

2023 - 2024



Official Student Handbook

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Please reference the Blue Book, a tradition at Illinois College, to guide you through the academic year. The Blue Book contains policies, procedures and descriptions of Illinois College offices and programs.

Explore the Student Handbook

- [Campus Services](#)

General Information

The Illinois College Mission

True to its founding vision in 1829, Illinois College is a community committed to the highest standards of scholarship and integrity in the liberal arts. The College develops in its students qualities of mind and character needed for fulfilling lives of leadership and service.

The Illinois College Vision

Illinois College will build an international reputation for inspiring achievement and empowering students to make a difference in the world.

The Illinois College Affirmation of Community Responsibility

To ensure that all members of our community live, work, and learn in an environment where they can thrive, we affirm four guiding virtues: **commitment, curiosity, clarity, and civility**.

- With **commitment**, we will work diligently to support our community and pursue excellence.
- With **curiosity**, we will be eager to learn, open to new information, ready to take risks, and earnest in our pursuit of growth.
- With **clarity**, we will be open and honest with each other, and act with integrity at all times.
- With **civility**, we will treat one another with respect and care, and seek justice and understanding within and beyond our community.

Through **commitment, curiosity, clarity, and civility**, we pledge to uphold the mission and vision of Illinois College, ensuring that, both individually and collectively, we do all we can to make a positive difference in our world.

Illinois College Freedom of Expression Resolution

The first president of Illinois College, Edward Beecher, spoke forcefully of America as “the land of free discussion and equal rights.” In response to the murder of the abolitionist and newspaper editor Elijah Lovejoy, Beecher championed the great virtue of being “known as the decided friend of free inquiry and the fearless protector of the rights of speech.” Illinois College remains resolutely committed to this universal freedom of thought and expression as well as to the equal rights of all.

Because Illinois College is committed to free and open inquiry in all matters, it guarantees all members of the Illinois College community the broadest possible latitude to speak, write, listen, challenge, and learn. It is not proper—and is in fact contrary to its foundational mission—for Illinois College to suppress inquiry and expression even in cases where the majority of its community members find the ideas offensively wrong.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Illinois College may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably

invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of Illinois College. In addition, Illinois College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of Illinois College. But these are narrow exceptions to the general principle of freedom of expression, which will be made with neutrality to content and never in a manner inconsistent with Illinois College's commitment to "be the decided friend of free inquiry and the fearless protector of the rights of speech."

True to President Beecher's sentiments, Illinois College remains a staunch advocate for justice and equality. As a primarily residential community, Illinois College understands that the burden of free speech sometimes weighs more heavily on historically underrepresented and/or marginalized community members. The disruption in the community caused by disagreeable or offensive speech can have unequal impact, which Illinois College is committed to addressing and engaging without wavering in its defense of free inquiry and expression.

In a word, Illinois College remains fundamentally committed to the belief that the great democratic ideals of freedom, justice, and equality are not opposed to but rather require a vigorous defense of free inquiry and free expression.

Accordingly, members of the Illinois College community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus. However, Illinois College community members may not obstruct or otherwise interfere with the freedom of others to express beliefs, even when they deem such beliefs deeply problematic or offensive. To this end, Illinois College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to act as "the fearless protector of the rights of speech" when others attempt to restrict it.

Academic, Health and Safety Policies

Academic Complaints

If a student feels she or he has been graded unfairly, he or she should:

1. Talk to their professor to see if they can understand why they received the grade they did.
2. If the student still has a question about their grade, they should make an appointment with the chair of the department. The student should bring materials relating to the assignment (the assignment sheet, syllabus, grading rubrics, and the graded work) to the meeting with the department chair. The chair will review these materials and facilitate a discussion between the student and the professor.
3. **If the student remains unsatisfied, they should call the Office of Academic Affairs (217.245.3010) to set-up an appointment with the Dean of Faculty.** The student should bring the same materials to the Dean's office. The Dean will review the materials, talk to the chair and the professor, and will determine the best course of action to follow. **If a student has any other sort of complaint about the academic program (faculty members' teaching or mentoring, courses and so forth), she or he should:**
 1. Contact the Dean of Faculty (217.245.3010) to make an appointment. When they come to the office, they should bring as much information about their complaint as possible (dates and times of incidents, emails, texts, etc.) to help document their concerns.
 2. The Dean will discuss the situation with the student and together determine the best course of action to follow.
 3. If appropriate, the Dean will investigate the complaint, seeking information from the student, faculty and/ or staff members and others, as appropriate.
 4. The Dean will attempt to determine the accuracy of the complaint and what actions should be taken in response to it. These actions may vary widely, depending on the type of complaint and the findings of the Dean.

If the student's complaint is about the Dean or someone in the Office of Academic Affairs, the student should contact the President's Office (217.245.3001) to make an appointment. The complaint process would be similar to that described above.

Academic Freedom

Academic freedom is essential to teaching and learning in higher education. Illinois College staunchly defends academic freedom for all members of the College community, including the freedom to study and to report findings that are at the heart of scholarly work. Freedom of expression is a fundamental right in a democratic society, a right that Illinois College strives to ensure. Assurance of academic freedom is central to the by-laws of the College.

Academic Integrity

The Illinois College community is founded on the principles of excellence, integrity, respect and communication in pursuit of developing students committed to achieving high levels of scholarship, leadership and service in the liberal arts.

Academic integrity is the completion of course tasks with one's own ideas and/or accurately acknowledging sources. Violations of academic integrity include the following acts: plagiarism, cheating, falsification, bribery and collusion.

View the entire [Code of Integrity here](#)

Code of Integrity Pledge

Professors have been encouraged to require students to write and sign the following Academic Integrity Pledge on appropriate assignments: As a member of the Illinois College academic community, I hereby confirm that this assignment is entirely my own work, except where I have cited other sources.

Procedure

When a professor finds a student who has violated the Honor Code, she or he will follow this process:

- She or he will contact the Office of Academic Affairs to determine whether this is the student's first violation. If so, they will execute a consequence that seems appropriate. They will submit documentation or evidence of cheating and their punishment to the Office of Academic Affairs within five (5) class days.
- If the incident is not the student's first offense, the faculty member will submit the evidence of cheating to the Office of Academic Affairs, which will investigate the incident and mete out an appropriate punishment. This may include suspension or dismissal.
- If a student accepts the finding of cheating and the punishment, no further action is needed.

Appeals Process

If a student wishes to appeal the finding of cheating and/or the severity of the punishment, they must make an appeal in writing to the Office of Academic Affairs within five (5) class days of receiving notification of the accusation of cheating and punishment.

The Office of Academic Affairs will organize a meeting of the Honor Board to hear the student's appeal within five (5) class days. The Honor Board will consist of two students and two faculty members.

The Office of Academic Affairs will report the Board's decision to the student as quickly as possible and must do so within five (5) class days.

Can a student withdraw from a class after being found guilty of an honor code violation?

If the incident is the student's first Honor Code violation and the punishment is a zero (0) on the test or assignment, the student may withdraw from the class as long as they do so before the withdrawal deadline.

If the incident is the student's first Honor Code violation and the punishment is an F in the class, the student may not withdraw from the class.

If the incident is not the student's first Honor Code violation, they may not withdraw from the class.

If the student began the appeal process before the deadline but the Honor Board had not issued a ruling before the deadline, the deadline for that student to withdraw from the class will be extended to the date of the hearing plus six (6) class days.

Other Information

The Honor Board's decision is final.

All materials related to Academic Integrity Hearings will be retained by the Office of Academic Affairs for one year after the student graduates and then will be destroyed.

Access to Student Records

Federal law generally prohibits release of student academic records without prior written consent of the student. Without prior consent, however, access is permitted to employees in the same institution who have "a legitimate educational interest." This is interpreted at Illinois College to mean that employees may access personally-identifiable information in student education records in order to fulfill their institutionally-assigned professional responsibilities.

Employees who are granted access are responsible for treating the information with confidentiality. It should be noted that federal law permits the College to share certain information concerning student violations of law and College policies with the immediate families of students found to have committed those violations. See the section on FERPA for additional details.

Access to the Campus by Un-Enrolled Students

The events and activities of the College exist for the benefit of enrolled students. Students who are not enrolled in the College but living in Jacksonville during a particular year or term are to be regarded as members of the local community and welcomed to the College as such, but they are not to take part in events, productions, trips, etc. that are ordinarily reserved for Illinois College students. Students on leave or who have withdrawn may stay in the residence halls only under the terms of our guest policy. Guests are held to our Community Standards and their behavior may impact their relationship with the College in the future.

Alcohol and Drugs

Policy Statement

Illinois College encourages students to make responsible decisions concerning the possession and consumption of alcoholic beverages. The College does not condone the use of illegal drugs or the illegal use of legal drugs, including alcohol. Students are expected to obey the law and to take full responsibility for their conduct relative to alcohol consumption. All members of the College community are responsible for being fully aware of the requirements of College policy as well as local, state, and federal laws regarding alcohol and other drugs.

Applicability of the Policy

This policy applies to all students and registered student organizations, and their guests on any College owned

or leased property, as well as any off-campus facilities used for a College-related activity or involving Illinois College students. Off campus conduct that violates this policy, or any local, state or federal laws regulating drug or alcohol use, will subject a student to disciplinary or other appropriate action.

The “activities” to which this policy applies may include any act or event sponsored or organized by the College, including its constituent administrative and academic units as well as any registered student organizations. Without limitation, activities shall include but will not necessarily be limited to: all intercollegiate and intramural athletic events, faculty, staff and student meetings, conferences, Greek-lettered organization events, field trips, retreats and all other activities or events for which the College pays any expenses or provides facilities, services, supplies or transportation.

Enforcement of the Policy

Each member of the campus community is encouraged to support the objectives of this policy. The associate dean of student success and director of student development shall have primary responsibility for monitoring and enforcing this policy for the student body. The associate dean of student success/director of student development along with representatives from Residential Life, Chesley Health & Wellness Center and Templeton Counseling Center, will continue to study, develop and evaluate the program of education for the campus community dealing with the implications of alcohol and drug use. This policy shall be subject to periodic review by the board of trustees working together with students, faculty and administrators for this purpose.

Alcohol or other drugs possessed or consumed in violation of this policy are subject to confiscation and/or disposal and any student in possession of or who has consumed alcohol or other drugs in violation of this policy is subject to the disciplinary process set forth herein, as well as possible criminal prosecution under applicable local, state or federal laws.

As a part of encouraging responsible lifestyles, Illinois College strives to provide education about alcohol and other drug use, encourage responsible choices and intervene in situations where it has knowledge of individual misuse and abuse of chemicals. The College will encourage and provide reasonable help for members of the College community who seek treatment for chemical dependency.

Any violation of the following rules shall be considered an offense subject to disciplinary action by appropriate authorities. The College reserves the right to request assistance from law enforcement officials where local, state or federal laws are being violated.

Alcohol Policy

Alcohol Policy

1. Only those students of legal drinking age (21 years and older) may possess or consume alcohol, and then only where all residents are 21 years old or older and all individuals present are 21 years old or older.
2. Alcoholic beverages may only be consumed in individual rooms while the room door is closed. Alcohol may not be consumed in hallways, stairways, elevators, lounges, outside on campus property, or any other public area of campus.
3. Providing alcohol to a minor or assisting a minor in any way in obtaining alcohol is a violation of state law and is expressly prohibited.
4. Students under the legal drinking age, whether personally consuming or not, who are present in where alcohol is present will be subject to disciplinary action.

5. Possessing, furnishing, consuming or serving from a common source of alcohol (i.e., kegs, beer balls, punch bowls or other source of 12 or more servings), unless being served and monitored by a licensed vendor after properly registering an event for provision of alcohol at a College activity, is strictly prohibited.
6. Alcohol related displays (i.e. signs, glasses, bottles, etc.) are only permitted in a residence hall room if all students who live in the room are 21 years of age or older. No alcohol displays may be visible to the public. Students should note that the possession of alcoholic beverage containers, either full or empty, may be taken as a presumption of use and possession, and as such, may be considered a violation of this policy.
7. Drinking games, beer funnels, beer pong tables and other practices or materials that encourage unsafe or rapid consumption of alcohol are prohibited.
8. Alcohol is prohibited at any student organization membership recruitment functions. "Recruitment functions" include, but are not limited to, events sponsored by Greek lettered organizations, student organizations, department clubs, athletic teams or special interest groups.

Marijuana Policy

Marijuana is classified as a Schedule I drug according to the Controlled Substances Act. Thus, the use, possession, cultivation, or sale of marijuana violates federal policy. Federal grants are subject to university compliance with the Drug Free Communities and Schools Act, and the Drug Free Workplace Act. The college is also subject to the Controlled Substances Act. This prohibits the college from allowing any form of marijuana use on campus.

Medical Marijuana Policy

For those students who obtain a Medical Cannabis registry card from the Illinois Department of Public Health, the College will consider a request for accommodation which should be made to the office of Disability Services. While an accommodation will not permit the possession or consumption of medical marijuana on campus or at college-sponsored events, an accommodation may include a request to be released from a college housing and dining contract. In those situations in which the College approves the accommodation releasing the student from college housing and dining contracts, the student will be released from the contract(s) with no financial penalty. Any payments made to the college for dining services or housing facilities will be returned to the student in proportion to the remainder of their time on a college meal plan or in college residence halls.

Applicability of the Alcohol & Drug Policies

This policy applies to all students and registered student organizations, and their guests on any College owned or leased property, as well as off-campus. Off campus conduct that violates this policy, or any local, state or federal laws regulating drug or alcohol use, will subject a student to disciplinary or other appropriate action.

The "activities" to which this policy applies may include any act or event sponsored or organized by the College, including its constituent administrative and academic units as well as any registered student organizations. Without limitation, activities shall include but will not necessarily be limited to: all intercollegiate and intramural athletic events, faculty, staff and student meetings, conferences, Greek-lettered organization events, field trips, retreats and all other activities or events for which the College pays any expenses or provides facilities, services, supplies or transportation.

Social Host Law

The law places greater responsibility on those who host underage drinkers. Specifically, the law provides that a person is guilty of a Class A misdemeanor who authorizes or permits underage individuals to possess or consume alcohol in the person's residence. This means that if you host a party – even if it is BYOB – where you know there is underage drinking happening, you could be arrested and fined between \$500 and \$2,500.

Additionally, if violation of this law directly or indirectly results in “great bodily harm or death” to any person, the social host is guilty of a Class 4 felony. This means a minimum of one year in jail, among other serious penalties.

Enforcement of the Policies

Each member of the campus community is encouraged to support the objectives of these policies. The associate dean of student success shall have primary responsibility for monitoring and enforcing this policy for the student body. The associate dean of student success along with representatives from Residential Life, and Chesley Health & Wellness Center, will continue to study, develop and evaluate the program of education for the campus community dealing with the implications of alcohol and drug use. These policies shall be subject to periodic review by the board of trustees working together with students, faculty and administrators for this purpose.

As a part of encouraging responsible lifestyles, Illinois College strives to provide education about alcohol and other drug use, encourage responsible choices and intervene in situations where it has knowledge of individual misuse and abuse of chemicals. The College recognizes that substance abuse is a serious problem that may require professional assistance and treatment. Accordingly, a variety of services are available to students who seek education and/or assistance for substance abuse problems. These resources include information and confidential counseling through the Chesley Health and Wellness Center. The College will encourage and provide reasonable help for members of the College community who seek treatment for chemical dependency.

Disciplinary Actions

Alcohol or other drugs possessed or consumed in violation of these policies are subject to confiscation and/or disposal and any student in possession of or who has consumed alcohol or other drugs is subject to the disciplinary process set forth herein, as well as possible criminal prosecution under applicable local, state or federal laws.

All disciplinary actions will be handled by the Associate Dean of Student Success or designee. These disciplinary actions may be adjusted by these individuals depending upon the seriousness of the incident and the individual student’s circumstances related to alcohol/drug use. Appropriate College officials (examples include coaches, faculty advisors, organization advisors, etc.) will be notified of alcohol/drug violations.

1. A first alcohol/drug offense will result in a fine up to \$100, Disciplinary warning, and the completion of AlcoholEdu for Sanctions or Marijuana 101.
2. A second alcohol/drug offense will result in a fine up to \$200 and Disciplinary Probation. The student will also be required to complete the Second Chance Educational Program at Chesley Health and Wellness Center. If two alcohol/drug violations occur in one semester, parental notification will occur.
3. A third alcohol/drug offense will result in a fine up to \$300, Deferred Suspension, completion of an alcohol/drug assessment by Chesley Health and Wellness Center, parental notification and participation in a “Responsible Choices” educational program for the required number of sessions following the incident.
4. A fourth alcohol/drug offense will result in a disciplinary suspension from the College. The student may be allowed to defer their suspension by agreeing to participate in a multidisciplinary team approach. The student will meet and work with members of a multidisciplinary team. An individualized plan monitored by the team members will assist the student with making responsible changes and choices. Parental notification will occur. Failure to comply with the program and follow through on the plan may result in suspension and/or dismissal from the College. The associate dean of student success will authorize and coordinate the course of any actions and necessary sanctions.

Students are reminded of Illinois College’s judicial policy of required compliance. Failure to comply will result in additional disciplinary actions.

Registration and Catering of Activities

Illinois College recognizes that registered student organizations may wish to sponsor an activity at which alcohol is served. In recognition of this fact, any registered student organization may apply to sponsor an activity or event at which alcohol is served. Only those properly registered activities and events will be permitted.

The following regulations and procedures will apply to any such activity or event at which alcohol is served:

1. Sponsors must register all on- and off-campus activities by completing and submitting an alcohol event registration form no less than 14-days in advance of the activity. This form is available through the Center for Student Involvement, located on the first floor of the Caine Student Center.
2. Open parties, meaning those with unrestricted access are prohibited.
3. Sponsors must ensure that at any activity where alcohol is to be served, whether on-campus or off-campus, only Illinois College students and their invited guests are in attendance. Illinois College students must present a valid IC identification card in order to gain admission to the sponsored event. The sponsor must also provide a guest list to the Center for Student Involvement two days prior to the scheduled activity. Sponsors should be aware that a limit on the number of guests may be imposed by the Center for Student Involvement depending on any relevant risk management or safety concerns.
4. Sponsors are responsible for the behavior of those attending the activity. If a sponsor of a registered activity or event fails to maintain appropriate control over the behavior of those in attendance, then the sponsor (including any individual officers or members) may also be subject to disciplinary action.
5. Sponsors must coordinate security for the activity through the Department of Public Safety if event is on campus.
6. Sponsors may not serve or sell alcohol directly. Sponsors must arrange for and cooperate with the event caterer to establish a means by which the caterer will serve alcohol and by which the caterer will ensure that only individuals of legal age are allowed to consume alcohol.
7. Unless otherwise designated, the caterer for any such on-campus event will be the College's licensed caterer, Chartwells.
8. Sponsors must assume all financial costs associated with the event (including but not necessarily limited to: custodial, security, damages, food and beverage). No alcoholic beverages may be purchased through or with College funds.
9. Sponsors must ensure that adequate food and non-alcoholic beverages are provided for all activities at which alcohol is served.
10. Sponsors may not use Illinois College's name, seal, logo or the name of any registered student organization affiliated with Illinois College in any commercial sponsorship relating to alcohol; i.e., beer distributors, bars, taverns, unless the sponsorship is approved in advance by the assistant dean of students and/or the Center for Student Involvement.
11. Likewise, registered student organizations may not co-sponsor an activity with an alcohol distributor, bar or tavern. This includes any event held in, at or on the property of a bar or tavern that is for the purpose of fundraising. A registered student organization may rent or use a room or area of a bar or tavern for a closed event, held within the provisions of this policy, including the use of a third party alcohol vendor and a guest list.
12. Only on-campus activities which are properly registered and at which alcohol is to be served by the licensed caterer may be advertised on campus.

Campus Search Policy

The College reserves the right to inspect the contents of student rooms, vehicles, packages, handbags, backpacks or the like, when violations of College policy, state or federal laws are suspected. The purpose of this policy is to establish procedures for a search to which Illinois College students may be subject. The primary consideration is balancing a student's right to privacy with the College's need to enforce College policy, state or federal laws, and to ensure campus safety.

Any area or property located on College premises and under the control or custody of a student is subject to search including, but not limited to:

- College-owned buildings and residences;
- student-owned, operated and/or controlled motor vehicles located on College premises;
- any personal property located or contained in the aforementioned structures or vehicles, including student packages, handbags or backpacks.

A search may occur as part of an investigation when the executive director of residential life and campus safety or the associate dean of student success and director of student development has established a reasonable belief that a violation of College policy or federal, state or local law is occurring, or has occurred, and there is evidence to be confiscated relating to that violation.

Additionally, a search may occur under the following circumstances:

- in response to a fire, or fire alarm; to ensure the room is vacant during fire drills
- when emergency conditions apply such as someone's health or safety may be in immediate danger
- when contraband is observed in plain view
- when consent to search is obtained from at least one student in the assigned area
- when authorization to search is granted by the executive director of residential life and campus safety or the associate dean of student success and director of student development.

The above policy does not apply to facilities services personnel, as maintenance requests are considered as permission to enter.

Class Attendance

The classroom is at the center of our College community, and so as a community we at Illinois College value class attendance. Within reason, faculty members will allow a student to make up missed assignments when an absence is necessary. Faculty members determine their own attendance policies, which are announced in the course syllabi at the beginning of each semester.

Missing classes often results in a reduction of the student's grade. It is the student's responsibility to check his or her schedule and drop any courses they do not want by the 10th day. After the 10th day, students may withdraw from a course they no longer wish to complete with a W grade. Failure to attend classes without withdrawing will result in the grade of F.

Confiscation Policy

When prohibited items are encountered or discovered by College officials, or their designee(s), these items are subject to confiscation. College personnel, including public safety officers, residential life professional staff members, and the paraprofessional hall staff have the authority to confiscate prohibited items.

Items confiscated for health, fire or safety reasons may be returned to the owner at the end of the term (or earlier by arrangement with the executive director of residential life and campus safety or associate director of residential life) provided that the item is removed from campus immediately and not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) will not be returned. In addition, any alcohol or alcohol paraphernalia confiscated will be disposed of at the time of the incident.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized will be disposed of without notification. When possible and appropriate, unclaimed items will be donated to a local charity.

Conflict of Interest for Committee Participation

Illinois College is committed to ensuring that personnel and other institutional decisions affecting present or prospective faculty, staff, administrators or students be made fairly and impartially. Faculty, staff, administrators and students frequently participate in personnel and other institutional decisions by serving on advisory committees. With respect to employees, the recommendations of such committees affect such matters as hiring, retention, promotion and (with respect to faculty) tenure. In the case of students, such recommendations significantly affect admission to, or continued matriculation at, the College.

All members of the Illinois College community participating in such advisory committees must exercise integrity and objectivity when making decisions. Committee members must be certain that conflicts of interest or other biases do not exist which may interfere with their ability to make an impartial decision. A conflict of interest or bias occurs when a committee member has a financial or personal relationship or interest that impairs the member's ability to be fair and impartial. For example, a conflict of interest may well exist where a committee member will receive an individual financial benefit from a decision or where a committee member has a familial or similar relationship with an individual who may be affected by a decision.

A person serving on a committee may conclude that he or she has an actual (or perceived) conflict of interest or bias and may remove himself or herself from involvement in a particular decision to be made by the committee. A committee member who is not certain whether a conflict of interest or bias exists may bring his or her concern about the conflict or bias to the attention of the appropriate dean, committee chair or supervisor. In this event, the committee member must disclose enough information to enable the dean, committee chair or supervisor to consider the matter fairly and openly. If the dean, committee chair or supervisor determines either that a conflict of interest or other bias (or the appearance of a conflict of interest or other bias) may exist, the committee member shall be excused from participating in making that decision.

A member of the committee or an individual who is the subject of a decision to be made by the committee may also raise a question as to whether a committee member has a conflict of interest or bias which may interfere with that committee member's impartiality. The concerned individual shall bring the matter to the attention of the appropriate dean, committee chair or supervisor. The dean, committee chair or supervisor shall discuss the matter with the affected committee member. If the dean, committee chair, or supervisor determines that a conflict of interest or other bias (or the appearance of a conflict of interest or other bias) may exist, the member of the committee shall be excused from participating in making the decision at issue.

A member of a committee who is excused from participating in making a decision in accordance with this policy does not forfeit his or her position as a member of the committee. The fact that an individual has been excused from participation pursuant to this policy shall not prejudice any personnel or other institutional decision made with respect to the committee member.

Distracted Driving Policy

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Illinois College enacted a Distracted Driving Policy effective August 1, 2014. The College is committed to student, faculty, staff and guest safety and has created the following rules, which apply to any member of the campus community or guest operating a vehicle (company, personal or rental) for college-related business.

Illinois College prohibits the use of all hand-held electronic devices (cell phone, ipods/mp3 players, DVD players, GPS systems, etc.) while operating a vehicle whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to:

- Answering or making phone calls and engaging in phone conversation without a hands-free device.
- Reading or responding to emails, instant messages or text messages.

- Changing songs, playlists, etc. on the hand-held electronic device.
- Changing DVD's, adjusting volume.
- Adjusting a route.
- Any additional action required to utilize an electronic device.

If a vehicle operator must engage with electronic devices without the use of a hands-free system, they must pull over safely to the side of the road or another safe location or request the assistance of a passenger.

Should a vehicle be taken out of state, the vehicle operator is expected to learn and adhere to the state's distracted driving laws. Should a state not have a law relating to the topic, the vehicle operator must abide by the College's policy as noted above. Normally, vehicle operators who do not adhere to this policy will have the use of College vehicles revoked and disciplinary action will be made at the discretion of the supervisor and/or the president.

Drug-Free Workplace

In accordance with the "Drug-Free Workplace Act of 1988" (Public Law No. 100-690, 5151-5160), effective March 18, 1989, Illinois College is hereby notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Illinois College and in the course of any activities performed in conjunction with the employee's work-related responsibilities. Although the Drug-Free Workplace Act requires that only those employees "directly engaged in the performance of work pursuant to the provisions of the federal grant or contract" abide by this policy, Illinois College has elected to include all employees under this policy, including student employees.

(Controlled substances are defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and are further defined by the regulation at 21 DFR1300.11 through 1300.15). It is important to note that not only is the use of illegal drugs unlawful, but also the illegal dispensing of legal (prescription) drugs. Alcohol and tobacco are not included in this law.

As a condition of employment at Illinois College, all employees will abide by the terms of the College's Drug-Free Workplace Policy and will notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Employees found in violation of the prohibitions set forth in the policy will be subject to disciplinary actions, which may include suspension or dismissal.

Employees are also urged to attend one of the drug-free awareness programs, which will be made available at different times throughout the year. Other parts of the drug-free program may include drug counseling and employee assistance programs.

Family Educational Rights and Privacy Act (FERPA)

What Is FERPA?

The Family Educational Rights and Privacy Act of 1974 is a federal law that protects your privacy by restricting access to your educational records. College employees only have access to a student's records on a need-to-know basis. If you select the FERPA restriction option on your Connect2 privacy settings, the College shares information from your educational records even more rarely in the circumstances described in the following paragraphs. If you believe that your FERPA rights have been violated, you should immediately contact the provost/ dean of the College. If you have questions about Illinois College's FERPA policies, contact the Office of the Registrar.

How Does Illinois College Follow FERPA?

Illinois College accords its students all rights under FERPA and will annually notify students and their parents of their rights according to FERPA through notifications in the Illinois College Catalog, Blue Book, Connect2 and

Employee Handbook. The College will not disclose personally identifiable information from students' education records without the written consent of students (delivered in paper form or through the FERPA waiver in his or her Connect2 privacy settings during a registration period) except in the following situations. The College shares your educational information with College staff with a legitimate educational interest. We will share information, for example, with your academic advisor, because we believe this can help you succeed in college. We share information with officials of other institutions in which students seek to enroll; for example, we send a transcript to a graduate program when you request it. We share information with persons or organizations providing students financial aid. We share information with other groups when required by law, for example, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of students or other persons. We will also release student recruiting information to the military in compliance with the Solomon Amendment.

At Illinois College only those persons acting in the student's educational interest are allowed access to student education records. These include personnel in the academic affairs offices, registrar, admission, academic advising, student financial services and faculty members within the limitations of their need to know. Need to know, or legitimate educational interest, is defined as "needing access to an educational record to fulfill his or her professional responsibility."

Can Parents Learn about Students' Educational Information?

Illinois College can disclose student information to parents, legal guardians or spouses if one or more of the following circumstances exist:

1. Parent(s) declare student as a federal tax dependent.
2. Student is under 21 years of age and involved in a violation of the Alcohol or Drug Policy.
3. Student is involved in a health or safety emergency.
4. Student has granted permission using the Parent Access section on Connect2 or by notifying the College in writing, that the College may share information with the student's parents or persons of the student's choice.

What Is Directory Information?

The College may provide directory information in accordance with the provisions of the Act. For example, the College provides directory information to hometown newspapers about student awards and the names of students playing on varsity teams. Directory information may include: student name, name pronunciation, address, telephone number, major field of study, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and photographs.

Students may withhold directory information by clicking the FERPA restriction boxes in the Connect2 privacy settings or providing written notification to the registrar within two weeks after the first day of classes for the fall semester. Request for nondisclosure will be honored by the institution for one semester at a time; each semester that a student wants the College to withhold directory information, the student should tell the College, using Connect2 or by written notification.

Where Are Educational Records?

Student education records at Illinois College are maintained in the offices of the provost, dean of the College, registrar and student financial services.

Students may inspect their education records, challenge any contents, have a hearing if the outcome of the challenge is unsatisfactory and submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel are unsatisfactory.

Students may examine their education records by making written requests to the appropriate office listing the item or items of interest. Only records covered by the Act will be made available, within 30 days of the requests. Students may have copies made of their records, except for an academic record for which a financial "hold" exists or a transcript of an original or source document. Copies will be made at the student's expense at prevailing rates.

Education records do not include the security unit's records or records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual, except a temporary substitute. Students may not inspect the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment, job placement or honors to which they have waived their rights of inspection; or education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.

The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

What To Do If You Believe Your Educational Record Is Incorrect?

Students who believe that their education records contain information that is inaccurate or misleading may discuss the matter with the chief administrator of the office involved. If that person is in agreement with the students' requests, the appropriate record will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and be informed of their rights to a formal hearing.

Requests for a formal hearing must be made in writing to the provost/dean of the College who, within a reasonable period, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may have present one or more persons of their choice, including attorneys, at the student's expense. The hearing panel will be comprised of the student's faculty advisor, a representative of the dean of students and the provost/dean of the College.

Decisions of the hearing panel will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with decisions of the hearing panels. The statements will be released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were not in keeping with the provisions of the Act may request, in writing, assistance from the president of the College. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights Privacy Act Office (FERPA), Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failures of Illinois College to comply with the Act.

Fundraising/Solicitation of Funds

As a private, nonprofit institution, Illinois College depends upon voluntary contributions to underwrite a portion of its annually budgeted operations, support special projects for purposes over and above current operations, make possible the development of the College's physical facilities and to provide a financial foundation of endowment resources.

The fundraising policies of the College have been endorsed by the Long Range Planning and Development Committee of the College's Board of Trustees and shall be managed and coordinated through the Office of Development and Alumni Relations.

Faculty and staff members often play key roles in the Illinois College development efforts by defining and clarifying academic needs, identifying prospective donors and participating in the solicitation of gifts. It is expected that most expenditures required by College departments (faculty, administrative, student and athletic) for educational and general purposes will be requested through normal budgeting channels. Gifts sought and received by Illinois College will be supportive of budgeted expenditures.

When special needs and/or opportunities for gifts arise in support of expenses not included in the budget, authorization of the project or program may be obtained after review by the appropriate cabinet level officer and approval of the president. All prospects for gift support must be approved by the vice president for development and alumni relations prior to solicitation in an effort to coordinate the fund-raising activities of the College.

Alumni and friends of Illinois College, Illinois College Trustees, members of the Jacksonville community, parents of current and former students, local and national business organizations and foundations are regularly solicited through the Office of the President and the Office of Development and Alumni Relations to make contributions for approved capital projects and annual gifts. Consequently, to avoid embarrassment and/or confusion, solicitation of gifts from these groups by other College departments, College employees or members of College sponsored organizations, clubs, athletic teams and literary societies are required to have prior approval from the vice president for development and alumni relations.

Fundraising/Solicitation on Campus

Student sponsored fund raising activities, including soliciting Illinois College students, producing income through sales and advertising and merchandising goods and services on campus must receive prior approval from the Center for Student Involvement.

Student organization members or students involved in class projects are not allowed to solicit donations or sell merchandise to Illinois College employees in their office or workplace or to students in their residence hall room or apartment. Students can (for the purpose of student organization or class business) solicit donations or sell merchandise through emails, flyers or sitting at a table in Caine Student Center or other campus buildings.

Hazing

Illinois College prohibits conduct by individuals, organizations or groups affiliated with the College that is in violation of the Illinois law on hazing, or any hazing activity which threatens a person's rights or self-respect, which disrupts community life or which encourages the violation of civil, state or federal law.

It is the College's belief that all students have the right to join any organization, group or athletic team without threat, harassment, humiliation or ridicule. Hazing is not permitted by Illinois College. We define hazing as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

The following are all clear examples of hazing, and will not be tolerated by Illinois College:

- Forced consumption of drugs and/or alcohol, either by command or implied pressure
- Sleep deprivation or creation of excessive fatigue
- Endurance activities such as forced exercise
- Paddling in any form
- Forced vandalism and/or shoplifting

- Physical and psychological shocks
- Road trips or any other such activities
- Wearing publicly, any apparel which is conspicuous and not in normally good taste
- Engaging in public stunts or pranks
- Morally degrading or humiliating games or activities
- Late work sessions which interfere with scholastic activities
- Any other activities which are not consistent with the regulations and policies of Illinois College

Known offenders may be suspended/dismissed from Illinois College. Those in violation of the Illinois Hazing Act, are also subject to the sanctions of the State of Illinois. Current state statutes define hazing as a Class A misdemeanor. If the hazing results in death or bodily harm, the charge becomes a Class 4 felony.

Any questions and/or reports of hazing should be directed to College officials. You can also call the Illinois College Anonymous Hazing Hotline at 217.245.3366.

Identification Policy

All Illinois College students are issued picture identification cards. These cards are necessary for entry to residence halls, the dining hall for students on the meal plans, checking out library materials, receiving convocation credit, entrance to Bruner Fitness and Recreation Center, checking in at campus and hall events, picking up student payroll checks and cashing checks. Students are expected to have their ID cards with them at all times and to present them to College officials when requested.

Given a particular situation, the Department of Public Safety or another official (including residence hall staff) from Illinois College may ask students and others on campus to identify themselves by an identification card. We ask for your assistance and compliance with this request. If the reason for this request is connected to a possible disciplinary incident, failure to produce the identification could result in a \$50 fine.

Information Technologies

Primary Purpose

The primary purpose of the computing facilities at Illinois College is to further the educational and research missions of the Illinois College community. By providing computing resources and services, Illinois College has made a serious and substantial investment in its students, faculty and staff. We all have an obligation to respect that investment.

Computing Policies

1. Illinois College reserves the right to limit access to its networks.
2. Where feasible, Illinois College will remove or limit access to material on Illinois College owned computers that violates other applicable Illinois College policies or code, contractual obligations or state and federal laws.
3. Where time is of the essence, temporary restrictive actions may be taken by systems or network administrator(s) pending decisions of Illinois College administrators or other appropriate authorities or until the matter is finally adjudicated.

Inappropriate Use of College Computers and Network Systems

The computing facilities are not to be used for the following activities:

- Illegal or fraudulent purposes
- Large Mailings
- Tying up work stations
- Large print jobs

- Forged mail or postings
- Personal or commercial gain
- Printers used as copiers
- Giving out passwords
- Software piracy
- Unlicensed copying of copyrighted material

Email

Every student enrolled at Illinois College is assigned an official Illinois College email address. Important campus-wide announcements and emails from faculty and staff are sent to students via this official email address. Each student is responsible for regularly checking this email account. To protect students' privacy, the college only uses the @ic.edu email address to communicate official business with Illinois College students.

Respecting Privacy

Only authorized users have access to administrative data. Examining and/or making unauthorized changes to this data are direct violations of Illinois College's standards of ethical conduct. Unauthorized access to another person's account to view their files, forging email messages and posting inappropriate material to social media sites are also violations of these standards.

Obeying Copyright Laws

It is against the law to copy commercial software that has not been placed in public domain or distributed as freeware. Software piracy injures all of us. It reduces the incentives for the software industry to invest in new software projects; it substantially reduces the willingness of vendors to support computing at Illinois College through attractive discount programs and it makes us vulnerable to criminal prosecution. But worse than any of these, software piracy is morally wrong. Indeed, it is ethically indistinguishable from shoplifting or theft.

Sharing of Limited Resources

While Illinois College enjoys a high-quality computing environment, during peak periods demand for computing resources may exceed supply. Be sensitive to the needs of all those who seek to use Illinois College's resources, and limit your use of these resources to performing only the most essential academic tasks during periods of peak demand.

Civil Standards of Communication

Within the broad context of free academic discussion and debate, communications between members of the College community are expected to reflect high ethical standards and mutual respect and civility. It makes no difference whether the communication medium is a face-to-face exchange or a local or national computer network. The use of obscene, racist or sexist language clearly violates the ethical standards of the Illinois College community and is as inappropriate for computer-mediated communication as for other forms of College discourse.

Violations of Intellectual Integrity Related to Use of Computers or Network Systems

1. Accessing, or attempting to access, another individual's or entity's data or information without proper authorization regardless of the means by which this is accomplished; and to give another individual the means with which to access such data or information.
2. Supplying, or attempting to supply, false or misleading information or identification in order to access computers or network systems, or to access data or information stored in or transmitted across computers or network systems.
3. Improperly obtaining another's password or improperly obtaining or using another's password to access computers or network systems or to access data or information stored in or transmitted across computers or network systems.

4. Inspecting, modifying, distributing or copying proprietary data or software without proper authorization. It is also a violation to give another individual the means by which to inspect, modify, distribute or copy proprietary data or software.
5. Subverting or obstructing, or attempting to subvert or obstruct, the operation of any computer or network system such as by introducing a virus, worm or other rogue program in the system; or modifying, altering or otherwise tampering with the system's hardware or software; or hoarding computer or network resources.
6. Initiating or encouraging the promulgation of chain letters or other types of electronic broadcast messages.

Policy on Responsible Use of Electronic Communications Services

The College may restrict the use of its computers and network systems for electronic communications, that is, the communicating or posting of information or material by way of electronic mail, social media or other such electronic tools, when faced with evidence of violations of other College policies or codes or state or federal laws. The College reserves the right to limit access to its networks through College owned or other computers and to remove or limit access to material posted on College owned computers.

The College encourages all members of its community to use electronic communications in a manner that is respectful to others. The College also wishes to enforce its policies regarding harassment and the safety of individuals, to protect the College against seriously damaging or legal consequences, to prevent the posting of proprietary software or the postings of electronic copies of literary works in disregard of copyright restrictions or contractual obligations and to safeguard the integrity of computer, networks and data, either at the College or elsewhere.

Computers and network systems offer powerful tools for communication among members of the College community and of communities outside of the College. When used appropriately, these tools can enhance dialogue and communications. When used unlawfully or inappropriately, however, these tools can infringe on the beliefs or rights of others.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may willingly or unwillingly come across or be recipients of material they find offensive.

The College cannot control the posting of material on computers it does not own, even if such computers are attached directly to College networks. The College may, however, limit access to such networks.

Furthermore, the College, cannot, in general, prevent the transmission of electronic communications across its networks based on the content of material transmitted, whether or not such material originates inside or outside of the College.

Illinois College Web Page Policies

Illinois College allows any student or student organization that has an Illinois College account to create their own World Wide Web Home Page. The views and ideas expressed in these pages are not necessarily those of Illinois College. The students or the creators of organizations' pages accept full responsibility for their content.

Any student or organization found not following the guidelines of the Illinois College computing policies, the Web Page Policies or the Community Standards and Policies as listed in the Blue Book under Illinois College Policies and Procedures can have their Web page taken away from them by the Web administrators.

Following is a list of those policies and guidelines.

Policies:

1. The account is to be used as stated in the Illinois College Computing Policies.
2. Each student is responsible for maintaining his/her own Web page.
3. As stated in the Illinois College Computing Facilities Use Policy, where time is of the essence, temporary restrictive actions may be taken by systems or network administrator(s) pending decisions of Illinois College administrators or other appropriate authorities or until the matter is finally adjudicated.

Guidelines:

1. The copying of someone else's work for the use on your page is plagiarism. Any page found with plagiarized material can be shut down. This is also a violation of the Intellectual Integrity Policy of Illinois College.
2. Copyrighted material is not to be displayed on any Web page, unless the student or organization has written consent of the owner of the copyright.

Medical Amnesty

Illinois College is committed to keeping members of its community safe and wants to reduce any barriers to someone getting the assistance they need. If an individual becomes severely intoxicated or experiences a serious injury after consuming alcohol and/or drugs, it is imperative that someone call for medical assistance. To increase the likelihood that someone will call for medical assistance when faced with an alcohol/drug related emergency, the College will forgo all College disciplinary actions toward the person in need of medical assistance and to those who assist the person in obtaining this medical assistance. More specifically:

Person in need of medical attention: The person will be expected to attend an educational consultation at Templeton Counseling Center, but will be granted amnesty from all Alcohol and Drug disciplinary action noted above as long as they complete the educational consultation within the assigned time.

Calling on behalf of someone else: The individual who is in violation of the College Alcohol and Drug Policy, and calls for emergency assistance on behalf of a person experiencing an alcohol/drug related emergency, will be granted amnesty from the disciplinary actions noted in this policy. This individual, however, will be expected to complete an educational consultation at Templeton Counseling Center within an assigned time. A representative of an organization hosting an event is expected to promptly call for medical assistance in an alcohol/drug related emergency and this responsible action will result in significant mitigation of any sanctions against the organization. If members, however, fail to call for medical assistance in an alcohol/drug related emergency, it will be considered an "aggravating circumstance" and may affect sanctions against the organization if violations have occurred.

Exceptions: It should be understood that medical amnesty does not apply to criminal, civil or legal consequences for violations of federal, state or local law. It also does not apply to sanctions resulting from other College policy violations. For example, if the person is intoxicated and injures themselves by punching a hole in a residence hall wall, they would be given a warning and required to participate in the educational consultation per this medical amnesty provision, but they would still be responsible for the cost to repair the wall. Furthermore, if an individual begins to "abuse" this medical amnesty provision, then the individual would be subject to the appropriate disciplinary actions as defined above. At Illinois College "abuse" is defined as two incidents in one academic year. Thus the third incident in an academic year would result in disciplinary action.

Missing Student Policy

Purpose

Illinois College is required by the Higher Education Act to establish protocol for students living in campus housing and who are missing more than 24 hours.

Policy

The Jacksonville Police Department is responsible for the investigating reports of missing persons. The Illinois College Department of Public Safety may assist the police department by providing the police with information on the student.

Scope

This policy pertains to all current students of Illinois College living on campus. All students are asked to voluntarily provide the College with contact information to be used in the event they become missing.

Procedures

- Definitions
 1. Missing Person – An individual whose whereabouts are unknown to the reporting party. A reporting party may be:
 - a. A parent
 - b. A guardian
 - c. A roommate
 - d. An employer
 - e. Any person who should reasonably know the missing person's whereabouts
 2. Missing Persons "at risk" – Those who fall into any one of the following categories:
 - a. Victims of foul play
 - b. Persons who need medical attention
 - c. Persons physically or mentally impaired and unable to care for themselves
 - d. Victims of abduction
- Notification
 1. Upon receiving notification of a missing student, the Department of Public Safety officer receiving the call must first try and determine the risk status. Persons found to be "at risk" will require an immediate response and investigation by the local police.
 2. If the missing student is found to not be "at risk", a public safety officer will take all information from the caller to include a description of the student, the last time he/she was seen and the type and color of clothing worn and then complete an Incident Report.
 3. Students living in on-campus housing – Upon receiving notification of a student who is missing that resides in on-campus housing, the Department of Public Safety will do the following:
 - Respond to the missing student's residence, knock on the door and attempt to make contact with them. If there is no answer, using a master key, unlock the door while announcing, "Public Safety Officer, is there anyone here?" Try to have at least two officers or another student present when entering the missing person's residence. If the residence is empty, note the date and time of entry and who was present at that time for entry later in the Incident Report.
 - Talk to the neighbors next to and across from the missing student's residence, and ask them when the last time they saw the missing student or heard them in their residence.
 4. Notification to key campus personnel – Upon receiving notification of a missing student, the Department of Public Safety will make notification by either phone or in person to the Executive Director of Residential Life and Campus Safety who will make appropriate additional notifications.
 5. Notification if a student is determined to be missing 24 hours or more.
 - Parents or guardian of missing student or provided voluntary contacts
 - Parents or guardian of any student under 18 and not emancipated
 - Jacksonville Police Department
- Voluntary Contact Information – Students who are living in on-campus housing will be allowed to provide confidential emergency contact information.

Nondiscrimination

The commitment of Illinois College to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving the Illinois College community be based on individual merit and be free from unlawful discrimination in all of its forms, as specifically prohibited by law. It is therefore the policy of Illinois College to fully comply with all applicable federal and state laws of nondiscrimination and equal opportunity laws, orders and regulations. Illinois College will not engage in discrimination or harassment against any person because of race, sex, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. This nondiscrimination policy applies to admission, employment, access to and treatment in the College programs and activities.

Parking

All currently enrolled students must have their vehicles registered with the Department of Public Safety. All vehicles parked on College property are required to have a current parking permit hanging from the rear-view mirror, and must be currently licensed and operational at all times. Parking permits requests should be submitted through [Connect2](#), and are issued to residential and commuter students through campus mail or by picking them up at the Office of Residential Life.

Parking lots and parking permits are color-coded and clearly marked.

- **The Orange Lot** is for all first-year students and anyone who elects not to pay a parking fee; there is no charge to park in this lot which is located behind Campus Services on Park Street.
- **The Green Lots** - Returning and transfer students residing in the residence halls, campus houses, or campus apartments. \$80 per year
- **The Blue Lots** - All faculty, staff, commuting students, returning Crampton Hall residents as well as Greenbriar Apartments, and Super 8 residents. \$80 per year (free for Greenbriar and Super 8 residents)

Students, faculty, and staff are not permitted to park in any of the parking spaces designated for visitors, IC Store, or Campus Services' vehicles. Vehicles parked in handicap spaces must display handicap plates or a current and valid handicap hang tag.

The parking lot next to Cummings Dining Hall has designated spaces for both Green and Blue parking permits. The spaces are clearly marked as to the color of permit authorized. It is the vehicle owner's responsibility to park in the space appropriate to the vehicle's permit. Vehicles parked illegally (not displaying the appropriate permit for the lot) will be fined \$30 for each incident. Illinois College assumes neither responsibility nor liability for damage to vehicles while parked on College property.

Parking fees are charged in advance in the fall for the full year (\$80 for the academic year which equates to \$40 per semester), and refunds are available to those who do not return the second semester. To receive a refund, contact the Department of Public Safety. The issued permit will have to be surrendered in order to have a refund processed.

Parking fees and fines are collected by Student Financial Services and will be charged to student accounts. Appeals to parking citations must be filed in writing to the executive director of residential life and campus safety within seven days. Appeals must include name, address, phone number, and email address, vehicle license number, parking decal number, ticket number, date issued, location, violation, and reason for appeal.

Possession of Weapons

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College or at events attended while on College business is prohibited. This policy strictly prohibits all weapons on the Illinois College campus including in parking lots owned by the College. Weapons, including handguns or firearms, may not at any time be stored or carried in any College owned or leased vehicle. While the College recognizes that persons other than law enforcement personnel may be permitted to conceal and carry a firearm (also referred to as a handgun) defined in the Illinois Firearm Concealed Carry Act (430 ILCS 66/) if the person possesses a license issued by the Illinois Department of State Police to carry a concealed firearm, the College also has a right to strictly prohibit all weapons, including firearms or handguns, on campus, including parking lots owned and operated by the College.

A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a handgun or firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, electric shock devices, metal or brass knuckles, bow and arrows, swords, slingshots or any other item modified from its original purpose to be used as a weapon. The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis.

The following persons, groups or situations are exceptions to this blanket prohibition:

1. Any federal, state or local police officer who is authorized to carry a firearm in the normal scope of their duties shall be permitted to carry one while on campus performing his or her official duties. The College may request current/valid identification for authorized law enforcement personnel to possess a weapon and the College reserves the right to confirm the authorization with proper authorities.
2. Faculty, staff or students with prior authorization from the provost or the vice-president of business affairs and notification to the executive director of residential life and campus safety shall be permitted to transport and/or display certain prohibited weapons for educational or artistic usage provided they abide by the following conditions:
 - Functional firearms and live ammunition are strictly prohibited.
 - Any simulated/non-functional firearm used for artistic or theatrical purposes must be inspected by the executive director of residential life and campus safety or appropriate College personnel prior to its intended use. The usage of the weapons must be confined to rehearsal spaces, the theatre, and the immediate vicinity of the theatre and always under the oversight of said faculty, staff or student.
 - When appropriate, the faculty, staff and students seeking authorization must include a list of additional faculty, staff and students who also require authorization for transporting and/or displaying the weapon.
 - The weapon must be contained in a case while being transported.
 - Archery equipment is permitted in the practice range on campus by campus members allowed to possess them.
3. Faculty, staff and students are permitted to possess and use cutting instruments for purposes of educational/artistic endeavors in the confines of the assigned area of instruction.
4. Any employee whose normal duties require the use of knives, utility knives, or other cutting instruments shall be permitted to possess, carry and use those instruments while in his or her normal course of duties.
5. A person with a license to carry a concealed firearm (a licensee) is permitted to carry a concealed firearm on or about his or her person within their own vehicle into the designated Campus Services parking lot of the College (located on the East side of Park Street across from the football field) and must store the firearm and ammunition in a case within a locked vehicle or locked container out of plain view within the vehicle in the that parking area. “Case” can be a glove compartment, trunk of the vehicle or a firearm carrying box. A licensee may carry a concealed firearm in the immediate area surrounding his or her

vehicle within the Campus Services parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle.

Individuals who are found to be in violation of this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

The executive director of residential life and campus safety will be responsible for all appropriate signage needed on campus regarding the Illinois Firearm Concealed Carry Act.

Posting

The following guidelines have been established to help the Illinois College community promote events and activities that support the mission of the College and the Affirmation of Community Responsibility. It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on campus. Any posted materials should not be in violation of College policy or civil law. For the purposes of this policy, publicity is defined as materials including, but not limited to: flyers, posters, table tents, sidewalk chalk and banners.

On-campus Organizations

1. Publicity may be posted on general use bulletin boards and metal sign strips in all campus buildings. Some bulletin boards that have been designated for particular campus organizations or departments are not for general postings.
2. Publicity may be posted in any campus building on glass.
3. Publicity must include the name of the sponsoring organization.
4. Persons who post are asked to be considerate of others who have posted. No publicity may cover previously posted material and only one item per event should be posted on each bulletin board.
5. Publicity may only be posted for three weeks and must be removed within 48 hours after the conclusion of the event. All campus community members are encouraged to remove any notices that are clearly expired. Publicity that is promoting a series or semester list of activities or events may post items for longer than three weeks.
6. The sponsoring organization assumes the responsibility that all its notices will be posted and removed according to these regulations.
7. Publicity can NOT be posted on doors, walls, brick interior walls, any painted surface or floors, mirrors, light fixtures, stairways, stair railings, exterior walls, outdoor furniture, trash receptacles, utility poles, trees, shrubs or grassy areas on campus. Doors not in community walkways are an exception, such as faculty and staff offices, restroom stalls and personal decorations in student residences.
8. Flyers or notices may not be placed in or attached to automobiles on campus.
9. Red paper may not be used for publicity. The Department of Public Safety reserves the right to use red paper to post timely notices important for the campus community.
10. Using duct tape is prohibited and may result in damage billing. The use of scotch tape, staples, nails, etc. in non-standard posting locations is also prohibited and may result in damage billing.
11. Promotion of the consumption of large amounts of alcohol, events where drinking is the primary focus and alcohol pricing information are all prohibited. Further, alcohol imagery and words cannot be the primary focus of promotional materials.
12. Materials to be posted in the residence halls should be submitted to the Office of Residential Life. If the posting meets policy guidelines, the materials will be distributed to the residential life staff for posting. For one announcement per residence hall floor, 35 flyers should be submitted.

Off-campus Organizations

The College prohibits the use of campus grounds or buildings by non-College personnel for the purpose of commercial solicitation of students or sales of any type.

1. On an individual basis, the Center for Student Involvement staff may approve advertising for off-campus businesses and events that are consistent with the programmatic values of the College.
2. If approved, vendors and other non-College personnel may post notices in the Caine Student Center for up to two weeks.
3. Publicity for off-campus businesses and events must be signed and dated by the Center for Student Involvement staff.
4. Generally, venues serving alcohol are not allowed to advertise on campus.
5. Beyond posting in the Caine Student Center, off-campus vendors can be directed to place ads in the Rambler, and IC sports programs and to take part in the community showcase in the fall.

Privacy

Every effort will be made by Illinois College to protect the privacy of all individuals in the College community. With the exception of personal information that must be or can be shared as a matter of law, the College has established processes that strive to ensure the privacy of Illinois College students, employees, alumni and donors. The College community should be aware of provisions of the United States of America Patriot Act that requires the College to make such information as business records, stored voicemail and Internet use available to federal agents at their request. Providing assistance to any groups designated by the federal government as terrorist organizations is strictly prohibited by the Patriot Act. Furthermore, the College is usually barred from telling anyone that information requested under provisions of the Patriot Act has been made available to federal agents.

Retaliation

Illinois College expressly prohibits retaliation against any individuals who make complaints (e.g. discrimination) against the College, their witnesses, supporters and any advisors regardless of the outcome of the complaint. If a member of the campus community believes that he or she is experiencing retaliation, the individual may pursue a grievance through the dean of students, dean of the College or other senior supervisor, as appropriate.

SAFE IC

SAFE IC stands for the "Stabilization Assistance & Follow-Up Enhancement Intervention Committee." It is a multidisciplinary team that meets to identify, assess, and respond to behavior that may pose a threat of harm to Illinois College students, employees, and invitees, thereby encouraging an environment of increased safety. SAFE IC is designed to provide a coordinated referral system, a detailed behavioral assessment process, an internal communications structure, an intentional intervention strategy, and a comprehensive monitoring system to allow for follow-up and support.

While interacting with College community members, a person may be confronted with situations in which a faculty member, staff member, or student displays concerning behaviors or comments, is disruptive to the campus environment, or creates an environment that may be intimidating or threatening to others. By providing information and assistance, SAFE IC is designed to assist in responding to these behaviors.

The SAFE IC Plan was developed in accordance with the State of Illinois Campus Security Task Force Report to the Governor and the Illinois Campus Security Enhancement Act. Overall, the SAFE IC Plan seeks to formalize the College's processes for greater communication, collaboration, and coordination in responding to concerns regarding campus community member behavior.

SAFE IC Team

Functions - The SAFE IC Team is a multidisciplinary team that meets regularly to serve six major functions for the College:

1. Provide staff training to recognize concerning, disruptive and/or threatening behavior
2. Provide consultation and support to the campus community in assisting faculty, staff or students who display concerning or disruptive behaviors
3. Gather information to assess situations involving faculty, staff or students who display concerning or disruptive behaviors including implementation of a formal SAFE IC process
4. Recommend appropriate intervention strategies or disciplinary sanctions
5. Connect faculty, staff or students with needed campus and community resources
6. Monitor ongoing behavior of faculty, staff or students who have displayed disruptive or concerning behavior

Team Membership

The membership of SAFE IC will include a representative from the following campus departments:

- Safe IC Case Manager - Director of Student Health and Wellbeing (for faculty, staff, or student issues)
- Safe IC Chair - Executive Director of Residential Life and Campus Safety (for faculty, staff, or student issues)
- Safe IC Chair - Dean of Students
- IC Mental Health Counselor (for faculty, staff, or student issues)
- Director of Diversity, Inclusion, & Belonging (for faculty, staff, or student issues)
- Coordinator of Disability Resources (for student issues)
- Director of the Center for Academic Excellence (for student issues)
- Dean of Faculty (for faculty issues)
- Human Resources (for staff issues)

A referral agency is available for further mental health consultation if warranted. Additional members from the campus community are included in meetings of SAFE IC as necessary.

Reporting Process

The overall goal of the SAFE IC Plan is to promote a safe college environment. By encouraging all members of the campus community to report behaviors that are concerning, SAFE IC will be able to reach out to the faculty member, a staff member, or student to intervene, provide support, and connect them with resources that can assist. As such, SAFE IC asks that the campus community report concerning “red flag” behaviors.

Identifying “Red Flag” Behaviors - Recognizing that it is not uncommon for people to display some questionable or inappropriate behaviors, “red flag” behaviors are those questionable, suspicious or inappropriate behaviors that go beyond what seems normal or reasonable for the situation. “Red flag” behaviors may be presented through a person’s appearance, spoken or written words, or specific actions.

Examples of “red flag” behaviors include:

- Behaviors which regularly interfere with classroom environment or management
- Notable change in behavior or appearance
- Impairment of thoughts – verbal or written
- Overly aggressive behaviors toward others
- Inappropriate or strange behavior
- Overreaction to circumstances
- Writings and comments endorsing violence; unusual interest in violence
- Indirect or direct threats in writings or verbalizations

- Anger management problems
- Threats to others
- Expression of suicidal thoughts or feelings of hopelessness

SAFE IC Referral

The SAFE IC Referral is designed to enable anyone to voluntarily report “red flag” behaviors that may raise concerns. An incident, in this context, is an event that does not warrant immediate intervention. In the event of an emergency that requires immediate intervention, call 911, call Memorial Mobile Crisis Response (MCR) Team at 217-788-7070, or the Department of Public Safety at 217.245.3111.

The SAFE IC Referral will provide a mechanism for responding to individual incidents and will reveal patterns of disruptive behavior of a faculty member, a staff member or student. It will provide aggregate data on the nature and frequency of disruptions at Illinois College. This referral provides a standardized method for recording observations of troublesome behaviors and for altering appropriate personnel of potential concerns.

Assessment Process

While there is no single set of warning signs that will reliably predict a person’s behavior or campus violence, the assessment process looks for behavioral evidence that a faculty member, a staff member, or student is planning or preparing to act out inappropriately or carry out some type of threat. An assessment is designed to distinguish between threatening and non-threatening cases in order to ensure the safety of the person of concern and any others potentially involved as well as to resolve concerns that initiated the inappropriate behavior.

Assessments assist in early identification of situations that may pose a threat to others, creates a baseline of information against which to assess future behavior, and provides a means for implementing interventions to increase the likelihood of a positive and safe resolution.

Once a SAFE IC Referral has been received, the SAFE IC case manager will gather preliminary information regarding the concern and then interview the identified person of concern as part of the initial assessment process. The interview will provide the opportunity for the faculty member, staff member or student to share his/her/their concerns about the situation and ask for needed assistance in solving it. Information gleaned in this initial interview will be helpful in determining appropriate intervention strategies.

- That process may include, but is not limited to, the following data gathering processes:
 - Interviews with all available parties with information about the situation
 - Interviews with the person alleged to have displayed inappropriate/concerning behavior
 - Assessment by counselor/mental health professional
 - Interview with any identified potential targets of inappropriate/concerning behavior
 - Contacting family members (if applicable)
 - Legal/criminal background check

Intervention Strategies

In most cases, an individual displaying concerning behavior is willing to work with the College and to obtain the assistance necessary. When a person is in distress, feeling that he/she has support for resolving the concern may serve as prevention.

Based on the behavior displayed by the person of concern and the assessment by SAFE IC, the SAFE IC Team may make any of the following recommendations for intervention. Recommendations are made in consultation with the appropriate college department or administrator who takes any final action.

- Referral to College and/or Community Resources
- Mandatory Direct Threat/Safety Assessment
- Referral to Disciplinary Process

- Voluntary/Involuntary Withdrawal from the College
- Voluntary/Involuntary Psychiatric Hospitalization
- Suspension or Mandatory Leave of Absence
- Criminal Charges
- Issues of a “No Contact Order” to parties or request of an Order of Protection from the Jacksonville Police Department
- Require counseling sessions
- Require successful completion of behavioral contract
- Recommend issuance of a no trespass
- Recommend a fitness for duty evaluation
- Require adherence to health or medical directions

Follow-Up and Monitoring

In addition to any of the specific intervention strategies described previously, the SAFE IC Team will determine a plan for follow-up monitoring of each person of concern and may include checking in with other members of the campus community regarding the individual’s behavior, checking the progress of any counseling the person of concern participates in, and periodic 1-on-1 meetings with an assigned SAFE IC member. Failure of the person of concern to cooperate with this follow-up monitoring could result in disciplinary action.

Feedback to Referring Individual

As permitted by law and following assessment and intervention with the identified person of concern, the SAFE IC Case Manager will provide feedback to the referring individual to inform them of resolution of the case and any ongoing follow-up in which they may need to be involved.

Record Keeping

This information, meetings, and/or records generated by the SAFE IC Team will be stored in a secured database. Records will be maintained for seven years post enrollment at the college for students and seven year past the last point of contact with SAFE IC for faculty and staff.

Safety and Security

Students, families and employees share a common concern for safety on a college campus. Illinois College understands that concern and accepts its responsibility to employ security measures to ensure that students and employees enjoy their years at Illinois College as free as possible from any threats to their safety or well-being.

Education and Prevention

Students and employees are encouraged and required to report all criminal incidents or emergencies to the Department of Public Safety, a member of the residence life staff, and/or to the local police department (by dialing 911). Victims of a crime are encouraged to file a police report along with reporting to the above persons or departments. The Department of Public Safety will assist with this.

Criminal incidents reported to the above persons or departments will be used for preparing the annual disclosure of crime statistics. The College has no procedure in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Safety and security information, including timely notices of violent crimes reported to the Department of Public Safety or local police to help aid in the prevention of similar occurrences will be provided to students and employees through bulletins, crime alerts, posters, brochures, campus newspapers, electronic media and various campus programs.

Public Safety Officers carry a cellular telephone; whereby, students and staff may immediately contact the Department of Public Safety. This also allows our public safety personnel to be in contact with the police department, fire department and/ or emergency services when needed. In addition, public safety officers carry two-way radios while on duty.

The Office of Facilities Management maintains the College buildings and grounds with concern for safety and security. It inspects campus facilities to provide prompt repair service and responds immediately to reports of potential hazards. The campus lighting is normal for the size and nature of the College and the facilities management staff monitors campus safety, as well as lighting improvements when needed or recommended.

In addition to a telephone jack in each student's room, each residence hall lobby, entryway and hall director apartment has a landline phone. Phones for emergency purposes are located in the entries of most buildings. These phones are there primarily for emergency services (911) and the Department of Public Safety (217.245.3111), but will make local and on-campus calls also.

An escort to any location on campus may be obtained by calling the Department of Public Safety and a public safety officer will provide this service.

The Office of Residential Life conducts educational programs throughout the year on topics of safety and security. All residents receive information on safety and security issues during residence hall and floor meetings.

A copy of the annual report is available on the College website.

Service and Assistance Animal Policy

Illinois College respects the needs of all members of the campus community and recognizes that service animals and assistance animals can play an important role in facilitating the independence of individuals with certain types of disabilities. These animals work, provide assistance or perform tasks for the benefit of a person with a disability, or provide emotional support that alleviates the symptoms or effects of a person's disability. In order to maintain a safe, healthful and hazard-free environment, this policy outlines the responsibilities of students and the Illinois College administration in evaluating and approving requests by students for services animals and assistance animals. All local, state and federal ordinances, laws and regulations shall be applicable to the administration of this policy, including but not limited to those that pertain to the treatment and care of animals.

Under the Americans with Disabilities Act (ADA) a "service animal" is defined as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability ... The work or task performed by a service animal must be directly related to the individual's disability ..." (28 C.F.R. Part 35.104). Under limited circumstances, a miniature horse can be used in place of a trained dog. Service animals are working animals and are not considered "pets." The ADA states that "dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA." Only trained service animals are allowed to accompany students into academic buildings or other non-residential facilities.

Under the Fair Housing Act (FHA), individuals with a disability may be entitled to keep an "assistance animal" as a reasonable accommodation in housing facilities provided the assistance animal is necessary to afford the person with a disability an equal opportunity to use the housing unit or participate in the housing service if there is an identifiable relationship or nexus between the individual's disability and the assistance the animal provides (75 Fed. Reg. 63834.63835). For animals to be designated as "assistance animals" students are required to demonstrate that their animal is a reasonable accommodation for an emotional or mental health disability (defined as an impairment that substantially limits one or more major life activities). Demonstrating this need requires documentation from a treating medical or mental health provider (not related to the

student) certifying that the assistance animal is part of a prescribed treatment plan for the disabling condition. This documentation must be submitted with a request to Disability Services in the Center for Academic Excellence, prior to bringing the animal to campus.

For the full and most current version of this policy please contact [Disability Services](#).

Sexual Misconduct (Title IX) Policy and Procedures

Illinois College is committed to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex, including sexual misconduct, as required by Title IX and other laws. Illinois College does not tolerate discrimination on the basis of sex, sexual orientation, and gender identity or expression and is dedicated to prohibiting such conduct in all aspects of college life consistent with the College's Mission Statement, Vision Statement, Values Statement and Strategic Plan as well as the provisions of Title IX of the Education Amendments of 1972 and all other applicable state and federal laws. View the policy in its entirety on the [Sexual Misconduct / Title IX webpage](#).

Smoking / Tobacco Policy

Federal law prohibits the sale and/or distribution of any tobacco product, tobacco accessories, electronic cigarette, or alternative nicotine product to persons under the age of 21.

Illinois College is committed to promoting a healthy environment for its students, faculty, staff and visitors. Smoking is prohibited in all indoor areas or within 15 feet of the perimeter of any building on the College campus. Smoking includes, but is not limited to cigarettes, tobacco and devices such as e-cigarettes, pipes and vaporizers. Smoking remnants should be disposed of in containers provided for that purpose.

Student Bill of Rights

The academic community of students, faculty, staff and administration, in the spirit of mutual respect and cooperation, shall reflect the interdependency of rights and responsibilities on the part of every person within the community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

Illinois College, as a liberal arts college, seeks to develop in its students a reflective understanding of the most significant areas of human knowledge; the ability to make value judgments; a capacity for effective communication; and commitment to life-long learning. In pursuit of this educational mission, students have both rights and responsibilities when they become part of this historical community of inquiry. The following is a listing of the rights of Illinois College students.

ARTICLE I

Students have the following rights concerning participation in decision making:

- A. The right to formal participation in an advisory manner through student representation, in the making of policy decisions directly affecting them; and
- B. The right, through a duly representative student government, to make final decisions concerning Student Senate and Senate-related student affairs.

ARTICLE II

Students have the right to accurately and plainly stated information which enables them to understand clearly:

- A. The general qualifications for establishing and maintaining acceptable academic standing;

- B. The graduation requirements for their particular curriculum and major; and
- C. The basic procedural course requirements and the course grading system set by the individual faculty member for each course, to be spelled out in writing within the first full week of class.

ARTICLE III

Students have the following rights concerning person and residence:

- A. The right to remain free from campus detention as a form of disciplinary action;
- B. The right to remain free from duress and coercion;
- C. The right to remain free from unwarranted entrance of his/her/their residence. The privacy of a resident's room shall always be respected (except in the conduct of routine housekeeping, maintenance functions and emergencies);
- D. The right to remain free from search and seizure of person, place and property without reasonable cause. In the case of a warranted search, the student shall be informed of who conducted the search and why;
- E. The right to remain free from unauthorized use of his/her residence hall room; and
- F. The right to safe habitation on the College campus.

ARTICLE IV

Students shall be extended the following protection when appearing before a disciplinary body:

- A. The right to a speedy and fair hearing;
- B. The right to refuse to answer self-incriminating questions;
- C. The right to present statements in their own defense if they choose;
- D. The right to be presumed innocent until proven guilty; and
- E. The right to an appeal, upon request.

ARTICLE V

Students have the following rights in the classroom:

- A. The right to take reasoned exception to the views offered in any course of study;
- B. The right to protection through orderly procedures against prejudiced or capricious academic evaluation;
- C. The right to confidential retention by instructors of information about student views, beliefs and political associations; and
- D. The right to refuse to answer questions concerning their personal views, political associations and other questions of a personal nature not germane to the course.

ARTICLE VI

Student rights regarding the confidentiality of academic, disciplinary, medical and financial records shall be determined within the professional guidelines of the American Association of Collegiate Registrars and Admissions Officers.

ARTICLE VII

Students have the right to associate or organize. Each group has the following privileges:

- A. The privilege to choose an advisor;
- B. The privilege to use the College facilities within conditions prescribed by the College;
- C. The privilege to invite and hear any person of its choosing providing that it does not interfere with the essential College program;
- D. The privilege to examine and discuss, pass resolutions, distribute leaflets, circulate petitions and take other lawful action to express opinion, providing any of these do not disrupt any regular and essential College programs; and

- E. The privilege to support causes by orderly means outside of classroom situations.

ARTICLE VIII

Student communications have the following rights:

- A. The right to publish all editorials or news commentaries that are not libelous, degrading or slanderous to individuals, groups or Illinois College; and
- B. The right to written notification by the Student Senate and the board of trustees of regulations governing student communications.

ARTICLE IX

Students shall be free from discrimination based on race, gender, ethnicity, nationality, economic background, ancestry, age, marital status, ability, pregnancy, sexual orientation, unfavorable discharge from the military or status as a protected veteran, arrest record, political perspective, or religion

ARTICLE X

The enumeration of certain student rights in this bill shall not be construed to deny or disparage others held by each student. No right specified by this bill is meant to be construed as enabling students to infringe upon the individual rights of another member of the academic community.

ARTICLE XI

The Bill of Rights shall become operational upon receiving a two-thirds vote of the members of the Student Senate and with the approval of the associate provost/dean of student success and the president of the College.

Illinois College Code of Student Conduct

Overview and Definitions

The Code of Student Conduct outlines the standards of behavior expected of every student at Illinois College. The policies and procedures outlined have been designed to further the institution's educational purposes and to assist students in their pursuit of knowledge and personal development.

A student voluntarily joins the Illinois College community and thereby assumes the obligation of abiding by the standards prescribed in the Code of Student Conduct. Disciplinary action is construed as an educational function of the College for the protection and safety of the people and property at the College and to instill those minimal forms of social behavior which are essential to the educational process, and which are identified in the Illinois College Blue Book (Student Handbook).

The Executive Director of Residential Life and Campus Safety, Dean of Students, the Provost, and their designees are authorized by the President, acting in authority of the Illinois College Board of Trustees, to invoke for cause, the judgments listed as classification of consequences.

Definitions

1. The term "Board" means Board of Trustees of Illinois College.
2. The term "College" means Illinois College.
3. The term "student" includes all persons registered for and taking courses at the College, either full-time, part-time, and/or online pursuing undergraduate, graduate, and/or professional studies. Persons who

withdraw after allegedly violating the Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students.”

4. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
5. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
6. The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by the College. For the purpose of administering this Code, a person’s status in a particular situation will be determined by the Associate Dean of Students.
7. The term “complainant” refers to the person(s) alleging that a student or student organization has violated the Code.
8. The term “respondent” refers to the person(s) who is accused of violating the Code.
9. The term “College premises” includes all land, buildings, facilities, or other property in the possession of or owned, used, or controlled by Illinois College.

Authority

1. Illinois College has established these regulations regarding standards of conduct in order to protect its educational mission, provide for the orderly conduct of its activities, and safeguard the interests of the College community.
2. The Executive Director of Residential Life and Campus Safety acts as the hearing officer for campus. Depending on the situation, the Dean of Students may also be involved in the incident.
3. Sanctioning for policy violations and other conduct incidents may be taken against organizations (see the Code of Student Organization Conduct), as well as individual students.

General Provisions

Disciplinary action is construed as an educational function of the College for the protection and safety of the people and property at the College and to instill those minimal forms of social behavior which are essential to the educational process, and which are identified in the Illinois College Blue Book (student handbook).

1. The Executive Director of Residential Life and Campus Safety, Dean of Students, the Provost, and their designees are authorized by the President, acting in authority of the Illinois College Board of Trustees, to invoke for cause, the judgments listed as classification of consequences.
2. The designated hearing official will investigate and resolve disciplinary issues.
 - a. Incidents shall be investigated and resolved by the Executive Director of Residential Life and Campus Safety or designee.
 - b. He/She/They will provide the student with written notification of the disciplinary action taken against him/her/them.
 - c. The Executive Director of Residential Life and Campus Safety may inform the Dean of Students of offenses and disciplinary actions taken.
 - d. In situations where the Executive Director of Residential Life and Campus Safety determines that a student’s conduct may warrant his/her/their suspension or dismissal, the Executive Director of Residential Life and Campus Safety shall:
 - i. Investigate the alleged incident and make a preliminary determination as to whether a punishable offense has been committed.
 - ii. If the Executive Director of Residential Life and Campus Safety determines there is a sufficient factual basis to conclude that a punishable offense has been committed, a meeting will be scheduled with the alleged student offender(s).
 - iii. Written notice of the date, time and location of meetings will be given to the student. The notice will apprise the student of the charges against him/her/them.

- iv. During the meeting the Executive Director of Residential Life and Campus Safety and the student will discuss the information known, context of the situation, and why it is sufficiently serious to warrant deferred suspension/suspension/dismissal.
 - v. At the meeting the student will have the option to accept the determinations made by the Executive Director of Residential Life and Campus Safety or designee. If the student chooses not to accept the determination, the matter will be resolved through a Conduct Hearing. The student will be given a notice of the time, date, and location of the hearing at least three (3) business days in advance of the hearing.
- e. A student facing violations sufficiently serious to warrant deferred suspension/suspension/dismissal may choose to have the matter resolved through a conduct hearing. The Executive Director of Residential Life and Campus Safety or designee will serve as the hearing chair. The hearing chair serves to make sure that process is followed.
- The Hearing Panel will be made up of 3-5 faculty/staff/students.
 - The hearing panel may elect to call and question witnesses as necessary, including the investigator(s) who compiled the investigative report. The RSO/GLO may question any witnesses called by submitting written questions to the hearing chair.
 - The RSO/GLO will be given the opportunity, in person to submit or give an opening statement to the hearing panel and to respond to any information provided by witnesses.
 - The hearing panel may question the RSO/GLO representative.
 - The RSO/GLO may bring an advisor of their choosing to the hearing. The RSO/GLO advisor may not speak on behalf of the RSO/GLO, question witnesses, or actively participate in the hearing other than to advise the RSO/GLO representative.
 - The hearing panel will make determination of responsibility using a preponderance of evidence (more likely than not) standard of evidence.
3. Students wanting to contest disciplinary action by the Executive Director of Residential Life and Campus Safety, designee and/or conduct hearing panel may appeal to the Dean of Students.
- a. The grounds for appeal are:
 - **Procedural Error:** A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
 - Any challenge for bias must include: a) what the bias was, b) how the bias manifested itself, and c) how the bias significantly impacted the outcome. A mere allegation or determination of bias will not be sufficient to meet this ground for appeal.
 - **New Evidence:** New evidence is information that was unknown or unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence, how it was previously unknown or unavailable, and its potential impact must be included.
 - If a person refused to testify or participate in the investigation and now wishes to submit their testimony as new evidence at the appellate level, that testimony will not be considered "new evidence" under this ground. The Dean of Students or designee serving as the reviewer of requests for appeal may determine if the matter will be sent back for further investigation based on this request for appeal.
 - **Appeal of the Sanction:** The sanction(s) imposed is clearly outside the parameters for the violation(s) or are of such nature that the student could not reasonably complete them within the allotted timeframe.
 - b. The appeal shall be emailed or delivered to the Executive Director of Residential Life and Campus Safety within five calendar days of receiving the decision. The Associate Dean will forward the appeal to the Dean of Students/Designee
 - c. The Dean of Students/Designee will review the matter and may meet with the student to discuss the matter if necessary.

- d. The student may provide written and/or oral statements of witnesses to the Dean of Students/ Designee during the meeting.
- e. After the meeting, the Dean of Students/Designee will notify the student in writing of his/her/their decision within five business days. The decision of the Dean of Students/Designee shall be final.

Regulations for Student Conduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions.

1. Violating any College policy, rule, or regulation published in hard copy or available electronically on Connect2 or the Illinois College Website that is not delineated in another code.
2. Violating any federal, state, or local law.
3. Committing acts of sexual misconduct including: intimate partner violence, non-consensual sexual contact, sexual touching, non-consensual sexual intercourse, sexual exploitation, and/or sexual harassment. Sexual misconduct can occur both on and off campus and take many forms. The misconduct may be subtle and indirect or blatant and overt. Such misconduct can also occur in person or via electronic, print or other media. It may consist of repeated actions or may arise from a single incident if sufficiently severe. (Refer to [IC Policy on Gender Based, Sexual & Interpersonal Violence \(Title IX\)](#))
4. Engaging in harmful or potentially harmful behaviors, including, but not limited to, the following: acts of physical or verbal abuse; actions which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of oneself or others; and/or fighting. Dating violence, domestic violence and/or stalking are considered violations of this code. (Refer to [IC Policy on Gender Based, Sexual & Interpersonal Violence \(Title IX\)](#))
5. Engaging in disorderly conduct. For purposes of this Code, disorderly conduct is defined to include, but is not limited to, acts which breach the peace or are lewd, indecent, or obscene.
6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. (Refer to [IC Hazing Policy](#))
7. Disrupting or obstructing teaching, research, administration, other College activities.
8. Possessing, duplicating, or using keys to any College building or facility without authorization by appropriate College officials and/or committing an act of unauthorized entry into or use of College buildings or facilities.
9. Engaging or participating in acts or attempted acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of property of the College or property of a member of the College community or other personal or public property, on or off campus.
10. Posting, affixing, or otherwise attaching written or printed messages or materials (e.g., posters, signs, handbills, brochures, or pamphlets) on or in unauthorized places.
11. Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances. (Refer to [IC Possession of Weapons Policy](#))
12. Committing acts of arson, creating a fire hazard, or possessing or using, without proper authorization, inflammable materials or hazardous substances on College property.
13. Committing acts which endanger the property of the College (including, but not limited to, altering or misusing any smoke detector, fire-fighting equipment, safety equipment, or emergency device).
14. Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire; or interfering with the response of College or municipal officials to emergency calls.
15. Failing to comply with the directions of or obstructing College officials in the performance of their official duties and/or failure to positively identify oneself to these persons when requested to do so.
16. Aiding and abetting another person in committing an act that violates the Code of Student Conduct including but not limited to:

- a. Students shall not, through act or omission, assist another student, individual or group in committing or attempting to commit a violation of the Code of Conduct.
 - b. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove themselves from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.
17. Committing acts of dishonesty, including, but not limited to, the following:
 - a. engaging or participating in cheating, plagiarism, or other forms of academic dishonesty. Students committing acts of academic dishonesty are also subject to academic sanctions. (Refer to [IC Academic Integrity Policy](#))
 - b. furnishing false information to any College official, faculty member, or office.
 - c. forging, altering, or misusing any College document, record, or instrument of identification.
 - d. tampering with the election of any College-recognized student organization.
 - e. attempting to represent the College, any recognized student organization, or any official College group without the explicit prior consent of the officials of that group.
 18. Gambling on College property or engaging in unauthorized canvass-in or solicitation.
 19. Misusing electronic devices and/or engaging in acts of theft or abuse of computer time, including, but not limited to (refer to [IC Information Technology Policy](#)):
 - a. any activity that violates the integrity or interferes with the normal operation of the College computing system.
 - b. unauthorized use of another person's identification and password.
 - c. unauthorized transfer of a file or files.
 - d. unauthorized entry into a file to use, read or change its contents.
 - e. any other activity that interferes with another user's work or which causes a significant drain upon College computing resources.
 - f. any other activity that interferes with the work of another IC student, faculty member, staff member, or other College official.
 - g. unauthorized financial gain or commercial activity.
 - h. any obscene, harassing, or defamatory activity.
 - i. any activity which is illegal under federal or state law, including, but not limited to, accessing child pornography; participating in chain letters; and unauthorized reproduction or distribution of copyrighted material, including software, text, images, audio, or video.
 - j. unauthorized connection of computing devices or technology infrastructure equipment to the IC computing infrastructure.
 20. Using, possessing, manufacturing, or distributing cannabis (marijuana) or any State or federally controlled substance except as expressly permitted by law. (Refer to [IC Drug Policy](#))
 21. Using, possessing, manufacturing, or distributing alcoholic beverages except as expressly permitted by law, College regulations, or residence hall policy. (Refer to [Alcohol Policy](#))
 22. Engaging or participating in abuse of the conduct system, including, but not limited to:
 - a. falsifying or misrepresenting information before a hearing officer.
 - b. disrupting or interfering with the orderly conduct of a conduct proceeding.
 - c. instituting a conduct complaint knowingly without cause.
 - d. attempting to discourage an individual's proper participation in, or use of, the conduct system.
 - e. failing to comply with the sanction(s) imposed under the Code of Student Conduct.
 - f. influencing or attempting to influence another person to commit an abuse of the conduct system.
 - g. retaliating against any student, staff, faculty member or third party for reporting an incident, investigating a conduct complaint and/or participating in the process.
 23. Committing violations of rules and regulations duly established and promulgated by Residential Life. (Refer to [Residential Life section of Blue Book](#))
 24. Committing violations of Illinois College parking rules and regulations. (Refer to [IC Parking Policy](#))
 25. Committing violations of Illinois College Tobacco/Smoking rules and regulations. (Refer to [IC Tobacco & Smoking Policy](#))

26. Parading or marching on streets, roadways, or property of the College without the advance approval.

Classification of Consequences

Possible sanctions may be altered as necessary based on the situation:

1. **Dismissal of Charges:** After reviewing the incident, no further action warranted.
2. **Restitution:** Wherever appropriate, the student shall pay damages for necessary repairs.
3. **Warning/Reprimand:** An admonition given by the hearing officer to the student according to circumstances in the particular case. The reprimand may be either verbal, written or both.
4. **Referral:** The hearing officer may refer the student to another person or department at the College for counseling, assistance, or a work penalty. In certain cases, the student may be referred to a local or student-selected physician or a mental health professional as part of the disciplinary sanction.
5. **Educational Sanction:** These sanctions are designed to encourage students to reflect on their decisions and understand why certain policies are in place.
6. **Community Service:** The student is required to report to the Office of Facilities Management or other entity to perform satisfactory work under supervision for the number of hours assigned.
7. **Fines:** Where appropriate, a monetary fine will be imposed in addition to any other disciplinary sanctions.
8. **Required Compliance:** The student must carry out a College rule/requirement as a condition for being admitted or continued as a member of the College community. This can also include restriction of privileges (access to buildings or membership in organizations, etc.), restitution, required room change, cancellation of housing contract, withholding of diploma or cancellation of registration for a specified period of time.
9. **Confiscation:** Where appropriate, goods used or possessed in violation of regulations will be confiscated and/or destroyed.
10. **Community Program:** This action requires that the student demonstrate for a specific period of time that he/she is willing and able to contribute to his/her/their community living environment. This may include assignments such as increased participation in floor or hall activities, creating a positive program/project for the hall, attendance at special seminars, training sessions or work projects.
11. **Disciplinary Probation:** Official notice to be placed in a student's permanent file that the student has been found to have violated College rules and regulations and a warning that further violation of rules and regulations will result in possible suspension or expulsion. Probation may include restriction from participation in College activities for a specified period of time.
12. **Deferred Suspension:** The Executive Director of Residential Life and Campus Safety or Designee may offer a student the option of deferring a suspension sanction. Deferred suspension allows the student to remain on campus and continue attending classes. Any additional policy violations may result in immediate suspension from the College.
13. **Suspension:** Exclusion from the College for a specified period. It may be imposed for the balance of the term or for time units of term length. A student who is suspended shall be denied all academic and social privileges and is expected to be absent from College grounds and buildings during the period of the suspension.
14. **Dismissal:** A student who is dismissed is no longer part of the Illinois College community.
15. **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
16. **Withholding Degree** – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code of Student conduct, including the completion of all sanctions imposed, if any.

Interim Suspension

In certain circumstances the Executive Director of Residential Life & Campus Safety, Dean of Students, or a designee may impose a College or residence hall interim suspension.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student will be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities for which the student might otherwise be eligible.
3. The interim suspension does not replace the regular process. It is a temporary action that will be enforced until such time as a disciplinary conference and the resulting decision-making process has been completed. The student should be notified in writing of this action and the reason(s) for the suspension.

Disciplinary Conferences

1. Upon the filing of charges, the hearing officer may schedule a disciplinary conference with the accused student(s) at which the nature of and the responsibility for the alleged offense is discussed.
2. If an accused student fails to appear at a scheduled disciplinary conference following notification, the hearing officer may review the evidence in support of the charges and render a decision. Findings and sanctions, if applicable, will be based on the evidence and not on the accused student's failure to appear.

Disciplinary Files and Records

1. The Executive Director of Residential Life & Campus Safety will maintain disciplinary records and a disciplinary tracking system, which will include, but not be limited to, the respondent's name and related information, description of the incident, parties involved, Code violations, sanctions, and other data deemed relevant. Such information will be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act. Disciplinary records will be made available to College officials designated in the Code of Student Conduct as necessary.
2. Students may arrange to review their own disciplinary records by contacting the Executive Director of Residential Life & Campus Safety. Except as provided in the Code of Student Conduct and as required by law, the College will not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student; however, the parents or legal guardian of a student who is a minor may be notified. Disciplinary proceedings under the Code of Student Conduct will be private.
3. In situations involving both an accused student or group or organization and a student(s) claiming to be the victim of another student's conduct, the records of the process and the sanctions imposed, if any, will be considered to be the education records of both the accused student and the student claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. With the exception of unresolved cases or those involving suspension, expulsion, or revocation of or withholding of a degree, disciplinary records will be expunged seven years from the final disposition of the case.

Illinois College Code of Student Organization Conduct

The Illinois College Code of Student Organization Conduct is adapted from The Dyad Strategies Model Code of Student Organization Conduct and is used here with permission.

Section 1 - Jurisdiction

The leadership of recognized student organizations (RSOs) and/or Greek letter organizations (GLOs) at Illinois College are provided a copy of the *Illinois College Student Organization Code of Conduct* annually and it is also included in the IC Student Handbook (Blue Book) available at <https://www.ic.edu/studenthandbook>. Hard copies are available upon request from the Executive Director of Residential Life & Campus Safety. Students who are part of RSOs and/ GLOs are responsible for having read and abiding by the provisions of the Illinois College Student Organization Code of Conduct.

The *Illinois College Student Organization Code of Conduct* and the student conduct process apply to the conduct of RSOs and/or GLOs. RSOs and/or GLOs that have lost Illinois College recognition may still be subject to provisions in this code. Individual students who are members of a RSO and/or GLO are still subject as individuals to the Code of Student Conduct and may be held individually accountable for behaviors also attributed to the RSO/GLO. Individuals who are members of an RSO/GLO may, through their actions, subject the RSO/GLO to disciplinary action under this *Student Organization Code of Conduct*, whether or not those individuals are also adjudicated under the Code of Student Conduct.

The *Illinois College Student Organization Code of Conduct* applies to behaviors that take place on the campus, at Illinois College or RSO/GLO sponsored events whether on or off-campus and may also apply to other off-campus behaviors when the Executive Director of Residential Life & Campus Safety or designee determines that the off-campus conduct affects a College interest. A College interest is defined to include:

- Any situation where it appears that the RSO's/GLO's conduct may present a danger or threat to the health or safety of individuals; and/or
- Any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of Illinois College.

The *Illinois College Student Organization Code of Conduct* may be applied to behavior conducted online, via email or other electronic medium. RSO/GLO members should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject an RSO/GLO to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of Illinois College officials.

The *Illinois College Student Organization Code of Conduct* applies to guests of the RSO/GLO and the RSO/GLO may be held accountable for the misconduct of their guests. Visitors to and guests of the College may seek resolution of violations of the Student Organization Code of Conduct committed against them by a RSO/GLO and/or members of a RSO/GLO.

There is no time limit on reporting violations of the *Illinois College Student Organization Code of Conduct*; however, the longer someone waits to report an offense, the more difficult it may become for Illinois College officials to obtain information and witness statements and to make determinations regarding alleged

violations. Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students, Executive Director of Residential Life & Campus Safety and/or to Campus Public Safety. You may also submit a Criminal Security Authority Report through the Illinois College Single Sign-On page.

An RSO/GLO facing an alleged violation of the *Illinois College Student Organization Code of Conduct* is permitted to dissolve/surrender recognition during the investigation/adjudication process. However, the College may continue the investigation/adjudication process even after the RSO/GLO has been dissolved.

Illinois College email is the College's primary means of communication with RSO/GLO representatives. Official College correspondence related to this Code of Student Organization Conduct will be transmitted to the official University/College email address of the RSO/GLO representative. The RSO/GLO representatives may also receive text messages altering them to a communication. RSO/GLO representatives are responsible for all communication delivered to their Illinois College email address. In addition, the College may notify the RSO/GLO Advisor/Alumni Board and/or any inter/national governing body associated with the RSO/GLO.

Section 2 - Terms and Definitions

- **Appeal Officer** – An appeal officer is the person to hear appeals of findings associated with the Formal Resolution Process, or any assigned outcomes, or both, regardless of process. The appeal officer will not be the person who investigated the case and will not have been involved in the adjudication of the case. The Appeal Officer at Illinois College is the Dean of Students or designee.
- **Exigent Circumstances** – Any situation that demands unusual or immediate action and thus allows for the circumvention of usual procedures. Examples include, but are not limited to, process delays due to parallel criminal proceedings, behaviors that present a threat to the health and safety of members of the campus community, a request to delay proceedings in order to obtain outside counsel, a break in the academic calendar, etc.
- **Greek Letter Organization (GLO)** – A literary society and/or national/international service organization, fraternity and/or sorority.
- **Hearing Chair** – The Associate Dean of Students serves as the hearing chair in a Conduct Hearing. The purpose of the hearing chair is to make sure that the hearing is conducted according to Illinois College policy, that questions are appropriate and that all parties act in an appropriate manner.
- **Hearing Panel** – The hearing panel will consist of three to five faculty/staff/students who have been trained to serve on a conduct hearing decision making panel.
- **Inter/National Organizational Governing Body** – Any known or designated association or body affiliated with any RSO/GLO. Examples may include: national headquarters of Greek-letter organizations, national governing bodies of sports organizations, national honor societies, etc.
- **Recognized Student Organization (RSO)** – Any group that has been recognized by Illinois College as a student organization or has applied for such recognition. This would include, but is not limited to, unchartered provisional chapters/interest groups.
- **RSO/GLO Advisor** – Any individual designated by the RSO/GLO as their advisor. If there is no RSO/GLO Advisor designated by the RSO/GLO, the institution may choose a designee.
- **RSO/GLO Representative** – The College will generally direct communication to the student on file with the College as the elected/appointed leader of the RSO/GLO (i.e. president or team captain). If the individual designated is no longer eligible to serve in that role (e.g. the student withdraws from the College or is no longer a member of the RSO/GLO) or if the RSO/GLO dissolves prior to or during the investigation/adjudication process as outlined in the *Student Organization Code of Conduct*, the College may designate a RSO/GLO representative of their choosing.
- **Responsible Employee** – A Responsible Employee is any person employed by the College (in a full or part-time capacity) who:

- Has the authority to take action to address any violation of policy; or
- Has the duty to report any type of misconduct to appropriate officials; or
- Is someone a student could reasonably believe has this authority or responsibility.
- **Sponsored event** – Sponsored events, whether on or off-campus, include, but are not limited to:
 - Any event that the RSO/GLO registers with Illinois College or otherwise notifies the College that it is sponsoring/hosting
 - Any event that meets the criteria of an event that should be registered with the Illinois College or that the RSO/GLO should have otherwise notified the College
 - Any event that Illinois College determines may qualify as a sponsored event based on, but not limited to, the following factors: the nature of the event, the number of RSO/GLO members in attendance at the event, the level of organization/advertising undertaken by members of the RSO/GLO, etc.

Section 3 - Prohibited Behaviors

The behaviors listed below are specifically applied to the behaviors of RSOs/GLOs by virtue of the conduct of the members of the organization. Individuals who are members of a RSO/GLO may, through their actions, subject the organization to disciplinary action under the *Illinois College Student Organization Code of Conduct*, whether or not those individuals are also adjudicated under the Code of Student Conduct.

Abuse of Process – A RSO/GLO, or someone acting on behalf of an RSO/GLO, violates the *Illinois College Student Organization Code of Conduct* by directly or indirectly abusing or interfering with the College investigation/adjudication process by engaging in one or more of the following:

- falsifying, distorting, or misrepresenting information or colluding to do the same in the investigation/adjudication process
- destroying or concealing information
- attempting to discourage an individual's proper participation in the investigation and/or adjudication process
- harassing or intimidating (verbally or physically) any person involved in the College processes before, during, and/or following proceedings (including up to, throughout, and after any outcome)
- unauthorized disclosure of a reporting party's identifying information
- failing to comply with a temporary measure or other sanction
- distributing or otherwise publicizing materials created or produced during an investigation as a part of these policies or procedures, except as required by law or as expressly permitted by Illinois College
- influencing or attempting to influence another person to commit abuse of process.

Aiding in Academic Misconduct – The RSO/GLO aids, abets, organizes, approves or otherwise participates in behaviors that would constitute cheating, plagiarism, misrepresentation and/or other forms of Academic Misconduct (See www.ic.edu/code_of_integrity). Evidence of a violation of this policy must demonstrate systemic participation and or knowledge of misconduct beyond 1-2 RSO/GLO members participating in the violation.

Alcohol – The RSO/GLO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Illinois College alcohol policy would constitute a violation of this policy. All members of the RSO/GLO are responsible for being fully aware of the requirements of the Illinois College Alcohol & Drug policy as well as local, state, and federal laws regarding alcohol and other drugs. Relevant policy provisions include, but are not limited to:

- Only those students of legal drinking age (21 years and older) may possess or consume alcohol. RSOs/GLOs must have a way to identify (wrist band, etc.) students of legal drinking age at events

- Providing alcohol to a minor or assisting a minor in any way in obtaining alcohol is a violation of state law and is expressly prohibited
- Possessing, furnishing, consuming or serving from a common source of alcohol (i.e., kegs, beer balls, punch bowls or other source of 12 or more servings), unless being served and monitored by a licensed vendor after properly registering an event for provision of alcohol is strictly prohibited
- Drinking games, beer funnels, beer pong tables and other practices or materials that encourage unsafe or rapid consumption of alcohol are prohibited
- Alcohol is prohibited at any RSO/GLO membership recruitment functions

Alleged Violations of Law – Any alleged violations of federal, state and local laws may be investigated and adjudicated under the *Illinois College Student Organization Code of Conduct*. When an offense occurs over which the College has jurisdiction, the College conduct process will usually move forward notwithstanding any criminal complaint that may arise from the same incident.

Arrest Policy – RSO/GLO leadership fails to notify the appropriate Illinois College officials (Dean of Students, Associate Dean of Students, and/or Director of Residential Life & Campus Safety) within 48 hours if a member of the RSO/GLO is arrested and detained as a result of any actions or behaviors taking place at or arising out of a RSO/GLO-sponsored event.

Bullying/Cyberbullying – The RSO/GLO aids, abets, incites, organizes, approves, or otherwise participates in any behavior that would constitute bullying and/or cyberbullying, which are defined as repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Damage/Destruction of Property – The RSO/GLO aids, abets, incites, organizes, approves or otherwise participates in any behavior that damages/destroys property would constitute a violation of this policy.

Disruptive Activity/Disorderly Conduct – The RSO/GLO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would disrupt/obstruct teaching, research, and/or administration of the College and/or commits acts that would be considered to breach the peace, lewd, indecent or obscene would constitute a violation of this policy.

Drugs or Other Controlled Substances – The RSO/GLO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the College drug policy would constitute a violation of this policy.

Engaging in Harmful/Potentially Harmful Behaviors – The RSO/GLO aids, abets, incites, organizes, approves or otherwise participates in any activity that would constitute physical abuse or would endanger the safety, health or well-being of other individuals or groups or would cause reasonable apprehension of such harm, constitutes a violation of this policy. For the purposes of this policy, engaging in harmful or potentially harmful behaviors, includes, but is not limited to, the following: acts of physical or verbal abuse; actions which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of oneself or others; and/or fighting. This Code would also apply to RSO/GLO members who could intervene and fail to do so.

Failure to Comply – The RSO/GLO or its representatives fail to comply with the reasonable directives of Illinois College officials or designees or law enforcement officers during the performance of their duties. This would include failure to comply with any interim measures instituted during any investigation/adjudication process, or failure to comply with any outcomes assigned to a RSO/GLO at the completion of the conduct process.

Financial Obligations – Failure to promptly meet financial responsibilities to the College, including, but not limited to; misusing funds obtained through Illinois College.

Hazing – The RSO/GLO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the College [hazing policy](#) would constitute a violation of this policy. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. For the purposes of this policy, “approved or otherwise participates” would include observation of hazing activities by individuals in a position to intervene but who fail to intervene, including organization officers/leaders who are aware of planned hazing activities and condone or fail to prevent that hazing from occurring, regardless of their participation.

Retaliation –The RSO/GLO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute retaliation under this policy. Retaliation is defined as any adverse action towards any person for reporting an alleged violation of this policy or for cooperating with or otherwise participating in any College investigation and/or participating in the conduct process. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), or any other action intended to create a hostile environment for the intended target of the retaliation. In addition, isolation may constitute retaliation under this policy if the target of the isolation is deprived of an educational opportunity or benefit as a result of that isolation.

Sexual Misconduct and/or Gender-based Violence – The RSO/GLO aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the Illinois College Policy on Gender Based, Sexual & Interpersonal Violence policy (<https://www.ic.edu/sexualmisconduct>) would constitute a violation of this policy.

Trademark/Copyright Violations – The RSO/GLO engages in unauthorized use (including misuse) of Illinois College or organizational names and images.

Violations of University/College Policies – Violating, attempting to violate, or assisting in the violation of any other Illinois College policy, contract, rule, bylaw and/or regulation of the College may constitute a violation of the *Illinois College Student Organization Code of Conduct*.

Section 4 - Procedures

Notice to Illinois College

Illinois College may receive notice of an allegation or potential violation of this or other related policies in a number of ways, including, but not limited to:

- The filing of an incident report with the appropriate College official, including self-reporting.
- Any Responsible Employee is made aware of any potential violation of this or other related policies.
- Any Responsible Employee observes any potential violation of this or other related policies.
- Any Responsible Employee is aware of an RSO's/GLO's climate or culture that may indicate a probability of violations of this or any other related policies.

Self-Reporting of Individual Misconduct and Amnesty

RSO/GLO leadership are encouraged to immediately report any violations committed by members of the RSO/GLO of this or other College policies to the Dean of Students, Executive Director of Residential Life & Campus Safety, Director of Residential Life & Campus Safety and/or Public Safety. This report should provide a detailed description of the events that transpired, the names of any individuals involved, and a description of any internal disciplinary actions taken by the RSO/GLO.

If RSO/GLO chooses to self-report behavior in this manner, the Executive Director of Residential Life & Campus Safety or designee will only investigate the individual(s) implicated in the report. Unless information discovered

in the investigation suggests that the incident was aided, abetted, sanctioned or organized by the RSO/GLO, the investigation will be limited to the individuals implicated in the self-report and not the RSO/GLO. However, if information is uncovered in the investigation that suggests that the RSO aided, abetted, sanctioned or organized the event, the Executive Director of Residential Life & Campus Safety or designee may launch a formal investigation of the RSO.

Students who make a complaint under this policy or who participate in an investigation related to this policy will not be charged with other minor College policy violations that are brought to light in the course of the investigation that arose out of, or were committed as a direct result of, the incident(s) under investigation as long as those behaviors do not represent a threat to the health, safety or well-being of others. Illinois College reserves the right to follow up with students related to those issues as appropriate in a non-disciplinary setting.

Preliminary Inquiry

Upon receiving notice of an alleged violation of this or other College policies involving a RSO/GLO, the Executive Director of Residential Life & Campus Safety (or designee), in consultation with the appropriate College departments, will conduct a preliminary assessment to determine if there is a reasonable basis for conducting an investigation into the alleged violations of College policies. This initial assessment will include a review of the information reported. This may include, but is not limited to:

- interview(s) with the person(s) who made the report.
- review prior conduct history of the RSO/GLO and relevant members.
- gather information that would corroborate elements of the report.
- review of any materials related to the report.

Once a determination has been made that the alleged violations warrant a more comprehensive investigation or response, the Executive Director of Residential Life & Campus Safety or designee will notify the RSO/GLO in writing to outline the alleged violations, the resolution options based on alleged violations, and to schedule a meeting (if applicable). This notification will also be sent to RSO/GLO Advisor(s), and if applicable, the RSO/GLO inter/national governing body.

If the Executive Director of Residential Life & Campus Safety or designee determines that no investigation is necessary, the report is documented and administratively closed. The Executive Director of Residential Life & Campus Safety or designee may, at their discretion, notify the RSO/GLO of the information received and that the matter is closed. In these cases, the Executive Director of Residential Life & Campus Safety or designee may choose, at their discretion, to maintain the confidentiality of any reporting party(ies).

Interim Measures

In cases where it is determined that certain continued operations of a RSO/GLO constitute a reasonable threat of harm to individuals, damage of College premises, or disruption to the educational mission of the College, the Executive Director of Residential Life & Campus Safety or designee may issue interim measures, up to and including an interim suspension of all RSO/GLO activities, pending final disposition of the matter. Upon issuance of an interim measure, the Executive Director of Residential Life & Campus Safety or designee will notify the RSO/GLO representative and other appropriate parties in writing.

If a RSO/GLO wishes to seek a review of these interim measures, the RSO must submit a written request for an administrative review to the Executive Director of Residential Life & Campus Safety or designee within three (3) business days of receiving the notice of interim measures. The Executive Director of Residential Life & Campus Safety or designee will respond within five (5) business days of the College's receipt of the request. This administrative review is not a hearing on the merits of the underlying allegations, but is merely a review to determine what, if any, interim measures are appropriate. The review may lead to a continuance, revocation, and/or modification of the interim measures, including modifications that may be more restrictive than the

initial measures. The College will notify RSO/GLO leadership of the outcome of the review in writing within three (3) business days of the review meeting. This notification will include the College's decision and the rationale for that decision.

If the College investigation lasts beyond 30 days (as outlined below, beginning from the date of the Educational Conference), the RSO/GLO may request another review of the interim measures, which will be handled similarly to the initial request for review as outlined above.

Resolution Options

Upon notice of a potential violation, the Executive Director of Residential Life & Campus Safety or designee will conduct an assessment of the allegations to determine the applicable resolution options available to address the alleged policy violations. The determination of resolution options will include consideration of the following:

- the severity of the alleged violations
- the risk of harm to other persons
- the conduct history of the RSO/GLO
- current status of the RSO/GLO
- any other relevant factors.

There are levels of process associated with resolving alleged violations of the *Illinois College Student Organization Code of Conduct*:

- Early Resolution
- Prescribed Resolution
- Partnership Process Resolution
- Formal Investigation

An Educational Conference will be used when the Partnership Process Resolution or Formal Investigation options are utilized. The Associate Dean of Students or designee may, at any time, determine that a case should be moved from a lower tier to a formal investigation.

Early Resolution

In certain cases, there may be a determination by the Executive Director of Residential Life & Campus Safety or designee that there is insufficient evidence to proceed with an investigation, and/or the information collected, even if true, would not constitute a violation of policy. Early resolution is not a determination of responsibility and is not recorded as a prior determination of such.

However, if the behavior may constitute a violation of policies of inter/national governing bodies with which the RSO/GLO is affiliated, and the Executive Director of Residential Life & Campus Safety or designee is aware of this affiliation, the Executive Director of Residential Life & Campus Safety or designee may, at their discretion, forward the information to the appropriate body. In these cases, the Executive Director of Residential Life & Campus Safety or designee may choose to meet with the RSO/GLO representative and any other appropriate parties to discuss behavioral expectations. The Executive Director of Residential Life & Campus Safety or designee may suggest proactive educational and/or developmental measures designed to assist the RSO/GLO.

If the College receives additional information related to the matter that was resolved by early resolution, the Executive Director of Residential Life & Campus Safety or designee reserves the right to reopen the matter and proceed with investigation and adjudication.

Prescribed Resolution Process

In certain cases, the Executive Director of Residential Life & Campus Safety or designee, in reviewing the allegations, may determine that the allegations constitute a violation of policy(ies), and these violations fall under Level 1 of the Violations Rubric. Violations that fall under Level 1 of the Violations Rubric have prescribed outcomes associated with them. In these cases, the Executive Director of Residential Life & Campus Safety or designee may send an outcomes letter to the RSO/GLO representative and any other appropriate parties outlining the determination, the outcomes, and the rationale for both.

Upon receipt of this letter, the RSO/GLO may do one of the following:

- Accept the determinations and outcomes – in this case, the RSO/GLO will follow the directives outlined in the outcomes letter and the matter will be considered closed once the outcomes are completed. Failure to complete the outcomes may result in additional disciplinary action; or
- Decline to accept the determinations and outcomes – in this case, the matter will be forwarded for formal investigation and adjudication.

The RSO/GLO must notify the Executive Director of Residential Life & Campus Safety or designee of their choice from the above within three (3) business days of receipt of the letter.

In certain cases that might otherwise constitute a Level 1 violation, the Associate Dean of Students or designee may determine that a different resolution option is warranted. This determination may be based upon the prior history of the RSO/GLO or its members, the RSO's/GLO's current status, any patterns of behavior, or other factors as deemed relevant.

The Educational Conference

In those cases where the Violation Rubric would suggest a Partnership or Formal Adjudication Process, or in those cases that began with a Prescribed Outcomes Process, but the RSO/GLO elects to have the case adjudicated through the Formal Adjudication Process, the Executive Director of Residential Life & Campus Safety or designee will schedule an Educational Conference with the RSO/GLO representative and RSO/GLO Advisor and other appropriate parties.

This meeting provides an opportunity for the leadership of the RSO/GLO, the RSO/GLO advisor(s) and the RSO/GLO inter/national governing body (if applicable) to discuss the nature of the allegations, the rights and responsibilities of the RSO/GLO, the resolution options available to the RSO/GLO based on the nature of the allegations, and the specific steps involved in the different resolution options.

In the event that the RSO/GLO needs additional time to select the preferred resolution option, the RSO/GLO will be given one business day following the Educational Conference to notify the Associate Dean of Students or designee of the preferred resolution option. The Associate Dean of Students or designee will make the final determination on the resolution option to be used in investigating and adjudicating the alleged violations.

Partnership Process

For this resolution process, the RSO/GLO is given the opportunity to conduct an internal investigation. The Partnership Process will include the following:

- The Executive Director of Residential Life & Campus Safety or designee will, in consultation with the RSO/GLO representative and RSO/GLO advisor and other appropriate parties, develop an investigation scope and timeline based on the nature of the allegations.
- The RSO/GLO must conduct an investigation and submit a written investigative report within the agreed-upon timeline, barring exigent circumstances as determined by the Executive Director of Residential Life & Campus Safety or designee, or as otherwise specified in writing by the College.

- Report should be detailed and specific, including the names of specific individuals involved in the alleged violation and any internal disciplinary action the RSO/GLO has implemented relative to those individuals.
- The report should be submitted electronically in pdf format to the Associate Dean of students. Google docs is not acceptable for submitting the report.

Report Review by Executive Director of Residential Life & Campus Safety or Designee

The Executive Director of Residential Life & Campus Safety or designee will review the RSO's/GLO's investigative report and will make one of the following determinations:

- The Executive Director of Residential Life & Campus Safety or designee agrees that the report is complete and will schedule a resolution meeting to discuss the report and findings and review next steps; or
- The Executive Director of Residential Life & Campus Safety or designee agrees that the report is complete, that the behavior in question is individual in nature, and the individuals implicated in the chapter report are forwarded for adjudication under the student code of conduct and the case involving the RSO/GLO is closed; or
- The Executive Director of Residential Life & Campus Safety or designee determines that the report is insufficient or incomplete, and provides feedback to the RSO/GLO and provides instruction for further investigation; or
- The Executive Director of Residential Life & Campus Safety or designee determines that the RSO/GLO has intentionally provided inaccurate or incomplete information, obstructed the process, or is otherwise non-compliant or uncooperative. The Executive Director of Residential Life & Campus Safety or designee will then determine whether to move forward with investigation and adjudication of the allegations under the Formal Resolution Process.

Partnership Process Resolution Meeting

Once the Executive Director of Residential Life & Campus Safety or designee has determined that the report is complete, the Executive Director of Residential Life & Campus Safety or designee will meet with the RSO/GLO representative and/or advisor (and other parties as appropriate) and one of the following determinations will be made:

- **No Policy Violation** – If the RSO/GLO report determines that no policies were violated by the RSO/GLO, and the Executive Director of Residential Life & Campus Safety or designee accepts this determination, the process concludes for the RSO/GLO. Individuals implicated in the report may be forwarded for individual adjudication as outlined in the Code of Student Conduct.
- **Responsibility Fully Accepted:** If the RSO/GLO report determines that the RSO/GLO was responsible for all policy violation(s) that were alleged, and the Executive Director of Residential Life & Campus Safety or designee accepts this determination, the Executive Director of Residential Life & Campus Safety or designee will initiate the Determination of Outcomes process.
- **Responsibility Partially or Not Accepted:** If the RSO/GLO report determines that the RSO/GLO was responsible for some but not all, or for none of the policy violation(s) that were alleged, the Executive Director of Residential Life & Campus Safety or designee will make one of the following determinations:
 - the Executive Director of Residential Life & Campus Safety or designee may accept the determinations from the report and will move forward to the outcomes process solely on the allegations for which the RSO/GLO accepted responsibility if applicable; or
 - The Executive Director of Residential Life & Campus Safety or designee may not accept the determinations from the report and will move forward in investigating and adjudicating the matter under the Formal Investigation Process.

If individual students are identified at any point in the partnership process to have potentially violated any College policies, they may be individually referred to the Executive Director of Residential Life & Campus Safety or designee for investigation and adjudication.

****Determinations of responsibility through the Partnership Process are final and may not be appealed.****

Formal Investigation Procedures

If the Executive Director of Residential Life & Campus Safety or designee determines at any point that a formal investigation is necessary, the Executive Director of Residential Life & Campus Safety or designee may assign the case to an investigator(s) for a formal investigation. The Executive Director of Residential Life & Campus Safety or designee will notify the RSO/GLO, the RSO/GLO advisor, and other appropriate parties that a formal investigation is being initiated.

During the course of the investigation, up to and including the five business (5) day review period, the RSO/GLO may request to enter information into the record and may recommend specific witnesses to the investigator. Ultimately, determinations of relevance of information or witnesses will be determined by the investigator.

In completing the investigation, the investigator(s) may:

- Make contact (if possible) with the individual(s) who submitted the initial information.
- Interview any individuals with relevant information.
- Request relevant information from RSO/GLO members (i.e. screenshots of text messages or pictures/videos) and note whether or not RSO/GLO members were compliant in sharing requested information.
- Provide relevant information at any point during the investigation to the Executive Director of Residential Life & Campus Safety or designee related to interim measures.
- Require RSO/GLO members, or a select group of RSO/GLO members (i.e. all new members of the RSO/GLO) to participate in an interview and may restrict communication between RSO/GLO members during the interview.

Students participating in a formal investigation process are expected to participate in an active, cooperative and truthful manner. Failing to participate in any fashion, including failure to provide requested information or testimony, may constitute a violation(s) of the Code of Student Conduct. Additionally, the investigators will document these failures and the Hearing Panel may make any inferences based on these failures.

The College will complete the initial investigation in a period of no more than 30 days, barring any exigent circumstances. In the event that exigent circumstances arise that will require a delay beyond 30 days, the College will notify the RSO/GLO representative of the delay, including the reasons for the delay and the anticipated timeline for completing the investigation.

At the completion of the investigation, the investigator(s) will provide a written draft of the investigation report to the Executive Director of Residential Life & Campus Safety or designee. The Executive Director of Residential Life & Campus Safety or designee will review that report for accuracy or thoroughness and, once complete, will share the draft of the report (with necessary redactions) with the RSO/GLO representative, RSO/GLO advisor, and any other appropriate parties for review and comment. The RSO/GLO must provide any comments related to the investigative report in writing to the Dean of Students or designee within five (5) business days of the receipt of the report, barring exigent circumstances as determined by the Executive Director of Residential Life & Campus Safety or designee. Upon receipt of these comments (if applicable) the Executive Director of Residential Life & Campus Safety or designee will generate the final report and share it with the RSO/GLO representative, advisor and any other appropriate parties at least three business (3) days in advance of any formal resolution. The Executive Director of Residential Life & Campus Safety or designee will make the final determination of the relevance of any information gathered during the investigation.

Upon completion of the final report, the Executive Director of Residential Life & Campus Safety or designee will schedule a meeting with the appropriate RSO/GLO representatives to determine the appropriate adjudication process. At this meeting, the RSO/GLO may choose one of the following options for adjudication:

- **Informal Resolution** – the RSO/GLO may accept the findings of the investigation and determinations of the Executive Director of Residential Life & Campus Safety or designee based on the investigation report. If this occurs, the process will move forward to the outcomes process.
- **Formal Resolution** – the RSO/GLO may not accept the findings of the investigation and/or determinations made by the Executive Director of Residential Life & Campus Safety or designee. If this occurs, the RSO/GLO may choose to have the matter resolved through a Conduct Hearing. The RSO/GLO will be given a notice of the time, date and location of the hearing at least three (3) business days in advance of the hearing.
 - **Conduct Hearing** – The Executive Director of Residential Life & Campus Safety or designee will serve as the hearing chair. The hearing chair serves to make sure that process is followed. The Hearing Panel will be made up of 3-5 faculty/staff/students who do not have a relationship with the RSO/GLO.
 - The hearing panel may elect to call and question witnesses as necessary, including the investigator(s) who compiled the investigative report. The RSO/GLO may question any witnesses called by submitting written questions to the hearing chair.
 - The RSO/GLO will be given the opportunity, in person to submit or give an opening statement to the hearing panel and to respond to any information provided by witnesses.
 - The hearing panel may question the RSO/GLO representative.
 - The RSO/GLO may bring an advisor of their choosing to the hearing. The RSO/GLO advisor may not speak on behalf of the RSO/GLO, question witnesses, or actively participate in the hearing other than to advise the RSO/GLO representative.
 - The hearing panel will make determination of responsibility using a preponderance of evidence (more likely than not) standard of evidence.

Section 5 - Outcomes

At the conclusion of the resolution process (including the conclusion of any appeals process), if an organization accepts responsibility for violation(s) through the partnership or formal resolution process, or if the organization is found responsible for violation(s) through the formal resolution process, the Executive Director of Residential Life & Campus Safety or designee will schedule an outcomes meeting with the RSO/GLO representative, advisor, and other parties as applicable. The purpose of this meeting shall be to determine the outcomes necessary to effectively address the behavior of the RSO/GLO related to the violation(s) and will include the solicitation of input from the RSO/GLO representative, advisors, and all other interested parties.

At the completion of the outcomes meeting, the Executive Director of Residential Life & Campus Safety or designee will administer all outcomes assigned to the RSO/GLO through the Partnership or Formal Resolution Process to the RSO/GLO representative and the RSO/GLO advisor in writing via an Outcomes Letter. The outcomes may be assessed singly, in combination, or to follow consecutively. Outcomes will be communicated in writing by the Executive Director of Residential Life & Campus Safety or designee to the RSO/GLO and will list outcomes assigned, including the length of any active status and/or rescission periods, the specific privileges impacted, and any and all other opportunities established as a part of the outcomes.

The Executive Director of Residential Life & Campus Safety or designee will maintain the Outcome Letter in the RSO's/GLO's record for a period of no less than seven (7) years. If a RSO/GLO loses campus recognition, the Associate Dean of Students or designee will maintain the Outcome Letter indefinitely. If applicable, a copy of the Outcome Letter may be sent to their Inter/National Organizational Governing Body or other appropriate parties.

The Executive Director of Residential Life & Campus Safety or designee will oversee the completion of

Outcomes. If the RSO/GLO misses any deadlines, fails to complete any outcomes, and/or has a subsequent violation(s), the RSO/GLO may be subject to additional outcomes and/or disciplinary actions at the discretion of the Executive Director of Residential Life & Campus Safety or designee.

The outcomes implemented at the conclusion of the disciplinary process may include:

- Status Outcomes
- Educational Outcomes
- Structural Outcomes

Status Outcomes

Status Outcomes may include, but are not limited to:

- **Warning:** A Warning is given to notify a RSO/GLO that the behavior and conduct has been inconsistent with the expectations of the College. A warning has no immediate effect upon an RSO's/GLO's status at the College and may be specified for a period of time. However, once given a warning, an RSO/GLO should expect different outcomes to result from any subsequent violations, especially while on a current warning status when/if similar behaviors occur.
- **Restriction of Privileges:** Restriction of Privileges precludes an RSO/GLO from participating in certain activities or may require an RSO/GLO to forfeit specific privileges. Restriction of Privileges may include, but is not limited to, loss or limitation of social events or limitation of ability to participate in College events or activities.
- **Disciplinary Probation:** Official notice that the RSO/GLO has been found to have violated College rules and regulations and a warning that further violation of rules and regulations will result in possible suspension. Disciplinary Probation may include Restriction of Privileges.
- **Deferred Suspension:** Deferred Suspension is a status for a specified period of time during which any subsequent finding of Responsibility for a violation of the *Illinois College Student Organization Code of Conduct* or any other College policy shall result in the Outcome of Suspension for the RSO/GLO. Deferred Suspension may include Restriction of Privileges.
- **Suspension:** Suspension is a status for a specified period of time that includes, but is not limited to, the revocation of the College's registration of the RSO/GLO for a stated or an indeterminate period of time, cessation of College funding, restriction of all operations at the College, and restriction of use of College resources. If the RSO/GLO also holds a charter from a international organizational governing body, the College may also request that the international organizational governing body revoke the charter of the RSO/GLO. Suspension will include a written return agreement outlining specific conditions for return.

If the RSO/GLO dissolves or loses recognition, as a result of organizational conduct, and then attempts to seek recognition under the guise of a different organizational name, the College reserves the right to deny the request for recognition or withdraw the recognition. This conclusion may be based on any of multiple factors, including but not limited to, overlapping membership, similarity of purpose, and the timing of the dissolution or prior loss of recognition and the request for new recognition.

Continued operation of the RSO/GLO after suspension or loss of recognition will result in a violation of Failure to Comply and may result in additional outcomes or restrictions, up to and including an extension of the Suspension beyond the terms originally outlined in the initial Outcomes Letter/return agreement.

A RSO/GLO that has completed a period of suspension and has met conditions for return as outlined in the return agreement may seek reinstatement by complying with the registration requirements of Illinois College.

Educational Outcomes

Educational Outcomes may include, but are not limited to, educational programming, community service, interventions, restrictions, workshops, or other outcomes determined to help develop the culture and

community of the RSO/GLO. The Executive Director of Residential Life & Campus Safety or designee will determine Educational Outcomes after consultation with the appropriate College Office(s), the governing body and/or affiliated organization of the RSO/GLO, organizational leadership, advisors, and/or other appropriate stakeholders as necessary.

Structural Outcomes

Structural Outcomes are related to the structure, membership or governance of the organization. Structural outcomes, may include, but are not limited to, changes to RSO/GLO operating procedures, a review of RSO/GLO membership/leadership, an external RSO/GLO review, and changes to RSO/GLO advisor support. Structural Outcomes may be included alongside any Status and Educational Outcomes.

Section 6 - Appeals

Requests for Appeal

Requests for appeals must be submitted in writing to the Executive Director of Residential Life & Campus Safety or designee within five (5) business days of receiving the resolution/outcomes notification, barring exigent circumstances as determined by the Associate Dean of Students or designee. The Associate Dean of Students will record the request for appeal and send the appeal request and all applicable case materials to the Dean of Students who serves as the appeal officer.

The College/University's presumed position is that all sanctions will be implemented during the appellate process. The Dean of Students or designee may consider, upon request in writing, to stay or modify a sanction during the appellate process. Any stay or modification should be exercised only under exigent circumstances.

The Dean of Students or designee will review all requests to determine if the requests adequately meet the grounds for appeal. The appeal must meet one or more of the grounds below:

- **Procedural Error:** A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
 - Any challenge for bias must include: a) what the bias was, b) how the bias manifested itself, and c) how the bias significantly impacted the outcome. A mere allegation or determination of bias will not be sufficient to meet this ground for appeal.
- **New Evidence:** New evidence is information that was unknown or unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence, how it was previously unknown or unavailable, and its potential impact must be included.
 - If a person or RSO/GLO representative refused to testify or participate in the investigation and now wishes to submit their testimony as new evidence at the appellate level, that testimony will not be considered "new evidence" under this ground. The Dean of Students or designee serving as the reviewer of requests for appeal may determine if the matter will be sent back for further investigation based on this request for appeal.
- **Appeal of the Sanction:** The sanction(s) imposed is clearly outside the parameters for the violation(s) or are of such nature that the RSO/GLO could not reasonably complete them within the allotted timeframe.

The burden is on the appealing RSO/GLO to show the grounds are met using the preponderance of the evidence standard.

If there is another party involved in the matter (e.g., in matters where the incident involves Title IX or other civil rights discrimination), the Dean of Students or designee may share all or part of the appeal with the party to allow them to respond or submit their own request for appellate consideration. They will be required to respond within three (3) business days, barring exigent circumstances as determined by the Dean of Students or designee.

If there is a challenge to any member of the process (e.g. a challenge of bias by an investigator or hearing officer), the Dean of Students or designee may share all or part of the appeal with party in question to allow them to respond. They will be required to respond within three (3) business days, barring exigent circumstances as determined by the Dean of Students or designee. If any new grounds for appeal are raised in any response, the Dean of Students or designee will determine whether to allow a short time for the RSO/GLO to submit a response.

The Dean of Students or designee will issue their decision to allow the appeal to proceed in whole or in part or to deny the appeal within five (5) business days of receipt of all information and responses, barring exigent circumstances.

Once it is determined that the appeal can move forward, the Dean of Students or designee will issue their appeal decision within five (5) business days of receipt of all information and responses, barring exigent circumstances. In instances where the Dean of Students or designee needs additional time, the RSO/GLO representative will be notified within the allotted time for issuing a decision.

General Appellate Considerations

The original finding and outcome(s) are presumed to have been decided reasonably and appropriately. Appeals are not intended to be full re-hearings of the original allegation(s). In most cases, appeals are confined to a review strictly limited to the matters being appealed. In cases where there are other parties involved, if the Dean of Students or designee during the review phase or during the appellate phase, wishes to meet with a party or RSO/GLO representative, the other party will be notified and granted the same opportunity.

Appeal Conclusions

- An appeal that affirms the finding of the Formal Resolution process is final.
- An appeal that affirms the outcomes is final.
- An appeal that is granted for the appellant (or other party, when appropriate) based on new evidence should be remanded to the Executive Director of Residential Life & Campus Safety or designee for reconsideration, for rehearing, or for further investigation.
- An appeal granted for the appellant (or other party, when appropriate) based on other grounds should be remanded to the Executive Director of Residential Life & Campus Safety with instructions to further investigate, clarify findings, or remedy errors.
- When an appeal is granted for the appellant (or other party, when appropriate) based on inappropriate outcome(s), the Dean of Students may alter the outcome or remand with recommendations, to the Executive Director of Residential Life & Campus Safety to modify the outcome(s). Such outcome determination shall be final.
- Once an appeal is decided, the decision is final; further appeals are not permitted.

Housing Policy/Agreement

Residential Living Community Responsibility

Illinois College believes that living on campus is an important aspect of a private, liberal arts education. Studies have shown that students who live on campus are more involved and have a higher retention rate and a better overall college experience.

It is the policy of Illinois College and the Office of Residential Life that students share in the responsibility of setting and maintaining a studious and respectful environment in the campus residence halls and apartments. Resident students are entitled to an atmosphere that facilitates personal growth and encourages the pursuit of academic endeavors. Each student shares in the effort to maintain a high quality of residential life. Students should at all times exercise self-discipline and should consider and respect the rights and privileges of others.

Students are responsible for what occurs in their room, what is in their room and the guests in their room. It is a privilege to be a part of the Illinois College residential community and to be a part of this institution. Any behavior which detracts from the image or reputation of Illinois College will not be tolerated and may result in judicial action.

Housing Policy

Living on campus contributes to the academic success of students and creates opportunities to develop lasting friendships. To increase our students' academic success and foster a strong sense of community, the College requires students to live on campus for their first six semesters or until they have earned 88 credit hours. The College charges the full room and board cost to the accounts of those students. Students who study abroad within their first three years at Illinois College will be able to count that time towards the residency requirement. Additionally, transfer students may count semesters enrolled full-time at another institution toward the requirement.

Students receiving the Trustee, Presidential, 1829 or International Student Scholarships, or Campus Assistance Grants forfeit the scholarship if they choose to move off campus.

Illinois College will make any arrangements necessary within our ability to comply with housing accommodation requests in compliance with the Americans with Disabilities Act standards. Requests for housing accommodation can be made through Illinois College Disability Services.

At times, a student with a disability may warrant an exception or modification to the housing policy. The College recognizes the importance of providing reasonable accommodations in its residential life policies and practices as necessary for individuals with documented disabilities to fully participate in the residential life program. Requests for housing accommodations should be made through Illinois College Disability Services. It is essential that requests for accommodations are made as early as possible to ensure the provision of the requested accommodation.

Any student who wishes to request an exception to the housing policy must file a housing exception form with the Office of Residential Life no later than March 15 in order for the request to be heard before room selections begins, or November 1 for students arriving in the spring. The College normally approves such requests if a student:

1. graduates from a high school in one of the approved regional school districts* and will be living with his/her/their parent or legal guardian;
2. is married;
3. is living with or providing direct care for dependent children;
4. is 23 years or older;
5. is a veteran or active service member;
6. is a transfer student who earned an associate's degree after graduating from high school; or
7. is a transfer student who has completed three or more semesters of course-work while living independently in off-campus housing.

**Approved regional school districts include any public or private school served by the following districts: A-C Central, Franklin, Jacksonville, Meredosia-Chambersburg, Scott-Morgan, Triopia, Virginia, Waverly, and Winchester.*

Students who have already lived on campus for six semesters or have earned 88 credit hours are not required to live on campus. These students are not required to submit housing exception forms. Housing exception forms can be found on Connect2 for returning students. New students may request a form through the Office of Admission.

If a student with fewer than 88 credits seeks to live off-campus for another reason, the student should provide evidence documenting the need to live off-campus. Approvals of requests for reasons other than those listed above are unusual, but are considered on a case-by-case basis.

On-Campus Housing Terms and Conditions

1. General Terms and Conditions

- Full-time status (at least 12 credits) is required to be eligible to live in the residence halls. Students who fall below full time at any point in the semester must receive the approval of the Office of Residential Life in order to remain living on campus. Students who are in their final semester and only taking courses required to complete their degree may live on campus as part-time students.
- The student will use the premises solely for residential and educational purposes of Illinois College. No student is permitted to operate a business from their residential location using College resources.
- Residents are expected to exercise reasonable care in the use of the facilities in the residence halls in keeping with health, safety and maintenance standards. Students are expected to know and follow Illinois College policies whether the policies are in effect now or are later enacted.
- The College reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies and to require a student to move from one room or residence hall to another.
- Room assignments will normally be made on the basis of two residents per room in the residence halls. However, if there is a need, additional residents may be assigned to larger rooms, which the College reserves the right to do. A student may also be assigned to a temporary space. Students assigned to temporary spaces will be reassigned to double occupancy rooms as they come available.
- Unless a student requests an extension of the arrival period in writing through the Office of Residential Life, Illinois College is not obligated to hold a room assignment past 12 noon on the first day of classes. If a resident does not check in prior to 12 noon on the first day of classes and later requests an assignment, the resident may be relocated from the original assignment.
- Requests for changes to room assignments may be made in writing to the Office of Residential Life after the 10th day of classes each semester. If the request is due to a roommate/floor mate conflict, the students involved will be expected to participate in conflict mediation sessions before any move can take place. Mutual requests for room switches are still subject to approval by the Office of Residential Life. A student who makes an unauthorized room change will be required to return to the original room and will be assessed a fine for an unauthorized room change.
- The College may alter the specific room assignments, if deemed necessary, during the assignment process.
- All contracts are for double-occupancy accommodations unless otherwise noted. If space allows, a resident who does not have a roommate may have the option of reserving the room as a single. Single room reservations must be arranged with the associate director of residential life. Additional rates will apply for single rooms. Students in this situation (whether by choice or by circumstance) are expected to consolidate with another student if they wish to avoid the additional single room fee.
- In order to practice the commitment to tolerance and respect set forth in the College's Affirmation of Community Responsibility, it is the policy of the College to assign roommates without regard to race, color, national origin, sexual orientation, religion or disability and not to make changes to room assignments due to reasons that are discriminatory.

2. Room Assignment Cancellation

- When a student signs a room and board contract, that contract covers the entire academic year.

- If an enrolled student chooses (or is required for disciplinary reasons) to move off campus within a contract period, either mid semester or between the fall and spring semesters, the student will not receive a refund for the room or board charges.
- If a student withdraws from the College in the middle of the semester the student will receive a prorated refund for board (meal plan) charges. Room charges are not refunded. Students with room assignments in the fall semester who are not enrolled for classes for the spring semester are not assessed room and board charges for the spring semester. Upon a cancellation, a student has 24 hours to move off campus and must leave the assigned room, its furnishings and the bathroom in good condition and repair.
- Upon withdrawal from the College, any room reservation for the upcoming academic year is cancelled.
- The College assesses a penalty to students who reserve a room on campus and subsequently cancel their housing contract. Reserving a room makes it unavailable for other students choosing later, and cancelling a housing contract after reserving a room does a disservice to other students and does not meet the College's standards for community responsibility.
 - Students who reserve a room and then choose to break their housing contract (whether they have at least 88 credits prior to the housing contract period or an approved housing exception) should notify the Office of Residential Life in writing of their decision. The College assesses this penalty because of the disservice to other students. If the student breaks the contract before June 30, the penalty assessed is \$1,000.
 - Students who reserve a room and break the contract after June 30 leave the College with few opportunities to assign the room to other students. The College therefore charges a student who chooses to break his/her/their contract after this date the full cost of the reserved room, college house, or apartment.
- If a student cancels a housing contract after room selection and before the start of the fall semester, regardless of reason, his/her/their roommate and suitemates' assignment may also be impacted.
 - If the student responsible for cancelling his/her/their housing contract initiated the room selection and invited the other students into that room or suite, the remaining students may forfeit the space upon the student's cancellation.
 - The rest of the group's housing points will be calculated minus the student who cancelled, and if the space would not have been available to the group without the other student, the group can be removed from that assignment and moved to another location. This is most applicable to groups who sign up for suites in Lincoln or Greene Halls. The Office of Residential Life works with all students to attempt to make change arrangements that the students are satisfied with.

Returning Student Room Assignments

Returning students wishing to live on campus must submit a housing contract before any room assignment can be made.

There are designated times/days in the spring semester for returning students to reserve on-campus housing for the following academic year. The Office of Residential Life will not guarantee a student's request for a double room as a single and the student may be assigned a roommate.

Exclusion from housing may be made if a student has demonstrated a lack of respect and responsibility for the policies of Illinois College and the residential life program. The College reserves the right to make whatever accommodation reassignments or adjustments that are deemed necessary by the director of residential life.

Room Consolidations

In an effort to keep room rates low and to operate an economically efficient organization, the College reserves the right to move/consolidate residents to fill vacancies that may occur throughout the year. This policy has been established to deal with the difficult task of room consolidations, and to ensure that such consolidations are performed in a fair and equitable manner.

When one of the occupants of a room moves out, the remaining occupant must obtain a roommate, from a list of residents who do not have roommates, pay the single room rate, or move to another room or apartment. The consolidation process must be completed within two weeks after the vacancy occurs. If the entire process has not occurred within this two-week time period, the resident(s) shall automatically begin to be charged and be obligated to pay for their single room(s) on a prorated basis at the appropriate single room rate. In cases where none of the consolidating parties wishes to move, priority to remain will be based upon

- (a) length of enrollment at Illinois College,
- (b) Illinois College housing points
- (c) length of room occupancy.

Residents who willfully refuse to participate in the consolidation process will be charged the appropriate single room rate. The College will make a reasonable attempt to accommodate room requests for double occupancy. The College reserves the right to assess additional fees for single room occupancy caused by a resident refusing to accept a new room or new roommate. Exceptions from the requirement to consolidate or begin paying a single room rate are as follows:

1. If there is an uneven number of residents without roommates within a given residence hall. One of the individuals selected by the associate director residential life will not be required to consolidate or pay a single room rate until the next vacancy occurs in that building or until the College reassigns the space.
2. No consolidation is required of vacancies that occur late in the semester.

Room Changes

The Office of Residential Life wants students to be happy with their room and their roommates, and does not try to block any reasonable request for a room change. However, students may be required to participate in conflict mediation with their roommate and a residential life staff member present prior to any room changes. Students are expected to make a reasonable attempt to resolve any roommate conflicts before changing rooms.

After the 10th day of classes, residents may request a room change. All room change requests must be approved by the associate director of residential life. After the student receives approval of the room change, in writing via their IC email address, the move must be completed within three days. Multiple room changes within a given year are discouraged. The associate director of residential life must approve all room moves before the change occurs.

Students are assessed penalty charges if moving occurs without permission from the associate director of residential life. Unauthorized room or hall changes or failure to vacate a room at the time designated by the College may result in a \$50 service charge, a daily rate being charged, and/or disciplinary action. The associate director of residential life must approve all room changes. All moves back to the resident's official room assignment must be completed within twenty-four hours. The associate director of residential life and/or the executive director of residential life and campus safety reserve the right to limit the number of moves a resident makes each semester.

Single Rooms

Physical singles (defined by the space available in the room) are available in several of the buildings for an additional charge. These rooms are typically reserved by returning students. There is an additional charge for students occupying a double room designated as a single, "designated singles". These rooms are not guaranteed. When they are open to the general student body, they are assigned by seniority.

Students interested in a single room should complete the single room request form on the Residential Life portal of Connect2. The College encourages students to remember that there is a finite number of student rooms on campus, which can dictate the availability of single room spaces. Completing the single room interest form allows the associate director of residential life to contact students, in order of the waitlist, if a single room space becomes available.

Summer Housing

Each summer a building is assigned as the summer housing location for students who plan to, or need to, stay on campus during the summer interim. Any returning IC student may request to live in summer housing as long as they are fulfilling academic requirements, taking classes, have an academic internship, working for an office on campus or for other reasons approved by the Office of Residential Life, and will be returning to IC in the fall semester. Space in summer housing is not guaranteed and is filled on a first come, first served basis. Students must have a fall room assignment to be eligible for summer housing. Students should contact the Office of Residential Life for an exception to this. Summer housing information and rates become available after spring break. Students must sign a completed summer housing contract prior to receiving a summer housing assignment. Summer housing contracts are due to the Office of Residential Life, fully completed, by the last day of spring classes. All College Blue Book policies and procedures are applicable during summer housing.

Summer housing begins the same evening that the halls close at the end of the spring semester. Summer housing ends on July 31, at which time all students must check out of their assigned summer room. Students have the option to continue their summer housing contract past July 31, but must discuss their request and receive approval from the Office of Residential Life before beginning summer housing. Students approved to remain on campus after July 31 will move to their fall room assignment on a date designated by the associate director of residential life. These students will pay housing costs during August based on the summer housing arrangement they had prior to the move.

Additional fees will be assessed for the storage of items before or after a student resides in summer housing. Improper check out fees and cleaning charges still apply for applicable rooms. The same check-in and check-out processes exist during summer housing as during the academic year.

General Housing Information

Abandoned Property

Any student owned property must be removed at the time of check-out. At the discretion of the College, items left behind valued at less than \$50 will be disposed of or donated to a local charity. Items with a value of \$50 or more will be held for three days. At the end of three days those items will also be disposed of or donated.

Air Conditioning

All residence hall rooms on campus are air conditioned. Students cannot bring personal air conditioning units to campus.

Appliances

Resident students may supply a refrigerator and microwave for their room. Refrigerators must conform to the size of 4 cu. ft. maximum. Microwaves must not consume more than 700 watts. Other appliances used for the cooking of foods that contain open heating elements are prohibited (ex.: regular coffee machines, hot plates, toasters, electric griddles, George Foreman grills, etc.). Malfunctioning residence hall equipment such as washers, dryers, telephones, vending machines, etc., should be reported to the residential life staff immediately.

Athletic Equipment and Activities

Athletic equipment is to be used only in areas specifically meant for the equipment. Corridors, lounges and rooms are not to be used as basketball courts, football fields, etc. Non Motorized bicycles can be stored in student rooms. Bicycles or scooters left unattended anywhere in the residence halls other than in students' rooms will be confiscated. Bicycles and/or scooters are not to be ridden in the residence halls.

Skateboards, scooters and/or in-line skates are not to be ridden or worn inside any campus building. The use, possession or storage of Hoverboards, Segways, IO Hawks, Skywalkers and similar devices is prohibited throughout the campus until safety standards for them can be developed and implemented.

Balconies

The College Avenue Apartment balconies are not to be used to place College-owned furniture. Balconies, decks and porches are also considered to be public areas; therefore, consumption of alcohol on them is prohibited. No grilling is permitted on balconies. No more than four people are permitted on the College Avenue Apartment balconies at the same time due to weight restrictions.

Break Closing

The College's residence halls are closed during Thanksgiving, Spring and Winter Breaks. Students may submit a request to stay on campus during Thanksgiving and Spring breaks by completing the online 'Break Stay Request Form' for the corresponding break. Students are reminded that these are requests, and they are subject to approval or denial.

Specific Information about the hall closing will be given to all residence hall students approximately two weeks prior to each break period. The dates and times of the hall closings is available for the entire year on the academic calendar. Students and their families are encouraged to check the Academic Calendar on the College's website for the schedule of the semester. The residence halls, campus-owned houses, and college apartments, as well as the campus dining facilities remain open during fall and Easter break, free of charge to all students.

All students not staying on campus during the break must complete the Closing Checklist before they leave for break. The complete closing list should be taped to their room door after the last resident leaves the room for break. For health and safety reasons, residential life staff will enter each room when the residents have left to verify that the checklist is complete. It is at this point in the semester that the College also conducts the health and safety checks of all residential buildings. If rooms are found to not be in compliance with campus policies or health and safety standards, staff will take necessary action, at their discretion, and fines may be issued where necessary.

Break Housing

Academic breaks provide an opportunity for students to relax or participate in activities that enrich their academic or personal experiences. Students are expected to leave campus during the extended breaks to re-energize and prepare for the remainder of the academic year. It is for this reason that the halls are closed during Thanksgiving, Winter, and Spring breaks. The on-campus dining facilities are closed during these breaks.

The College understands that some students live at a distance that does not make it feasible to go home during Thanksgiving or Spring break. Students whose home address (as recorded with the College) is 500 miles or more away from campus are eligible to stay in campus housing during the Thanksgiving and Spring Break periods when the residence halls are closed, for free, as long as proper stay request procedures are followed.

Students whose recorded home address is within a 500 mile radius from campus may request to stay on campus during the break period by completing the same Request to Stay Form for the break; these students are responsible for a \$15 per night charge to stay on campus over the break. Students within the 500 mile radius whom may find it difficult to cover the costs of their stay over the break may request assistance from the Richard B. Maye fund by utilizing the form on the main IC Webpage or by following this link: https://connect2.ic.edu/ICS/Students/Handouts/jnz?portlet=Forms_and_Req...

Eligible students must complete their request to stay by utilizing the Request to Stay Form for the corresponding break by the announced deadline for each break period. The Request to Stay Form is a digital form that is emailed out to every residential student individually and is also be made available on the Residential Life page on Connect2. Notifying the ORL of a request to stay after the announced deadline will result in a late notification fee of \$25, requests to stay late that occur the day the halls close will result in a \$50 late fee. All students needing to stay on campus over the break period are responsible for completing the request to stay form for themselves; this includes athletes or other students whose advisor/coach/supervisor has received approval for their student(s) to stay on campus during the break period. Students who have requested to stay on campus during the break period will receive an email notification that their request has been approved or denied.

The advisor/coach/supervisor of students who would be staying on campus while the halls are closed must receive authorization from the Office of Business Affairs in order for the Office of Residential Life to house these students. Athletic teams that practice or play during breaks, resident assistants, and Connections Leaders are examples of students who would have specific reasons to be allowed to stay during breaks. Upon business office approval, the advisor/coach/supervisor should notify the ORL of their need to stay on campus during a break period, and provide the ORL with a roster of their athletes or students who are required to stay on campus. Athletes, student campus leaders, athletic training students, etc. are required to complete the Request to Stay Form if they intend to stay on campus during the break for athletic or approved student organization responsibilities.

All college residence locations remain open to residential students during fall and Easter break. Campus dining services are closed during Thanksgiving, Winter, and Spring break. Limited on-campus dining locations are open during Fall and Easter break.

Cable

Basic extended cable service is provided to each residence hall room. Students are not to splice the signal. Access to HBO Go and Max Go are also available to residential students by using their network login credentials. Students may need to purchase a QAM adapter for the digital cable service to work on their television. Some televisions brands, such as Element and Septre do not include a digital-analog adapter. QAM adapters can be purchased at any electronics-carry store or online site. Contact the Office of Residential Life with questions specific to cable television set-up at 217.245.3012.

Check-in and Checkout

Each resident must officially check into his/her/their residence hall with the appropriate residential life staff member. At check-in, students will be sent a Room Condition Inventory (RCI) to their IC student email to confirm the condition of their room. Students should review this email and be as specific as possible about the room's condition. If a student notices a damage in their room that is not listed on the RCI email, they should contact their RA as soon as possible to have the damage added to the room condition report. Students are responsible for any damages at the end of the year that are not included on their check-in RCI.

Early check-ins are generally not allowed. Students needing to return to campus early must contact the Office of Residential Life for approval before arriving to campus. An approved early return to campus results in a \$25 per night charge to the student's account. Unapproved early arrivals are subject to fines of \$50 per night along with a one-time \$35 charge for improper check in. Fall or Spring athletes should check in during the designated check-in time that is communicated with the student via their coach. Early returns to campus before the team's designated time or date will result in applicable charges.

There are two checkout options: regular checkout or express checkout. The regular checkout process involves going over the condition of the room with a hall staff member, in person, and returning both the mail and room keys directly before departing campus. For express checkout, the student completes and signs the express check out form, leaves their keys in the attached key envelope and sign an agreement that the condition of the room will be assessed by a hall staff member after their departure from campus. Students who utilize the express check out method waive their right to appeal damages or room cleaning charges. Students not properly checking out of their residence hall room may be assessed a fine. These check out procedures are applicable any time a student lives in college-owned residential facilities.

Upon checkout, a room must be left in the same condition it was received. If the room is left in unsatisfactory condition, the resident will be billed for restoration charges. The Office of Residential Life and the Office of Facilities Management will assess restoration charges. (See Damages). These charges include, but are not limited to;

- Removal of personal property
- Cleaning charge
- Paint and/or drywall damage
- Damage to furniture
- Broken or damaged windows, blinds, or screens
- Removal of command strips, poster putty, sticky tack, or metal hardware

Students who check out after the hall closing deadline will be charged an initial \$25 for a late check out, and an additional \$25 for every hour past the checkout deadline. Students who realize they may not be able to check out by the set check-out time should contact the Office of Residential Life as soon as possible to explain their situation, and request a check-out extension. Applicable charges may apply. The rationale behind this policy is that student late check-outs in turn cause the hall staff to have to leave campus late.

Computer Network Access

Each hall is fully equipped to handle computers and have Ethernet and/or wireless internet access available. To access the internet via Ethernet, students will need an Ethernet cable. The IC network is monitored by Meraki Network Access Control (NAC). NAC is an approach to computer network security that attempts to prevent network infections and vulnerabilities by ensuring end users' computers are protected against viruses and host intrusion, as well as adherence to network policies prior to gaining network access. NAC will not allow access to the network without current and updated Antivirus and Spyware protection. Windows updates must also be current and file sharing software is blocked by NAC.

Damages

The Office of Residential Life expects its residents to maintain their rooms and assume responsibility, whether present or not, for the use and care of their rooms and furnishings supplied by the College. Students who are identified as being responsible for damages of residence hall furnishings, structures or equipment will be charged by the College for the labor, materials and administrative costs necessary to complete the repair. The Office of Residential Life endorses the following policy regarding damage in the residence halls:

- Any damage, which is the result of accidental or deliberate actions of an individual or group, is the responsibility of the person(s) rather than the resident population as a whole. Every attempt will be made to identify the individual(s) responsible for the damage. These individuals will be charged with the cost of the damage in addition to any appropriate sanctions determined by the administration.
- When deliberate or accidental damage cannot be assigned to an individual or group, all residents of the appropriate residence unit (building or floor) will share the burden of repair costs.

In order to avoid unnecessary billing, all residents have the responsibility to:

- Confront other residents or guests participating in destructive or inappropriate behavior to reduce the occurrence of senseless vandalism.
- Speak up. When destructive or inappropriate behavior is observed, the residential life staff should be notified immediately. In most incidents of vandalism, there are individuals who have observed the actual incident or know someone who did. Residents should not tolerate others who choose to allow the group to suffer for their actions.

Emergency Exits

Stairways, corridors and doors are emergency exits and objects of any type cannot be kept in these areas at any time. Any objects left in these areas will be confiscated at the owner's risk and expense.

Fire Equipment

Fire hoses, extinguishers and alarms are to be used only in case of fire (residential life staff may use the alarms for drills.) Tampering with fire equipment constitutes a serious breach of Illinois College policy and is a violation of the laws of the State of Illinois.

Fire Evacuation

All students are to leave the building in a quick and orderly manner when a fire alarm is activated. In the case of non scheduled fire drills, residential life staff will attempt to inform students but will not go to every room in order to ensure safety. Students must therefore evacuate at the sound of every alarm. Only during scheduled fire drills will the residential life staff enter student rooms to ensure the hall is vacated. Failure to vacate during a fire alarm will result in campus judicial action.

Fire Hazards

Due to the threat to safety, candles, incense, halogen lamps or any other device with an open flame or heating element are not allowed in the halls. In addition, gasoline operated machinery such as motorcycles and mopeds, and any other type of combustible items including live Christmas trees and wreaths are not allowed in the residence halls.

Fireworks

The possession of fireworks of any kind on campus is prohibited.

Furnishings

Every student room is equipped with a bed, desk, desk chair, dresser and closet space. All furnishings in residence hall rooms and common areas must be kept in their original room location. Moving charges will be assessed at \$25 per item of furniture that is removed from its original location.

Guests

Illinois College defines a guest as any person visiting campus who is not employed by, or enrolled in the College. For residential students, a guest is defined as any student not assigned to that room, regardless of gender or hall assignment. Each resident is directly responsible and will be held accountable for the actions of any of his/her/their guest(s). All guests must be escorted at all times in residence buildings where they do not reside. The residents of each hall have priority use of all facilities of that hall and guests are subject to the regulations of that hall. Prospective student guests must be registered with the Office of Admission. Campus hosts/hostesses are responsible for their guests during their stay on campus. All guests are subject to regular College and residence hall regulations. Any guest staying for more than two nights or any time outside of visitation hours must be approved by the Office of Residential Life.

Health and Safety Inspections

Health and safety inspections may be held throughout the school year. Authorized College employees perform these inspections. Notices of inspections will be posted at least 24 hours in advance. Scheduled health and safety checks are completed when the residence halls close for academic breaks.

Insubordination/Abuse

Insubordination/abuse to staff members, including failure to follow reasonable instructions, will result in disciplinary action.

Keys/IDs

Residents are assigned a mailbox key and room key when they check into their residence hall. Residents are also given access to their assigned residence building on their student ID. Only building residents and authorized staff are permitted to have such keys. Altering a door lock or having additional keys made is prohibited. Due to safety and security concerns, all lost/stolen keys or ID cards must be reported to the residential life staff immediately. They will be replaced at the resident's expense. If deemed necessary for security reasons, locks will also be replaced at the resident's expense.

Kitchenette

Each residential area, except for Turner Hall, has an assigned kitchen facility. Students are to adhere to safe cooking procedures and clean up after their use. Abuse or misuse of the kitchen facilities can result in losing the privilege to use the facility for the individual, group or entire residence hall.

Laundry

Each hall has a laundry facility for use by the residents of that hall. These facilities are free of charge. Students should not leave personal items unattended. Nonresidents found to be using the laundry facilities will be charged for their use.

Locking Doors

The outer doors to the residence halls are locked 24 hours a day, seven days a week, year round. Students may not prop open a locked door at any time. Propping open locked doors poses a security and safety threat for all residents. All residents are responsible for taking reasonable measures to protect their own person and property and also that of their roommate(s). Students can manage their safety and security by routinely locking their room door, retaining their assigned key/ID, supporting and cooperating with efforts of the residential life staff and Department of Public Safety personnel.

Lofts/Wooden Structures

Lofts are available for use in Ellis Hall, Fayerweather House, Gardner Hall, Lincoln Hall and Turner Hall only. They can be rented through the Office of Residential Life at an additional cost by filling out the request form on Connect2. Loft kits are \$100 for the school year, charged to the student's account. Loft kits are also available during summer housing, when applicable, for \$50 for the summer. Students are not permitted to build lofts or use any other wooden structure or cinder blocks to raise their beds. Plastic bed risers are permitted, and encouraged.

Modification/Personalization of Student Rooms

Students may change the arrangement of their rooms to suit their needs as long as upon checkout the room is left as it was found. Screens may not be removed from residence hall room windows. No painting is to be done to windows, walls, ceilings or floors. Any permanent modification to College property will result in restoration charges to the responsible party/ies.

Students are encouraged to bring items from home to give their room a more personal feel. Students are discouraged from making holes in the walls, or using nails. Students should use adhesives that are easily removed in order to hang pictures and posters.

Off-Campus Living

See Housing Policy/Agreement

Pets

There can be no pets in residence hall rooms except fish in a 20-gallon tank or less. Possession of any other pets will result in fines and possible confiscation of the animal(s). The College is not responsible for fish left unattended over breaks. The first violation of the pet policy will result in a \$25 fine to the the responsible party/ies. Fines will double for subsequent violations.

Quiet and Courtesy Hours

To ensure an atmosphere which is conducive to studying and comfortable community living, students may not cause disruptive noise. Courtesy hours are in place at all times; students are encouraged to speak respectfully to other students who may be disrupting their environment. Any noise, inside or outside of the hall, which disturbs other residents (regardless of day or time) is a violation of 24-hour courtesy hours. The College advocates for respectful communication between adult parties to resolve the disruption.

Quiet hours are from 10 p.m. to 10 a.m., Sunday through Thursday, and from 12 midnight to 10 a.m. on Friday and Saturday. Mandatory 24-hour quiet hours occur during the final exam periods. Residents are expected to respect quiet hours, and their fellow community members, during the times of day when others are likely sleeping or studying. Students will receive an educational warning the first time quiet hours are violated. Subsequent disturbances may lead to residential life fines.

Signs, Posters and Flyers

Signs, posters and flyers are to be posted on bulletin boards available in the halls. Approval to post any materials needs to be gained from the Office of Residential Life prior to posting. Signs posted without approval will be removed. Students cannot advertise for companies or organizations outside of the college, on college property. Signs should not be posted on clear-glass doors due to blocking lines of sight. Students should utilize appropriate tape when hanging posters so that College structures are not damaged.

Room Search Policy

Room Entry

Designated College staff members, including but not limited to, public safety officers, residential life staff and facilities management personnel have the authority to enter and inspect rooms for health and safety purposes, conduct repairs or investigate any suspicion of student endangerment or policy infractions at any time without permission or consent of the student occupant(s). Students are expected to cooperate with reasonable requests for entry. College staff will never enter a student's room without probable cause. College staff will respect students' privacy in their rooms; however, representatives of the College will enter a student's room under the following conditions:

- In circumstances when there is the possibility of danger to life, health, safety or property.
- When there is evidence that the College or residence hall policies (in Section C or Section D of the Blue Book) have been violated. (Examples of "evidence" may include, but not limited to, observing alcohol bottles or drug paraphernalia; smelling smoke or odors that might indicate cigarette or drug use; attempts to obscure evidence such as towels wedged under doors, vents covered or fans "unnecessarily" blowing air out open windows.)
- As needed for the inspection of general physical conditions and/or damage of the room, inspection of fire safety/evacuation or health standards or when the student has requested inspection or repair work.
- In conjunction with the hall closings, Thanksgiving, semester and spring breaks, for inspection of all rooms after they are vacated to ensure proper closing of all residence halls. If during these checks, there is visible evidence of a violation of College policy, local, state or federal regulations, a College official will document the situation and may confiscate any prohibited items. If items are confiscated, a confiscation report will be submitted and the students will be notified. Confiscated items will be stored in a secure location until a follow up meeting is had with the student(s).

Room Searches

Designated College staff members, including but not limited to, public safety officers, residential life staff or facilities management personnel who are in a student's room may react to or report any violation of the law or College policies based on visible evidence or suspicious odors (for example, stolen property, weapons, illegal drugs or drug paraphernalia, alcohol and health hazards).

A search can be conducted if the student is present and gives consent to the search. A physical search can also be authorized by court authority (if police are involved) or by permission of the executive director of residential life and campus safety or associate dean of student success and director of student development. A reasonable effort will be made to have the student occupant(s) in question present during the search which would be conducted by a member of the department of public safety and/or a professional member of the residential life staff.

Resident assistants (RAs) are often first responders and may conduct a visual scan or assessment to verify the presence of evidence that resulted in a later need to enter. RAs will never conduct a physical search of property.

Note: Most routine maintenance and inspections occur when classes are not in session. If students are on campus and inspections are needed, every attempt is made to notify the student 24 hours in advance. Occasionally, an emergency arises or unscheduled maintenance is needed and notification cannot occur. In these situations (water damage or flood, electrical issues, fire, etc.), facilities management personnel will enter the room to observe damage and make necessary repairs. Facilities management personnel staff will not be observing or reporting campus violations to other staff unless it is extreme or life threatening. Their goal is to address a reported repair or address an emergency. In these circumstances, rooms may be entered without the resident being present.

If room entry is required by a resident assistant, every attempt will be made for the RA to be of the same gender as the resident. However, students residing on a coed floor should understand that this may not always be possible.

Summer Storage

Limited summer storage is available for students on a first come, first served basis for a flat summer rate of \$100. Students with permanent home addresses outside a 500 mile radius from campus will receive priority. The Office of Residential Life oversees the process of summer storage. Information about summer storage and the summer storage agreement form is available in April. Questions about summer storage should be directed to the associate director of residential life.

Students must submit a summer storage request form, and receive approval, before any belongings can be placed in campus storage. After the on-campus summer storage is approved, the student will be emailed with information regarding their assigned location for storage, as well as the contact information of the hall staff member(s) who they will work with to store their belongings. Access to the assigned storage area will be arranged by the student and the respective resident assistant in the assigned hall once both individuals have been notified by the ORL. In most cases, students' summer storage location will be assigned in the residence hall where the student is assigned for the following fall semester.

Telephones

Most students arrive on campus with student owned cell phones. Please provide the cell phone number at check in or through Connect2 so the College can contact you. Telephone service is available in each residence hall room on request at no extra cost to the students.

Phones are not provided in rooms. If a student requires a landline telephone, they should submit their request to the Hall Director of their residence building. Residential Life will work with Information Technologies to have a Mitel phone programmed for the student. The phone will be equipped with an individual phone number and voicemail box. All voicemail boxes should be set up by the 10th day of classes. If the voicemail box is not set up by that date, phone service will be discontinued.

A phone number (either cell or residence hall) will be listed in the directory and is one of the official ways the College will contact you. The College's primary means of official communication with students is through campus email.

Theft

Any incident of theft will be referred to the Department of Public Safety and is viewed as a serious breach of community standards.

Trash/Recycling/Cleanliness

Residents must clean their rooms regularly, remove trash and maintain reasonable sanitation and safety standards. Residents are responsible for taking their personal room trash outside to the available dumpsters. Students living in the campus-owned houses (except Fayerweather), and the College Avenue Apartments are responsible for cleaning all interior areas of their residence. Residents of Greene Hall and Lincoln Hall are responsible for cleaning their bathrooms. No trash may be placed in lounges, hallways, stairwells, closets, bathrooms or on balconies. Residents must keep trash in their own rooms and empty it into designated trash receptacles outside the building. Nothing may be thrown from windows, doors and/or balconies. The bathrooms in Pixley, Turner, Gardner, Ellis, and Munding are cleaned daily by the College's custodial staff.

Recycling containers are placed outside the campus residence halls in proximity to the dumpsters. Containers are also located throughout the academic buildings. Everyone at Illinois College is encouraged to use the recycling service.

Unauthorized Entry

Unauthorized entry into a residence hall is strictly prohibited. Allowing anyone other than your guest's entry is prohibited. Students must not lend their ID to any other individual for use for entry into their assigned residence hall. Community responsibility fines will be assessed to students who allow others to utilize their student ID to gain entrance to their building.

Use of Roof

Students are not allowed on the roofs of any residence hall.

Visitation Hours

Visitation hours are from 8 a.m. until 12 midnight, Monday through Thursday, with 24-hour guest visitation from 8 a.m. Friday until 12 midnight Sunday. All guests must be approved by your roommate(s). (For the College's definition of guest, please see the Guest section.)

Windows

No items are to be thrown out of or into windows and no student should ever sit on a window ledge or hang out of a window. Tampering with windows or screens will result in damage fines.