

Academic Life

Responsibility to One's Education

To ensure a comprehensive and authentic education, the student is responsible for planning his/her academic program and progress, and for evidencing academic performance with honesty and integrity. Intended learning cannot be evidenced if one misrepresents the work of others as his/her own. While the University encourages students to assist one another (e.g. tutoring; group projects), the student is accountable for work submitted to meet his/her requirements. Faculty members and advisors are available to assist the student in program planning and in academic achievement. The student has accountability for meeting course, degree and graduation requirements.

Academic Policies

Policies and procedures related to academic courses and programs can be found in the respective Undergraduate Catalog and Graduate Catalog. The student uses and continues to follow the catalog which includes the term of degree entry.

Academic Honesty Policy

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine Heritage. Integrity and honesty are therefore expected of all University students. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation are violations of these expectations and constitute unacceptable behavior in the University community.

To access the complete Academic Honesty Policy, which includes student responsibility, responsibility and authority of faculty, violations, reporting and communicating, responsibilities of the provost, appeals, composition of the academic appeals board, procedures of the academic appeals board, and records, please visit www.ben.edu/ahp.

Grade Appeal Policy

The purpose of the Grade Appeal Policy is to establish a consistent procedure by which students may seek review of final grades assigned in courses at Benedictine University. Grades other than final course grades may not be appealed. The policy recognizes the right and responsibility of faculty members to exercise their professional judgment in evaluating academic performance and the right of students to have their academic performance judged in a fair and impartial manner.

Grade appeal process

First, discuss the incident with the faculty member; bring forward any facts or circumstances that might be pertinent to the faculty member's evaluation and decision. If not satisfied with the outcome, either the student or the faculty member may seek consultation with the Department Chair/Program Director, College Dean, and finally the Vice President for Academic Affairs, in that order.

Grounds for Appeal

A student may appeal a final course grade only on the grounds that:

- (1) the grade was assigned based on a miscalculation or clerical error;
- (2) the grading standards for the course were not clearly articulated by the instructor in the syllabus, or the grade was assigned in a manner inconsistent with articulated standards.

At all levels of review, the burden of demonstrating that a grade should be changed rests with the student. The deadline for submission of any grade appeals is the end of the semester following the term in which the grade was originally received.

Academic Services

Krasa Center, Room 012, Phone: (630) 829-6340.

The Student Success Center provides supportive assistance to students who seek to sharpen basic skills, enhance understanding of a particular subject matter and develop effective approaches for test preparation and tackling assignments. Assistance is available in a variety of formats, including one-on-one, peer sessions, courses, etc.

In addition to learning assistance, the Student Success Center administers academic accommodations pursuant to the Americans with Disabilities Act, serves as advisor to the student senate, operates all new student orientation programs and provides comprehensive career development services.

Academic Services—New Student Advising Center—Academic Advising

The New Student Advising Center (NSAC) office was established to work specifically with incoming freshman, transfer and adult undergraduate students. NSAC will help foster responsible decision-making in students so that they can make well-informed choices as they develop meaningful academic plans compatible with their educational and life goals.

Academic Services—Academic Advising

With the exception of new freshman academic advisors assist students in planning career goals, identifying institutional resources and in meeting degree and graduation requirements. The student is required to meet with and obtain his/her advisor's signature for most academic-related matters. A student has final accountability for meeting degree and graduation requirements via self advising.

Academic Services—Work/Life Experience Credit

Academic credit can be earned through non-academic experiences of the same degree of competence as that for the particular course for which credit is sought. For information contact the respective program coordinator or chair.

Class Participation—Attendance and Absence

There is no university-wide policy governing class attendance. However, students are expected to attend all classes. During the term, students should notify instructors of individual circumstances surrounding their enrollment status: health, family emergencies and University business. Guidelines on attendance are found in course syllabi.

Religious Policies

A student whose religious obligation conflicts with a course requirement may request an academic accommodation from the instructor. Students must make such requests in writing by the end of the first week of the class. Upon receiving such a request, the instructor will offer reasonable academic accommodations, whenever feasible, and communicate this to the student. However, the course requirements listed in the syllabus remain in effect if accommodations cannot be offered.

School Closings

Due to weather conditions or other extenuating circumstances, it may be necessary to cancel classes. For day classes, all decisions to cancel all classes will be announced by 6:00 am and by 3:00 pm for the cancellation of evening classes. All such announcements will be given to local radio stations for public announcement and the University switchboard.

Grades

The student's final grade is determined by the instructor. The system of grading is as follows (quality points

are in parenthesis):

A — Excellent (4.00)

B — Good (3.00)

C — Satisfactory (2.00)

D — Passing (1.00)

F — Failure (0.00)

I — Incomplete*

W — Withdrawal*

P — Pass*

X — Deferred*

IP — In Progress*

AUD – Audit*

**Note: The grades are not calculated in academic G.P.A.*

A grade of "I" may be requested by a student for a course in which he or she is doing satisfactory work, but, for illness or other circumstances beyond the student's control, as determined by the instructor, the required work cannot be completed by the end of the semester. To qualify for the grade, a student must have satisfactory academic standing, be doing at least "C" work in the class, and submit a written request with a plan for completion approved by the instructor stating the reason for the delay in completing the work. Arrangements for this "I" grade must be made prior to the final examination. One may not receive an "Incomplete" in a semester in which he or she is already on academic probation. An "I" is a temporary grade. Failure to complete the course work and obtain a final grade within 180 days from the end of the term in which the "I" was received will result in the "I" automatically becoming an "F" grade.

A grade of "W" is recorded to indicate that a student has withdrawn from a course. The student may continue to attend the class (without credit) to the end of the term, except for labs, with the instructor's approval.

A grade of "IP" is recorded to indicate that the course is in progress when the term in which the course has been scheduled ends. The "IP" grade will be replaced when the course ends and the permanent grade is earned.

