



## **AURORA UNIVERSITY MISSION STATEMENT**

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

In addition, during the next academic year the campus community must recognize that the COVID-19 pandemic is likely to require changes in plans and flexibility in order to help protect the health and safety of our community. The University has reserved the right to change or alter its programs, services, methods of delivering course content, schedules, and other operations to respond to the evolving COVID-19 situation. Changes to this schedule and syllabus may therefore be necessary; if so, your faculty will notify you.

## **AURORA UNIVERSITY CORE VALUES**

Integrity: Aurora University adheres to the highest standards of integrity in every aspect of institutional practice and operation. Through this proven dedication to honesty, fairness, and ethical conduct, we lead by example and inspire our students to do the same.

Citizenship: Aurora University exercises the rights and responsibilities of citizenship in an inclusive educational community, founded upon the principles of mutual respect and open discourse. We live within our means and manage our resources wisely and responsibly, while sustaining an environment that fosters teamwork and promotes services to others. We serve the needs of the Fox River Valley, McHenry County (Illinois), Walworth County (Wisconsin), and online learners by offering myriad educational and cultural opportunities to our students and the community-at-large.

Continuous Learning: Aurora University works and lives as a non-profit organization dedicated to continuous learning. We help students achieve their full potential.

Excellence: Aurora University pursues excellence by embracing quality as a way of community life.

## **AURORA UNIVERSITY LEARNING OUTCOMES**

Effective Communication - Students will communicate clearly and offer well-supported arguments in their writing and speaking.

Critical Thinking - Students will demonstrate skills of analysis, problem solving, and application.

## **AURORA UNIVERSITY GENERAL EDUCATION LEARNING OUTCOMES**

Discovery and Reflection - Students will demonstrate how discovery and reflection in regard to the world have affected how they view their sense of purpose.

Artistic Literacy - Students will demonstrate the ability to communicate effectively about the expression of ideas through artistic and literary forms.

Cultural Literacy - Students will demonstrate an inclusive perspective through descriptions of the languages, structures and traditions that characterize our communities and world.

Human Inquiry - Students will demonstrate an ability to use theories, principles and evidence to analyze human thought, behavior and decision making.

Scientific Inquiry - Students will utilize scientific principles, models, or theories to demonstrate understanding of natural or physical phenomena.

Quantitative and Formal Reasoning - Students will evaluate and utilize quantitative, symbolic or

logical evidence, methods, and models effectively

## **COURSE ATTENDANCE & WEATHER CONCERNS**

In the case of inclement weather, watch the university website and/or register for the university text messaging service for updates on campus closings. Safety is always our first goal. Please use your judgement and do not travel to class if you feel the road conditions in your area are unsafe. Students who cannot make it safely to class are asked to contact their instructor upon making that decision, so your instructor is aware of your situation.

## **ACADEMIC SUPPORT**

### **Academic Support Center – Aurora Campus**

Intended to enhance student learning, the ASC offers free professional writing support for all courses at all levels. Subject tutoring for many undergraduate courses is also available. Tutoring is available to all registered AU students at all locations. To schedule your appointment, go to Academic SupportNet on Okta at <https://aurora.mywconline.com>. In addition, [www.Tutor.com](http://www.Tutor.com) is available for select access math and physics courses 24/7. Students must access [www.Tutor.com](http://www.Tutor.com) via their Moodle course shell for the free service provided by AU.

### **Academic Support – GWC Campus**

Writing assistance and peer tutoring are available to GWC students at no charge. If you would like to make an appointment, please email [scottlibrary@aurora.edu](mailto:scottlibrary@aurora.edu). In addition, GWC students are eligible to receive tutoring and writing assistance remotely by going to Academic SupportNet on Okta at <https://aurora.mywconline.com>. To access math tutoring for select undergraduate courses, students can access [www.Tutor.com](http://www.Tutor.com) via their Moodle course shell. For questions, contact the Academic Support Center at <http://aurora.edu/asc>.

### **Academic Support – Woodstock Campus**

Woodstock campus students can access free professional writing support for all courses at all levels via the Aurora campus ASC, or peer writing assistance at the GWC campus. Subject tutoring for many undergraduate courses is also available via Zoom. To schedule an appointment, go to Academic SupportNet on Okta at <https://aurora.mywconline.com>. In addition, [www.Tutor.com](http://www.Tutor.com) is available for select access math and physics courses 24/7. Students must access [www.Tutor.com](http://www.Tutor.com) via their Moodle course shell for the free service provided by AU.

### **Library Services**

Access to high quality scholarship in academic journals, magazines, eBooks and print books is provided through the AU libraries. Find these resources and other available services through the AU library website (<http://aurora.edu/library>), or the GWC Scott Library website (<https://gwc.aurora.edu/academics/library>). Librarians can help you research and assist with obtaining articles and books. They are available for all students by chat at (<http://aurora.libanswers.com>), text (630-796-7615), phone (630-844-7534), or by an online appointment with a librarian <http://libguides.aurora.edu/appointments>. For assistance on the GWC campus, contact Dr. Julie Beyers ([jbeyers@aurora.edu](mailto:jbeyers@aurora.edu)). Services for Woodstock campus students are available through both the Aurora and GWC campuses, including courier delivery of materials.

## ACADEMIC REGULATIONS\*

### **Code of Academic Integrity**

Aurora University's core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The University expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. Aurora University's Code of Academic Integrity (henceforth, the Code) prohibits the following dishonest and unethical behaviors, regardless of intent.

- **Cheating.** Cheating is obtaining, using or attempting to use unauthorized materials or information (for example; notes, texts, or study aids) or help from another person (for example looking at another student's test paper, or talking with him/her during an exam), in any work submitted for evaluation for academic credit. This includes exams, quizzes, laboratory assignments, papers and/or other assignments. Other examples include altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors.
- **Fabrication.** Fabrication is unauthorized falsification, invention or copying of data, falsification of information, citations, or bibliographic references in any academic course work (for example, falsifying references in a paper); altering, forging, or falsifying any academic record or other University document.
- **Plagiarism.** Plagiarism is representing someone else's work (including their words and ideas) as one's own or providing materials for such a representation, (for example, submitting a paper or other work that is in whole or part the work of another, failing to cite references, presenting material verbatim or paraphrased that is not acknowledged and cited).
- **Obtaining an Unfair Advantage.** This is (a) stealing, reproducing, circulating or otherwise gaining access to examination materials before the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) intentionally obstructing or interfering with another student's academic work; or (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- **Unauthorized Access to computerized records or systems.** This is unauthorized review of computerized academic or administrative records or systems; viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems of information.
- **Facilitating academic dishonesty.** This is helping or attempting to assist another commit an act of academic dishonesty in violation of this Code (for example, allowing

another to copy from one's test or allowing others to use or represent one's work as their own).

Students are advised to consult the [University's Code of Academic Integrity](https://aurora.edu/academics/resources/code.html#.WZTQelGQzIU) at <https://aurora.edu/academics/resources/code.html#.WZTQelGQzIU> to review the consequences of violating these expectations, consequences which will be enforced within this course. In addition, if a student is found guilty of violating any of the above provisions, the student will receive a sanction ranging from an F on the assignment in question, to an F in the course.

### **Classroom Conduct Policy**

Students enrolled in AU courses have the right to learn in an environment where all individuals are treated equitably and with respect. Behaviors at a physical campus, in a remote setting, in an online learning classroom, or at an internship/clinical placement, that interfere with the learning experience are not permitted. