary leave or the Dean of Students' determination that no further proceedings are warranted, the Dean of Students shall then determine whether, under all of the individual circumstances of the case, the University wishes to consider an involuntary leave of absence (or other involuntary action). If the Dean of Students determines that the matter should be handled as an involuntary leave of absence (or other involuntary action), Dean of Students shall proceed to make a final determination as follows.
6. ***Final determination.*** In making a final determination, the Dean of Students will consider any information obtained during the preliminary review, as well as any other information that the student submits or that the Dean of Students deems relevant. The Dean of Students will also afford the student, who may be accompanied by a non-attorney advisor, an opportunity to be heard. The Dean of Students may also consult with other University representatives and appropriate health care providers on a confidential basis in making an individualized judgment based upon all of the facts and circumstances.
7. ***Possible evaluation.*** As part of this final determination, the Dean of Students may require the student to schedule an evaluation by a qualified, licensed medical and/or mental health professional within and/or outside the University, with the student responsible for any costs of such evaluation and with the results of that evaluation to be shared with the Dean of Students, the student, as well as with Director of the Wellness Center, as applicable. The University maintains a list of local treatment providers with experience in conducting these evaluations and will provide the list to the student as a resource. The Dean of Students shall consider the results of this evaluation and other information collected in making a final determination.

8. ***Communicating the final decision.*** Any decision by the Dean of Students to require an involuntary leave of absence (or other involuntary action) shall be communicated to the student in writing as soon as possible after the decision is rendered. The student has a right to be informed of the pertinent information upon which the decision is based, as well as the contemplated length of the leave, which will be determined on a case-by-case basis. The conditions under which a student may return to or seek readmission at the University will also be determined on a case-by-case basis and be specified in writing at or near the time that the decision is issued.
9. ***Appeal.*** Students have the right to appeal the Dean of Students' decision in an involuntary leave situation. Any student appeal should be made in writing to the Senior Vice President for Student Success within seven (7) days of the student's receipt of the written decision from the Dean of Students. The grounds for appeal should be set forth in writing. The student may submit supporting documentation or other information in support of the appeal. The Dean of Students will decide the appeal as soon as is practicable and will issue a written decision regarding the appeal. That decision shall be final.

Reinstatement after a Leave of Absence

A student retains his or her student status with the University during an approved MLOA or Involuntary Leave of Absence. However, while application for readmission to the University is not required, a student who has taken a leave of absence must be reinstated by the Assistant Vice President for Student Life before the student may then register for classes.

When a student is interested in returning to the University following a voluntary or involuntary leave of absence, the student should take the following steps to initiate the reinstatement process.

1. **Contact Dean of Students.** The student should first contact the Dean of Students (or designee) to communicate the student's interest in returning to the University, as far in advance of the desired return date as is reasonably possible. The student must complete and submit to the Dean of Students a Reinstatement Form (and housing application, if applicable). The University requests that students submit any request for reinstatement and any supporting materials by July 15 for consideration for the Fall Semester and by December 1 for the Spring Semester. Reinstatement is generally not available for the summer session. This schedule will help ensure that the Dean of Students (and other University offices that the Dean of Students chooses to involve, such as the Health Services or Counseling Centers) will have adequate time to review the student's request for reinstatement and make a determination. If materials are received shortly after the applicable deadline, if information is missing, or if the University needs additional time to process the student's request, the University may elect to treat the request as one to return for the following semester rather than the semester originally identified by the student. However, the University will make every effort to be flexible and attempt to honor a student's request to return for the desired semester.
2. **Information Requested by Health Services or Counseling Centers.** Depending upon the circumstances underlying the student's original MLOA or Involuntary Leave of Absence, and pursuant to the Dean of Students' discretion, the Dean of Students will consult with the Wellness Center in evaluating a request to return. The University will determine on a case-

by-case basis what information, if any, the Wellness Center may require to assess a student's readiness to return following a leave of absence. Depending upon the nature and individual circumstances surrounding a particular student's leave of absence, the University may require information demonstrating that the student has the capability to handle day-to-day functioning in the University academic and living environment, with or without reasonable accommodations. Any decision whether to require this information will be made on an individualized basis and will be conveyed to the student, to the greatest extent possible, at the time the student is placed on Leave. There are many ways in which a student might be able to demonstrate his or her readiness to handle day-to-day functioning, including but not limited to information from medical providers or documentation from a reliable adult (non-family member) who has had significant interaction with the student during the leave of absence. Such information, if required, (a) should include an assessment of the student's ability to successfully complete coursework, internships, or other academic requirements and to participate safely in University programs and activities; and (b) the basis for any recommendation that the student is ready to return to University.

3. Dean of Students' Determination. The Dean of Students (or designee) will evaluate the information provided by the Wellness Center, as well as the request provided by the student, and make a determination whether the student may return to the University. Reinstatement is based on the student's readiness to manage a full-time course load (minimum of 12 credits for undergraduates; minimum of 9 credits for graduate students) or a comparable course load to the load that the student managed prior to his or her leave. The Dean of Students will notify the student in writing of the determination. Factors the Dean of Students will typically consider include but are not necessarily limited to:
 - a. Evaluation and recommendation by the Wellness Center;
 - b. The student's demonstrated ability to engage in productive and realistic academic planning;
 - c. The student's ability to participate safely and independently in the University's programs and activities;
 - d. The student's personal statement included on the Reinstatement Form;
 - e. Any coursework completed or employment during the MLOA; and
 - f. Any other factors that the Dean of Students deems relevant under the student's particular circumstances.