Special Opportunities—Service Learning

Service learning experiences (academically-based) are available within some academic courses and through independent study. For information, contact the respective instructor, department program or your academic advisor.

Special Opportunities—Study Abroad

Benedictine University encourages qualified students to take advantage of the educational opportunities available in many fine study abroad programs, under the aegis of United States accredited universities or sponsored by Benedictine University itself.

Study abroad is particularly encouraged for students in the Scholars, International Business and Economics, and International Studies programs; for students pursuing a major or minor in a foreign language; as well as students who wish to enhance their study of a modern foreign language.

Special Opportunities—Foreign Language Study Abroad and Internships

All majors and minors in foreign languages are strongly encouraged to spend at least a summer, and preferably a semester, abroad in a country in which its language is the one the student has been studying. Students may substitute language immersion experiences with study abroad. This experience is vital in that it gives the student the opportunity to observe, firsthand, the culture he or she has been investigating at Benedictine University. It also provides real-life intensive language exposure and practice that simply cannot be replicated in the classroom. Benedictine students have access to a variety of internships and university study programs through accredited institutions. The Foreign Language faculty, in cooperation with the Study Abroad Program coordinators, will assist each student in selecting the program best suited to his or her needs and interests. Costs for these programs are generally comparable to costs for an equal length of time spent studying at Benedictine University.

Academic Eligibility and Status—Athletic Participation

Benedictine University is in compliance with NCAA–Division III Regulations as stated in each annual release of NCAA Operating Bylaws. To be eligible to represent Benedictine University in NCAA intercollegiate athletic competition, a student-athlete must satisfy each of the following requirements:

- Satisfactory Academic Standing

Satisfactory Academic Standing for all Benedictine students is a 2.00 Cumulative G.P.A. as determined at the end of each semester. Students that do not meet Satisfactory Academic Standing are ineligible for athletic competition.

- Satisfactory Academic Progress New Freshmen

A first year, new freshman, must complete a minimum of 9 semester credit hours, including developmental credit, in the first semester of attendance to participate in the following semester.

- Enrollment Status

Every student-athlete must be enrolled as a full-time degree seeking student during the season of participation:

— As an undergraduate degree-seeking student, a minimum of 12 semester hours must be maintained during the season of participation.

— As a graduate degree-seeking student, a minimum of 9 semester/quarter hours must be maintained during the season of participation.

— The only waiver to the full time enrollment policy is for students who are approved for degree conferral at the end of that term of athletic participation. Only in this exception, part time degree seeking students are allowed to participate in intercollegiate athletic competition.

- Returning Undergraduates

Returning undergraduate degree seeking student must earn a minimum of 24 semester credit hours in the two semesters of attendance immediately preceding the semester of athletic participation. Summer school enrollment may be included in progress if the summer term enrollment is completed in the summer term immediately prior to the term of athletic participation. External developmental credit with a final grade of “C or better” may be included although it may not be transferable.

- Transfer students

Must meet all NCAA and Northern Athletics Conference Eligibility requirements.

- Graduate Students

A graduate degree seeking student must average a minimum of 9 semester/quarter hours per full-time term in attendance.

- Seasons of Competition

The student-athlete must complete his/her four seasons of participation during the first 10 semesters in which the student is enrolled in at least a minimum full-time program of degree seeking studies.

For more information on athletic eligibility, contact the Athletics Department at (630) 829-6140.

Academic Eligibility and Status—Probation and Dismissal

Students are required to maintain satisfactory academic standing during their University careers. If a student fails to achieve satisfactory standing at the end of a semester (a cumulative grade point average [G.P.A.] of 2.00), that student will either be placed on academic probation during the following semester (if the term G.P.A. was at least 1.00), or will be dismissed for poor scholarship (if the term G.P.A. was below 1.00). If a student fails to achieve satisfactory academic standing at the end of the probation period, the student is dismissed from enrollment because of poor scholarship.

Any student dismissed for poor scholarship may submit an appeal to the Committee on Academic Standing seeking a one semester reinstatement.

Criteria that the Committee on Academic Standing will consider include:

- Current semester G.P.A.
- Cumulative G.P.A.
- Likelihood that the student is capable of achieving “satisfactory academic standing”

before graduation

- Student’s explanation for prior G.P.A. and plan to remedy the situation

In the event that the Committee on Academic Standing is unable to approve the appeal for extension of the probationary period, the student’s enrollment will be terminated for poor scholarship. Such a student may be readmitted at a later time for enrollment, provided evidence is presented in which the judgement of the University indicates that there is improved potential for academic success. The period of dismissal will be for a minimum of two academic semesters. Academic semesters are Fall or Spring semesters and do not include summer school or interim sessions.

All probation and dismissal policies apply in the same way to part-time and full-time students.

Academic Recognition—Dean’s List and Dean’s Recognition List

There are two types of academic recognition for students who earn at least a 3.5 semester G.P.A. with at least a “C” in each course:

- Dean’s List: Full-time students
- Dean’s Recognition List: Part-time students

Academic Recognition—Scholarships and Recognition

In addition to the Dean’s List, students may apply for or be selected to receive various awards based on academic performance, many of which include financial aid. Awards are:

- Grants/Scholarships*
- St. Benedict Award
- Humanities Scholarship
- Program Scholarships
- Recognition Scholarships

* Available to returning undergraduate students. For information, refer to the Undergraduate Catalog or contact the Financial Aid Office at (630) 829-6102 or 6104.

Academic Recognition—Awards*

- Procopian Award
- Who's Who Among Students in American Universities and Colleges
- President's Award
- Wingspread Fellows
- University Scholar
- Flo Grebner Instructional Assistant/Tutor Award
- National Honor Society Awards
- Department/Program Awards

(Education, mathematics, chemistry/biochemistry/nutrition, foreign languages, social sciences, political science, psychology, physics, nursing, biology)

- College Awards
- Community Service Award
- Thomas J. Dyba Leadership Award
- Service Award
- Lincoln Foundation Student Laureate Award
- St. Catherine Medal Award

* Generally awarded to graduating students.

Financial Aid

Grants, scholarships and loans to help students with their educational expenses may be obtained through the student Financial Aid Office. Available to students are:

- Illinois State Scholarships and Grants
- Institutional Scholarships and Grants
- Perkins Loans
- Stafford Loans
- Federal Work Study

Because much financial aid is granted on the basis of need, students must file a Financial Aid Form (FAFSA—Free Application for Federal State Aid). All students must reapply for financial aid each year. Financial aid includes merit-only awards and scholarships.

Graduation—Application for Graduation

Students must apply for graduation by the specific dates outlined in the Master Calendar.

May graduation – deadline is in October

August graduation – deadline is in January.

December graduation – deadline is in March.

Graduation—Ceremonies

Although there are four dates for degree confirmation each year, there is only one Commencement Convocation in May. All graduates from the previous December, May graduates and the upcoming August candidates for graduation are invited to participate in the Commencement Convocation.

Academic Records—Change of Name and/or Address

After enrolling, name and address changes must be reported promptly in writing to Benedictine Central. All other University offices will be informed of the changes.

Academic Records—Transcripts

Benedictine University maintains an educational record for each student who is or has been enrolled.

Academic records are housed within the Registrar's Office. Unofficial copies of transcripts are available

through the MyBenU system. Official transcripts bearing the Registrar's signature and the University seal are \$5, unless it is an urgent request for same day service, which carries a \$20 fee per transcript. All requests for academic transcripts must be made in writing, with letters and faxed requests recognized as acceptable methods. Students are not entitled to receive recommendations, degrees, honors, grades or transcripts of credit until all bills are paid and National Direct/Defense Student loans and Perkins loans are in current status.

Students shall have the right to privacy guaranteed by the Family Education Rights and Privacy Act of 1974, as implemented by the University.

Academic Procedures—Change of Major/Minor

When you wish to change or declare your major/minor, you must complete the Change of Major form, available on the university website. The change must be approved by your current and new advisor and submitted to the Student Success Center. Your advisor and department chair will interview you about the change and discuss the reasons for the change with you.

Academic Procedures—Registration

Each semester a period is set aside for registration for the next semester. All degree seeking students (including leave of absence students) may register in order by the total number of hours completed, not including hours in progress. You are assigned a specific date to register according to your earned hours. You may register beginning with your assigned date, but not before your assigned time. All traditional students are required to meet with their academic advisor and receive their advisor's approval prior to registration. Freshmen, transfer students in their first semester and students on academic probation, must receive advisor permission to make any changes to their schedule. For all registrations, your financial account must be in good standing.

- **Student Academic Standing:** Satisfactory academic standing for all students is a 2.00 cumulative G.P.A. as determined at the end of each semester (or other designated grading period). Students who do not achieve satisfactory academic standing will be placed on academic probation or dismissed for poor scholarship.
- **Enrollment Verification:** For enrollment verification, all requests should be submitted to Benedictine Central for processing. All enrollment verifications are completed after the first week of the semester by an off-campus enrollment clearinghouse. All requests for auto insurance good student discount forms will be processed by Benedictine Central.
- **Course Load:** The normal full-time course load is 15 semester hours. Students may register for more than 18 hours with advisor approval and the payment of the overload fee of the part-time credit rate for each hour more than 18 hours. If enrolled for less than 12 semester hours, students are considered as part-time, with the tuition rate per semester hour.
- **Add/Drop Procedure:** A course may be added or dropped without entry on the transcript, so long as it is done by the specified date. Courses may be added before the second week of the semester, or before the beginning of the course, if a late modular course. Courses may be withdrawn, if the request is made before the completion of 80% of the course. All course withdrawals have a "W" posted on the transcript.
- **Pass/Fail Option:** Pass/fail grading is only available for zero credit courses which are associated with a lecture/lab course. Pass/fail grading is not available for credit classes.
- **Auditing Courses:** Students may wish to enrich their program by auditing a course with the consent of the advisor and instructor. As a visitor in the class, the student is entitled to participate in class activities to the extent the instructor permits. There is no entry on the transcript for auditing a class.
- **Incompletes:** A student is eligible for an incomplete if there is satisfactory work in the class, the student is in good academic standing, and there are circumstances beyond the student's control, such as illness, which make the student unable to complete the class as determined by the instructor. Submit an incomplete form, available on the University website, to your instructor for processing.

- **Independent Study:** An independent study, under the direction of a faculty advisor, allows the student to pursue a special subject or a topic, which is of special interest. An independent study may be of variable credit, (1–3 semester hours) as defined by the academic department. A student must submit an approved independent study form (available on the University website) to the Registrar’s office at the time of the registration.

- **Leave of Absence:** As a degree seeking student in good academic standing, you are encouraged to take advantage of the leave of absence policy when you need to interrupt your degree studies. Students are eligible to be absent for four continuous semesters (excluding summer) without registering. In addition, students may register with currently enrolled students when they wish to return. After two full years, your leave of absence will expire. A leave of absence allows students to remain on active status without needing to reapply for admission. When you decide to return to Benedictine University after expiration of the leave, or, if you fail to take a leave, you will need to apply with the Admissions Office as a re-entry student under the new catalog in effect at that time.

- **Withdrawal from Benedictine:** Students may separate from the University by completing an “Exit Interview with the Student Success Center.” The date of the withdrawal is determined by the date the exit interview is completed (see General Refund Information detailed in the University Catalog).

Policies and Procedures

Student Statement of Rights and Responsibilities

The University reserves the right to implement changes at any time. All changes are applicable to all students when and as announced.

Benedictine University is both a Catholic and an academic community dedicated to the advancement of learning and committed to a philosophy of mutual tolerance and respect. Benedictine University is a community of people with distinct backgrounds: ethnic, racial, cultural and religious. We are also a community with a variety of roles: faculty, staff and student. Despite these differences, we are a community with a common interest in creating an environment which encourages the growth and development of all people. We understand that such an education consists of both classroom work and the full experience that university life can provide. To promote such a learning environment, the University provides a Statement of Responsibilities and a set of policies each student accepts while a member of the community. Current county ordinances and state law will apply to all community members.

The University attempts to establish a climate which encourages the assumption of responsibility by students for their individual and collective actions with minimum regulation. It shall be the responsibility of each student to comply with the appropriate standards of conduct and decorum befitting members of an educational community. The activities enumerated below constitute major violations of University rules, regulations, policies, and standards of conduct and shall be subject to disciplinary action. A student attending a University-sponsored function off campus is subject to the same standards of conduct as those expected on campus. Because Benedictine University is located within a community, any Benedictine University student who has been violated criminal laws also may be subject to University judicial proceedings. Violations of local, state or federal laws on campus may also result in the filing of criminal charges.

Statement of Responsibilities

You are encouraged to develop a sensitivity to and an awareness of your environment by formulating and accepting a personal code which is compatible with the code of the community of which you are a member; that is, the Benedictine Community. This means that you must analyze your motives, study your impulses, accept responsibility for your behavior and discover the freedom and limits of that freedom as a community member. When a student becomes a member of the Benedictine University

community, that student agrees to abide by all University policies and to accept four responsibilities: to self, to colleagues and community, to the University and to one's education. The following sections detail responsible activities and also list actions that are prohibited by University policy.

I. Responsibility to Ourselves

To engage fully in the pursuit of an education, one must treat oneself with respect. This means many things, but such self-respect is fundamentally a commitment to personal integrity and individual wellness. Those who are committed to personal integrity show a willingness to be accountable for their own actions. They conduct themselves honestly, thoughtfully and consistently with the values of the community. In addition, they strive for comprehensive personal health. In doing so, they avoid practices which harm the body and the mind such as excessive consumption of alcohol or the recreational use of drugs. They endeavor to develop self-esteem and feel called to live in ways that exhibit leadership, ethics and values. All students will be required to pursue their academics to the best of their abilities (studying and attending classes). Students may lose their privileges (housing, parking, etc.) if they do not maintain their commitment to their course work.

A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution and forgery, alterations or use of institutional documents or instruments of identification with the intent to defraud are prohibited.

B. Misuse of alcohol. The legal age for the possession and use of all alcoholic beverages in Illinois is 21. Fraudulent identification for the purpose of securing alcoholic beverages and/or purchasing such beverages for minors is a violation of state and local law. Students who are 21 years of age may consume beverages in Founders Woods and Neuzil rooms only when the doors are closed and students under 21 years of age are not present (see Residence Life Handbook).

C. Gambling is not permitted on University grounds, in residence halls or at official functions of student organizations.

D. Possession, use or sale of controlled substances or drug paraphernalia is not permitted. Benedictine University has the obligation to uphold federal, state and local laws with regard to the possession and use of drugs by its students. The University will cooperate with legal authorities when necessary. Although students so involved are subject to University action, the University reserves the right to view each case of drug-related activity as an individual case, with the kind of drug and level of involvement as criteria for the action and role taken by the University in the case (see "Substance Abuse Policy").

E. The University has instituted a fire safety action plan. Upon hearing a fire alarm, you must leave the building immediately—a civil citation may be issued up to \$500 if you fail to do so. If you are in a classroom at the time, you must follow the instructions of your teacher.

II. Responsibility to Colleagues and Community

To allow others to engage fully in the pursuit of their own education, one must treat other members of the University community with respect. To do so involves a commitment not only to refrain from conduct that harms, but also to engage in the conduct that makes the community a better place for all to live and learn. Only the individual can accept the duty to act affirmatively. The University is committed to an environment that encourages such a duty, and it sets forth the following policies to guide conduct concerning classmates and other members of the community.

A. Physical confrontation of and/or bodily harm to any person on University premises is prohibited. This includes physical conflict, lethal, and less-than-lethal use of weapons.

B. Hazing of any person by a campus organization or another person is prohibited. Benedictine University prohibits conduct by an individual, organization or group affiliated with the University that is in violation of the Illinois Hazing Act, or any hazing activity which threatens a person's rights of self-respect, which disrupts community life, or which encourages the violation of local, state or federal law, or Benedictine University Policies and Procedures.

C. Discriminatory harassment to any person on University premises or at University-sponsored functions is prohibited (See “Discriminatory Harassment Policy”)

D. Failure to comply with directions of University officials acting in performance of their duties is prohibited.

E. Community members may not engage in conduct unbecoming of a Benedictine University student.

III. Responsibility to the University

To assist the University in offering the finest education possible, one must treat the University campus and the University resources with respect. Such respect involves stewardship of community assets through responsible use, as well as refraining from damaging or misusing University facilities and resources. The following is prohibited:

A. Disruption of the University community or obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities.

B. Theft from or damage to University property or the property of a member of the University community.

C. Acts of vandalism or malicious defacement of property, or the property of the University community, including tampering with telephones, the computer network/university’s website and safety and/or fire equipment on campus.

D. Unauthorized possession or use of campus keys, access cards or identification cards.

E. Violation of published University regulations including those relating to entry and use of University facilities, and any other regulations, which may from time to time be enacted.

F. Violation of rules applicable to residence halls and apartments.

G. Contempt of the judicial process or its authorities.

H. Violation of local, state, or federal laws.

I. Promotion of self-inflicted activities on the Internet, including harming others and underage drinking.

J. Non-Payment of Student Accounts

Responsibility to One’s Education

To ensure a comprehensive and authentic education, the student is responsible for planning his/her academic program and progress, and for evidencing academic performance with honesty and integrity. Intended learning cannot be evidenced if one misrepresents the work of others as his/her own. While the University encourages students to assist one another (e.g. tutoring; group projects), the student is accountable for work submitted to meet his/her requirements. Faculty members and advisors are available to assist the student in program planning and in academic achievement. The student has accountability for meeting course, degree and graduation requirements.

