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2024-2025 A-BOOK

(updated 8/26/24)

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**

Aurora University is 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 examined lives. Our singular goal is to empower our students to achieve lasting personal and professional success.

### **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. Aurora University adheres 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 will lead by example and inspire our students to do the same.
- 2.02. Aurora University community members exercise the rights and responsibilities of **citizenship** in an inclusive educational community, founded upon the principles of mutual respect and open discourse. The University will live within its means and manage its resources wisely and responsibly, while sustaining an environment that fosters teamwork and promotes service to others. The University serves the needs of the in-person and online learners by offering myriad educational and cultural opportunities to our students and the community at large.
- 2.03. Aurora University works and lives as a nonprofit organization dedicated to **continuous learning**. We help students achieve their full potential.
- 2.04. Aurora University pursues **excellence** by embracing quality as a way of community life.

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.

<sup>1</sup> 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](http://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, Marijuana, and Other Controlled Substances: 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.

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, which are set forth at [LINK].

- 4.02. Starting Fires or Arson: Intentionally, recklessly, or negligently starting fires or committing acts of arson.
- 4.03. 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.
- 4.04. 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.
- 4.05. 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.



- 4.06. 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.
- 4.07. 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.
- 4.10. Other Controlled Substances; Drug Paraphernalia: 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. This Code also prohibits purchase, possession, or distribution of drug paraphernalia, including but not limited to bong, grinders, hookahs, marijuana pipes, roach clips, edibles, vaping pens and cartridges that contain THC and/or scales.

Refer to Policy Statement E, (Alcohol, Marijuana, and Other Controlled Substances), which is set forth at [LINK] and also available at the close of this document, for additional information.

- 4.11. Damage to Property: Damaging the property of the University or of others. Examples of prohibited damage to property include but are not limited to:
- 4.11.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.
  - 4.11.b. Damage to property done with intentional, malicious, or reckless intent.
  - 4.11.c. Tampering with or changing locks to University-owned facilities without authorization.
- 4.12. Darts and Dartboards: Possessing, hanging, or using darts and/or dartboards in residence hall rooms.
- 4.13. 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 XX and XX and available at the links noted above.

- 4.14. Disorderly Conduct: Committing any of the following:
- 4.14.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.
  - 4.14.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..
- 4.15. 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.
- 4.16. 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.
- 4.17. Failure to Comply: Committing any of the following:
- 4.17.a. Failing to comply with the directions of or obstructing University employees acting in the performance of their duties.
  - 4.17.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).
  - 4.17.c. Failing to comply with the sanction(s) imposed under the Code of Conduct.
  - 4.17.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.
- 4.18. 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:

- 4.18.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.
- 4.18.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.
- 4.18.c. Forging, altering, or misusing any University document, record, or instrument of identification at any time during a student's association with the University.
- 4.18.d. Tampering with the election of any University-recognized student organization.
- 4.18.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.

- 4.19. 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.
- 4.20. Fire Hazards: Violations associated with fire hazards include, but are not limited to:
  - 4.20.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.
  - 4.20.b. Possessing or utilizing hazardous electrical appliances in the residence halls, including but not limited to: unauthorized air conditioners , air purifiers, humidifiers, or dehumidifiers; cooking appliances that include but are not limited to toasters, toaster ovens, 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.
  - 4.20.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.

- 4.20.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.
  - 4.20.e. Possessing halogen lights or neon signs in the residence halls.
  - 4.20.f. Possessing live Christmas trees in the residence halls.
  - 4.20.g. Possessing hover boards (i.e., hands free scooters or Segway's) in the residence halls or anywhere else on campus.
  - 4.20.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.
- 4.21. Furniture Violations: Committing any of the following:
- 4.21.a. Removing public area furniture from its designated location.
  - 4.21.b. Damaging, painting, or removing University-provided residence hall furniture (bed, chair, desk, dresser, mattress, or wardrobe).
  - 4.21.c. Possessing water beds and/or building/possessing lofts in the residence halls.
  - 4.21.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.
- 4.22. Gambling: Gambling for money or other items of value on University property or at University-sponsored events.
- 4.23. 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 (defined in Section 4.03) are also inconsistent with the University's Mission and Core Values. The University's current policies are set forth at [LINK]. 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 the University's Equal Opportunity policies [LINK] and Title IX policy [LINK], but also its Acceptable Use Policy for Computers [LINK] and Online Communities Policy [LINK], the latter two of which are also attached as Policy Statements XXX 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 University's Equal Opportunity policies or may enhance sanctions applicable to substantiated violation of those policies.** [LINKS].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](#).

The University maintains a zero tolerance policy for certain types of conduct (see Policy Statement B (Zero Tolerance), available [here](#), Policy Statement C (Computer Use), available [here](#)). **And, again, please refer to** Policy Statement J (Online Communities), which is available at the close of this document, for further information related to Discrimination, Harassment and Hate Motivated/Bias Based Incidents. The Policies linked above provide information about how to raise complaints or concerns under each such Policy.

- 4.24. Hazing: The University strictly prohibits hazing, which not only violates University policy but also applicable Illinois law. Please see Policy Statement XX prohibiting hazing.
- 4.26 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.
- 4.50. Marijuana: Violations associated with marijuana use are addressed in Policy Statement XX and include misconduct by any student, any University-recognized student organization, and any conduct on campus, off-campus during University-sponsored events,

As noted, 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. If you receive attention or seek medical assistance for a peer as a result of the abuse of alcohol or controlled substances, you may not be subject to formal disciplinary action for violating University policy as set forth in Policy Statement G below and available at [LINK].

Refer for additional information to Policy Statement E (Alcohol, Marijuana and Other Controlled Substances) and Policy Statement F (Off-Campus Behavior), [LINK], also available at the close of this document.

- 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 SpartanNet [LINK].
- 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.
- 6.06. 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. 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**

See, [here](#).

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

## **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, Dean of Students, at (630) 844-4578.

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

#### **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.<sup>2</sup> 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**

	<b>Documented underage drinking or marijuana – NO</b>	<b>Documented underage drinking or marijuana – YES</b>
1st offense	Probation; attendance required at the	Probation; Online Judicial Educator,

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

	<b>Contributed to community disturbance</b>	<b>Documented underage drinking or marijuana</b>
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* in either column	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 in either column	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 in either column	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.

- *1<sup>st</sup> Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance*
- *2<sup>nd</sup> Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance*
- *3<sup>rd</sup> 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.

- *1<sup>st</sup> Offense: Good Neighbor violation ticket issued; 48 hours to comply with ordinance*
- *2<sup>nd</sup> Offense: Good Neighbor violation ticket issued; 48 hours to comply with ordinance*
- *3<sup>rd</sup> 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.

- *1<sup>st</sup> Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance*
- *2<sup>nd</sup> Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance*
- *3<sup>rd</sup> 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**

- *1<sup>st</sup> Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance*
- *2<sup>nd</sup> Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance*
- *3<sup>rd</sup> 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 Policy**

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 (LINK).

### **POLICY STATEMENT H: Student Leave of Absence Policy**

### **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 in accordance with [LINK]. 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 Student Activities; 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 Student Activities or the Office of Campus Life, as appropriate. The Office of Student Activities and Office of Campus Life will refer potential conduct violations to the Dean of Students.

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

### **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.