Negative Recommendation. If, upon review, the Wellness Center submits a recommendation to the Dean of Students that a student is not ready for return, or if the Dean of Students otherwise concludes that the student is not ready to return, the student will be advised of this negative determination in writing, at which time the University will also explain the concerns underlying the negative determination and, as appropriate, set forth recommendations that will enhance the student's chance of a positive determination the next time the student's request is considered. A student may appeal a negative recommendation to the University by submitting an appeal letter in writing to the Senior Vice President for Student Success within 10 calendar days of receiving notice of the negative recommendation. The student may also submit any information he or she believes to be relevant to the appeal. The Senior Vice President for Student Success will review the student's submission and notify the student in writing of the University's final determination as to whether the student will be permitted to return as requested.

Returning Students. Upon reinstatement, the Dean of Students will notify appropriate campus offices of the student's return to classes and campus.

POLICY STATEMENT I: Publicity and Posting

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

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

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

Please adhere to the following when posting:

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

Non-compliance with posting policies will be referred to the Office of Campus Life as appropriate. The Office of Campus Life will refer potential conduct violations to the Dean of Students.

POLICY STATEMENT J: Online Communities

Although faculty and staff will not actively monitor Aurora University student use of these platforms, online policy violations or references to incidents or episodes on or off campus that may constitute policy violations may come to the attention of the University. When they do, they may be investigated and students and others involved in the conduct may be subject to disciplinary action.

Aurora University recognizes that students are using social media platforms such as Facebook and Twitter to connect with one another in positive ways. We encourage students to use these sites responsibly, and to remain aware of the potential for unintended consequences of their activities.

Students should exercise caution in posting identifying information, such as addresses, phone numbers, or date of birth, as those details can be used for identity theft or stalking. Students should be aware that harassment, discrimination, or other prohibited conduct under University policies may be deemed to occur through social media postings. Such conduct may also violate state laws.

Students should also be conscious of the accessibility and near-permanence of content posted online. Photos, status updates, and other materials could be found by employers in the future and may factor into their hiring decisions. Even after items are deleted or placed behind privacy controls, it is still possible for content to be distributed and located.

POLICY STATEMENT K: Student Employment Policies (in addition to relevant policies set forth in the University's Employee Handbook)

Students working on campus are subject to the conduct and many of the other policies set forth in the University's Employees Handbook [LINK]. In addition, certain specific legal requirements apply to students working on campus:

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 Director of Health Services along with acceptable medical documentation.
- Student employees who are experiencing work-related problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek counseling help. University sponsored or required counseling is to be kept confidential and is not to influence performance appraisals.
- Any student employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The student employee will not be permitted to return to work until certification is presented to the Office of Human Resources stating that the student employee is capable of performing his or her 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 a student employee from the imposition of discipline for violations of this or other company policies.
- Alleged violations will be handled on a case-by-case basis. Circumstances surrounding each case will be thoroughly investigated. Sanctions will range from probation to expulsion from the University and referral for prosecution. General procedures if anyone is suspected or alleged to have violated the standards are as follows. It is understood that the University reserves the right to skip any or all steps.
 1. Notice in writing of the specific violation that is being charged.
 2. A meaningful opportunity to be heard and to present any relevant information in response to the charge.
 3. The right to assistance in such proceedings by an advisor of his or her choice.
 4. A determination based on clear and convincing evidence that a violation occurred.

Questions regarding this policy should be directed to the Office of Human Resources. The University retains the right to change or terminate this policy at its discretion without notice. For additional information regarding student alcohol policy, please refer to Policy Statement E: Alcohol, Marijuana, and Other Controlled Substances in this handbook.

POLICY STATEMENT L: Missing Student Notification

If a member of the Aurora University community is concerned about the whereabouts of a resident student and believes the student may be missing, the Office of Campus Life or Campus Public Safety should be notified. All resident students will be provided with the option to register a confidential contact person to be notified in the case that the student is determined to be missing for at least 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Regardless of whether or not a confidential contact person is provided, local law enforcement will be notified when an on- campus student has been determined to be missing for at least 24 hours. Parent(s) or guardian(s) of students less than 18 years of age and not emancipated will also be notified. This policy does not preclude implementing these procedures in less than 24 hours or informing parents of students 18 years or older if the University determines in its discretion that circumstances so warrant. If a member of the Aurora University community is concerned about the whereabouts of a non-resident student and believes the student may be missing,

the Dean of Students and Campus Public Safety may be notified, and assistance will be provided to the fullest extent permitted by applicable law.

POLICY STATEMENT M: Other Policies Relevant to Students

Students have rights and responsibilities for complying with all policies of the University that apply to students, including the University's civil rights; health and safety; reasonable accommodation; emergency; and other policies framing life within the Aurora University community.

[Online Policy Repository](#)

[Emotional Support Animal Policy](#)

[Service Animal Policy](#)

[Academic Integrity Policy](#)

[FERPA Compliance Policy](#)