See Academic Life Section

Student Identification Policies—BenCard

Student Identity Card

Every student is issued with a BenCard bearing his/her picture and name. The card allows easy identification of students and gives the student access to various university services (e.g. the library, the residence halls, food services etc.). Every student must ensure that they have their BenCard at all times and that the card has the correct information and is valid for the duration the student is at the university.

Loss of Identity Card

A student who loses his/her university identity card will be required to report the loss to the police office and acquire a new one.

Accommodations

Benedictine University will make every attempt to provide eligible students with reasonable accommodations based on individual learning needs and recommendations. In order to provide accommodations in a timely manner, the University requires reasonable notice of specific needs and requested accommodations.

Students needing accommodations should first complete the [Disability Services Request Form](#). In addition, documentation of the disability from a licensed clinical professional should also be included. Students should provide these documents to the Coordinator of Special Services to begin the process for receiving accommodations.

When accommodations are approved, the Coordinator of Special Services contacts students and provides them with the [Student Academic Accommodations Approval \(SAAA\) form](#), which notifies the instructors of the approved accommodations. Each semester students are responsible for obtaining their SAAA forms from the Coordinator.

All inquiries about referrals to clinical professional who administer testing, modifications to accommodations, and temporary accommodations, should be directed to the Coordinator of Special Services in the Student Success Center.

Please read the [Benedictine University Accommodations Policy](#) for complete details.
http://www.ben.edu/student_life/ssc/procedures-for-accommodations.cfm

Complaint Procedures

The purpose of a Student Complaint procedure is to provide Benedictine students a process to follow if there is a complaint about a particular individual or department. The procedures are being developed by University staff, faculty and students to support students if they encounter a problem. The procedure will be detailed on the Student Life website.

Alcohol Policy

Abide by current local ordinances, state law and University policies. The Benedictine University's policy can be viewed on www.ben.edu/about/gci/alcohol_drug_policy.pdf.

Students should also be aware that in the event prosecution occurs inside or outside the University, legal sanctions under applicable law for unlawful possession and/or consumption of alcoholic beverages includes fines or imprisonment.

Alcohol education programs are conducted routinely at Benedictine University. Students experiencing difficulties with alcohol or drug use are encouraged to talk with a staff member in Health Services, the Associate Vice President for Student Life, or other members of the University staff.

Drug Free Campus/Workplace Policy

The use, possession or distribution of any drug, including marijuana, or drug paraphernalia on any University property or as part of a University sponsored activity, in violation of the law is strictly forbidden. Anyone violating the law may be turned over to civil authorities for prosecution and will be subject to all of the University's disciplinary procedures. Students should not be in a room where drugs or drug paraphernalia are present. Both Illinois and federal law prohibit the possession and/or distribution of illicit drugs and any student suspected of breaking the law will be subject to University review and sanction. Criminal penalties include fines, imprisonment and, in certain cases, the seizure and forfeiture of the violator's property. In addition, federal and other forms of financial aid may be forfeited.

Smoking/Tobacco Policy

In an attempt to respect the rights of both non-smokers and smokers, and with a definite concern for health of all members of its community, Benedictine University has developed the following policy for tobacco use on campus. Smoking or use of any form of tobacco IS NOT permitted inside any academic, residential or administrative building on campus. This policy implements applicable Illinois law (specifically, the Smoke-Free Illinois Act (effective as of January 2, 2008) and the previous law, the Illinois Clean Air Act of 1990).

All smoking or tobacco materials are to be properly extinguished and disposed of in a cautious, sanitary and appropriate manner.

Non-Discrimination Policy

Benedictine University does not discriminate in its admission policies, programs or activities; educational policies; scholarship and loan programs; athletic and other University administered programs or employment practices and programs on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic. In addition to meeting fully its obligations of non-discrimination under federal and state laws, Benedictine University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of difference in economic status, ethnic background, political views or other personal characteristics and beliefs.

The University is also committed to providing all of its students, faculty, staff and visitors with reasonable access to its programs, events and facilities. To this end, and in compliance with the American With Disabilities Act of 1990, the University has made and continues to make modifications to its facilities and programs so as to provide access for those individuals with disabilities. If a person believes they have been a victim of discrimination or harassment or for further information and assistance, they may contact the Associate Vice President for Student Life.

Compliance with Federal Non-Discrimination Regulations

Several federal regulations have been adopted that have as their purpose the protection of students' rights. Of particular interest are the following:

A. Equal Opportunity: Benedictine University supports the principles of equal opportunity for employment to all qualified persons without regard to race, gender, religion, color, national origin age or other legally protected characteristics. Inquires regarding compliance may be directed to the Benedictine University Personnel Resources Office or to the Director of the Offices of Civil Rights, Department of Education, Washington D.C.

B. Title IX: Benedictine University does not discriminate on the basis of gender, in accord with Title IX of the 1972 Education Amendments, in its educational programs, admission policies, activities or employment policies. This legislation provides that no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This includes protection from sexual harassment. Inquiries regarding compliance may be direct to the Associate Vice President for Student Life.

C. Accommodation Services: Benedictine University is dedicated to creating an accessible environment through reasonable and appropriate accommodations for students with disabilities. Students with a disability are encouraged to seek assistance with Jennifer Rigor, Coordinator of Special Services in the Student Success Center. Special accommodation services are available for students with disabilities on a case-by-case basis and provided that documentation from a properly licensed clinician supports the accommodation. Students eligible under the Americans with Disabilities Act (1990) and/or Section 504 of the Rehabilitation Act (1973) and/or state law, whose disability interferes with a major

life activity, are urged to self identify so that the process for receiving assistance can begin as soon as possible.

Commonly granted accommodations include the following:

- Extended time for testing in a quiet test environment
- Designated note-taker in class
- Modified or enlarged classroom/reading materials
- Books in alternate formats
- Preferential classroom seating

Students with questions or in need of special academic or housing accommodations should stop by the Student Success Center in Krasa (room 012) or call (630) 829-6512 to arrange proper documentation for equal access to educational and campus services.

Hate Crime Policy and Procedures

A hate crime is classified by law as a felony offense and is in direct violation of the University non-discriminatory policies. Therefore the University, in addition to processing hate crimes in accordance with the law, may simultaneously proceed with internal investigatory and adjudicative processes as defined by our handbook. A person commits hate crimes when by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability or natural origin of another individual or group of individuals, he commits assault, battery, aggravated assault, misdemeanor or criminal danger to property, criminal trespass to property, mob action or disorderly conduct, and/or harassment by telephone.

A person who has been a victim of a hate crime may report the crime to the Benedictine University Police Department (630) 829-6666, a residence hall staff member, the Associate Vice President for Student Life, health/counseling office or an outside community agency. Those who report a hate crime will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Hate crimes will be reported to the Benedictine University Police Department. The University will support services for persons who have been victims of hate crimes. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

When criminal charges are filed, internal judicial procedures will begin against the student. The alleged misconduct of a student will be subject to review through formal hearing procedures, both the accused student and the victim will be afforded the opportunity to present relevant information, be accompanied by a support person from the Benedictine community, and be apprised of the results of the hearing. In the event the accused is found in violation, the entire range of sanctions outlined in the Student Handbook may be considered, including, but not limited to, no trespass status to certain campus locations, no contact with the victim, probation suspension or dismissal from the University. In appropriate cases, internal judicial procedures may be instituted against the student, even if criminal charges are not filed, are not pursued to completion, or do not result in an adjudication of guilt.

Student Sexual Misconduct Policy and Procedure

One of Benedictine's stated goals is to maintain an environment that is healthy and safe. Sexual misconduct is not consistent with this goal and the University is committed to providing a living and learning environment that is free of such threats. It is the University's policy that acts of sexual misconduct will not be tolerated. For purposes of this policy, "sexual misconduct" is defined as any attempted or actual act of non-consensual or forcible sexual touching. This would include, but is not

limited to, fondling, kissing, groping, attempted intercourse (whether oral, anal or genital), penetration or attempted penetration with a digit or any other object.

“Consent” requires speech or conduct indicating a freely given, uncoerced agreement to engage in sexual contact. Consent may not be inferred from silence or passivity alone and a current or previous relationship is not sufficient to constitute consent. Consent may be withdrawn at any time prior to a specific sexual act by either person.

To be valid, the person giving consent must be physically and mentally able to:

- understand the circumstances and implication of the sexual act;
- able to make a reasoned decision concerning the sexual act; and
- able to communicate that decision in an unambiguous manner.

There are a number of factors which may limit or negate a person’s ability to consent to a sexual act. These include impairment due to the influence of alcohol or drugs (illegal or prescription), a person’s mental or physical impairment of which the other person is aware or should reasonably have been aware, unconsciousness, and fear or coercion.

Persons accused of sexual misconduct will be subject to disciplinary action in accordance with Benedictine University’s policies and procedures for student conduct. At the discretion of the University, persons accused of sexual misconduct may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the University. In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, Benedictine may choose or may be required to provide information and records related to its disciplinary proceeding involving the same act. However, Benedictine’s student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the University’s student conduct proceedings.

A person who has been a victim of sexual assault may report the crime to the Benedictine University Police Department (630) 829-6666, a residence hall staff member, the Associate Vice President for Student Life, the health/counseling office or an outside community agency such as the DuPage Women Against Rape Hotline at (630) 971-3927. Benedictine University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

Even if a victim decides not to file criminal charges with the Police Department, it is recommended that the individual contact a University or community resource to get support. Victims are entitled to confidential services either on or off campus whether or not charges are pressed. Resources both on campus and in the community are:

On-Campus Resources

Student Health Services Krasa 116 (630) 829-6046

Off-Campus Resources

DuPage Women Against Rape (DWAR)

24-hour emergency number (630) 971-3927

Non-emergency number (630) 790-6600

DuPage County State’s Attorney Victim/Witness Advocates

505 N. County Farm Road

Wheaton, IL 60187

(630) 407-8008

The Bill of Rights for Victims and Witnesses of Violent Crime is an Illinois law that ensures fair and compassionate treatment for victims and witnesses of violent crime. The law guarantees two basic rights to crime victims and witnesses—the right to obtain information from the criminal justice system, and the right to be treated in a humane way by the system.

Illinois Domestic Violence Act: Rights of Victims

“Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses or interferes with the personal liberty of another family or household member has broken the Illinois Domestic Violence law. Under Illinois law family or household members are defined as

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other common dwelling;
- people who have or allegedly have child in common or a blood relationship through a child in common;
- people who are dating or engaged or used to date, including same sex couples; and
- people with disabilities and their personal assistants”

(Excerpt from the Illinois Domestic Violence Act webpage, Illinois Attorney General)

Domestic violence consists of physical assault, sexual abuse and stalking. The violence takes many forms and can happen all the time or once in a while. If you are in an abusive situation, you are urged to seek help. For on-campus resources refer to the following resources:

Domestic Violence Resources

Family Shelter Service

24 hours a day

(630) 469-5650

Illinois Coalition Against Domestic Violence

877-863-6338

Discriminatory Harassment And Sexual Harassment Policy

We are all responsible for creating an environment where we are treated with respect and dignity.

Sometimes behavior that seems acceptable to you may be offensive to others. Any harassment or false accusations of harassment, of or by employees or students, is not acceptable. Benedictine University prohibits harassment on the basis of sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group protected by law, including the following behaviors:

- Unsolicited remarks, gestures, or physical contact; display or circulation of written material or pictures negative or offensive to gender or to racial, ethnic, religious or other groups protected by law;
- Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic advancement or

status, or the basis for employment-related decisions affecting the employee or decisions affecting the individual's academic advancement or status; or

- Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Harassment of any sort is a serious breach of University policy. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment (or a violation of the University's Equal Employment Opportunity policy), report the alleged conduct immediately to the Office of the Associate Vice President for Student Life, Director of Personnel Resources, the Compliance Officer, or any other senior University official. Benedictine University prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Students are encouraged to report all incidents of sexual harassment. The University will conduct an appropriate and discreet investigation of all reports of sexual harassment. The details of the investigation will be kept as confidential as feasible, consistent with University policies and applicable federal, state and local laws. Students are encouraged to report all incidents of sexual harassment.

- Complaints of sexual harassment by a University executive, faculty member, staff member, or teaching assistant are reported to and investigated by the employee's immediate supervisor, or the Director of Personnel Resources, the Compliance Officer or any other senior University official. (If any person to whom the report would be directed is involved in or associated in any way with the alleged conduct, the report must be directed to another senior official who is not involved.)
- Complaints of sexual harassment by a student are reported to and investigated by the Office of the Associate Vice President for Student Life. (If any person to whom the report would be directed is involved in or associated in any way with the alleged conduct, the report must be directed to another senior official who is not involved.)
- An appropriate and timely response to each complaint will be provided.
- No individual who makes a good faith report shall be subjected to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report.

Responsible Use of University Technology Resources Policy

The Office of Information Technology maintains an Acceptable Use Policy for the responsible use of technology resources for all members of the campus community. This document provides guidance on the use of technology at the University, including your responsibility to abide by all laws in your use of technology, including copyright and other laws protecting intellectual property.

Insurance Policy

In the event of loss or damage to your personal property while working, residing or visiting at Benedictine University, the Business Office can issue a statement, should you wish to file a claim against your personal insurance policy. The University is not responsible for any personal property loss. In order to have the statement prepared, the damage or loss should be reported to University Police as soon as possible. A copy of the University Police report should be brought to the Business Office with a note indicating the name and address of your insurance carrier, and your address. Our statement will be prepared and mailed to you for attachment to your claim.

Family Educational Rights and Privacy Act (FERPA)

Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within a reasonable time after Benedictine University receives a request for access. If you wish to review your record, contact the Registrar or the University office that maintains the record to make arrangements. You are required to submit your requests in writing and identify the record(s) you wish to inspect.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This includes any University faculty or staff employee (including the University Police Department) acting within the scope of his or her University employment and with appropriate supervisory authority; any individual or entity with whom the University has contracted as its agent to provide a service to the University when acting within the scope of the contract or agency and who is subject to appropriate confidentiality requirements; any member of the University's Board of Trustees; any student serving on an official committee, such as a disciplinary or grievance committee; and any student assisting a University official in performing tasks for which the University official may have access. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901.

Benedictine University's policy is to not release student record information without the expressed consent of the student. There are, however, some exceptions. For example, directory information may be released without the student's consent and includes the following, and: name, address, telephone number, major and minor fields of study; participation in officially recognized activities and sports, dates of attendance, degrees and awards received; most recent education institution attended; full-time/part-time enrollment status; photo. In compliance with the Solomon Amendment, directory information is provided to the United States Department of Defense, upon request. You may withhold disclosure of directory information by completing the "FERPA Non-Disclosure of Designated Directory Information" form available in the Registrar's office, within ten (10) calendar days of the first scheduled

class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

The University may also disclose student account and financial aid information without the student's consent to the student's parents if the parent requests the information in writing, completes the Parent Certification section of the Authorization For Release of Confidential Information to Parents and provides evidence that the student is his or her dependent for federal income tax purposes. , or if there is a health or safety emergency involving their son or daughter, or if their son or daughter is under the age of 21 and has violated a federal, state or local law or any University rule or policy concerning the use or possession of alcohol or a controlled substance.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Disciplinary and Counseling Records Procedure

Information from student disciplinary or counseling files is considered a confidential, educational record and is not available to unauthorized persons on campus. To comply with federal law, as well as for reasons of confidentiality, disciplinary records/files may not be released to anyone off-campus unless under legal compulsion or in cases where the safety of persons or property is involved. A student's disciplinary record/file may only be reviewed by the student within the confines of the Benedictine University campus and the guidelines designated by the appropriate University administrator, generally the Associate Vice President for Student Life. Only the student and authorized persons may have access to such records. The University will take all reasonable steps to ensure that the confidentiality of student educational records is maintained. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Registrar or the Compliance Officer.

Freedom of Expression Procedure

Benedictine University in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The University community recognizes that the freedom of inquiry and expression which we seek to encourage may produce conflicts of beliefs, and of proposals for action.

It is the responsibility of all members of the University community to maintain channels of communication which will foster a climate favorable to the freedom of expression.

Implicit in this freedom and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The University expects that those who enjoy these freedoms must also accept responsibility for order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the University and will not be tolerated.

Guidelines for Demonstrations

Persons planning a demonstration should meet with the Associate Vice President for Student Life or her/his designee to discuss arrangements for the event.

Procedures for Handling Disruptive Actions Demonstrations

The Chief of University Police, in consultation with University officials, will determine the point at which the normal operations of a specific building or area are disrupted. The demonstrators will be informed specifically how they may continue their demonstration in a manner which is not disruptive. If the above described internal measures fail to achieve the desired results, the University reserves the right to ask for the assistance of civil authorities. Any student in a disruptive demonstration when the civil authorities are called for assistance may be arrested and may be suspended pending formal action consistent with the University conduct system. Any person not officially associated with the University who is participating in a disruptive demonstration when the civil authorities are called for assistance will be arrested and may be prosecuted. Just as Benedictine University expects the members of its community to abide by the above regulations, it likewise expects that any action taken to enforce compliance with regulations or prevent prohibited activity should be appropriate and proportionate using only the minimal force that is necessary. The University expects all persons will comply with the directions of an authorized official.

Student Publications

Editorial Policies of the Student Newspaper:

1. Purpose: Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the University.

- They are formalized communicative publications which act as a forum for facts, information and opinion available to the entire University community.

- They are a means of bringing student concerns to the attention of the faculty, the administration, the student body and various other segments of the profession, and of formalizing student opinion on various issues at the University, and in the community.

2. Responsibility and Liability: The following two statements will appear in bold-faced type in the student newspaper:

- Published by the students of Benedictine University.

- The opinions expressed in this paper are solely those of the writer, and are not necessarily representative of the opinions of the student newspaper or Benedictine University students, faculty, staff, administration or trustees.

3. The bylaws and policies of the student newspaper must be filed for public information with the Director of Student Activities, to include, but not limited to, the roles and responsibilities of the faculty advisor, editor and all managerial staff.

Conflict Resolution Procedures

A failure to abide by your Responsibilities and any University Policies and Procedures will be resolved through the campus resolution procedures. Many times misconduct can be resolved informally, but situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. Community members are notified that a report with their name has been filed.

Any member of the University community may file reports. After an incident report is filed, an investigation will be conducted by the Associate Vice President for Student Life Office. If University judicial action is warranted, a student will receive a phone call and/or e-mail to their student e-mail account notifying them that a charge has been filed. Student will have seven business days to schedule a meeting with the Associate Vice President for Student Life Office regarding the charge(s). The following options will be considered by the Associate Vice President for Student Life's office:

Mediation

Incidents may be resolved through mediation—a voluntary, private and informal process.

Hearings

Two kinds of hearings are possible: an administrative hearing and panel hearing. Hearings can be used to resolve minor disciplinary matters or more serious matters, i.e. those that may result in a student being suspended or dismissed from the University or residence halls (not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs and repetitious misconduct).

Administrative Hearing

Appointed University Officials, including the Associate Vice President for Student Life and Residence Life Staff (not including Resident Assistants), and Hall Governing Board may conduct an administrative hearing.

Hearing Process

The following provides the basic Hearing Process. Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process. The parties will have the opportunity to present any facts to substantiate the claim, including witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement and who does not attend the hearing. No parent, guardian, legal counsel or person outside of the University community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request community members assistance in preparing for and participating in the investigation and hearing process. Students, faculty or staff who agree to assist and/or attend the hearing with the party, but not to speak at the hearing, shall provide such assistance. In the event a party is unable to locate someone to act in this capacity, they may request the assistance from the Associate Vice President for Student Life. Upon reaching a decision, the administrator, or Hearing Panel will inform the Associate Vice President for Student Life Office in writing of the decision reached. The administrator or Hearing Panel will, in addition, be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or of a University policy has taken place. Consideration of a student's entire disciplinary record at Benedictine University will be taken into account when designing an appropriate sanction.

Appeal Process

A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five days of notification of a decision. To do so, the student must deliver a typewritten explanation of the grounds upon which the appeal is made to the Associate Vice President for Student Life Office. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The final decision will rest with the Associate Vice President for Student Life Office. A diversion of these procedures, unless it results in significant prejudice to a party, shall not invalidate these proceedings.

Sanctions

Sanctions are defined and imposed as follows:

A. Warning: A written statement to the student indicating disapproval of his/her conduct or violation of regulations, and stipulating that continuation or repetition of such action may be cause for more severe judicial action.

- B. Restitution: Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair damages and may be combined with another type of sanction.
- C. Monetary Fine: Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents.
- D. Disciplinary Probation: The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period of time will be evaluated within the context of his/her probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:
1. May not become an officer or student representative in any University organization or committee
 2. May not represent the University at any public function, including intercollegiate or co-curricular activities
 3. May not be eligible for scholastic honors or distinctions
- E. Counseling or Psychological Treatment Mandate: If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.
- F. Residency Probation: The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.
- G. Community Service: The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to report to.
- H. Behavioral Contract: A contract between the student and the University that limits students activities and spells out specific consequences for violation of the contract may be issued.
- I. Special Projects: An assignment relating to the offense may be issued as a possible sanction.
- J. Suspension: The student is informed in writing that he/she must leave the University community temporarily. Suspension shall be interpreted to include any or all of the following stipulations: the student may not attend classes, contact faculty, reside on campus or visit the residence halls, frequent campus facilities, and participate in campus activities or exercise student privileges. Suspension may be specified as follows:
1. Terms: suspension may be stipulated for a specified period of time after which the student is automatically eligible for readmission.
 2. Conditional: suspension may be stipulated for an indefinite period of time premised on the student's accomplishment of certain specified conditions.
 3. Interim: the University reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student's continued presence on the campus constitutes an unreasonable danger of harm, danger to institutional property, to the student involved or to others. Interim suspension may be interpreted to permit all of the stipulations stated above, or it may be interpreted to permit students to continue attending classes while they are suspended from representing the University in extracurricular activities, including intercollegiate athletics.
- K. Expulsion: The student is informed in writing that he/she is permanently separated from the University.

*This document does not and cannot include all information that may lead to sanctions. The most up-to-date document will be on file with the Associate Vice President for Student Life Office for review.

Students will be notified of significant changes in policies and/or procedures via their student e-mail account.*

Non-Sanction Resolutions

Interim Intervention

The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student's continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved or others. Students may also be suspended on an interim basis while undergoing judicial resolution by University or by civil authorities.

Involuntary Withdrawal

A student may be subject to involuntary withdrawal from the University or from the residence halls, if it is determined that the student is suffering from a mental illness, and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage, impedes the lawful activities of others or disrupts the community.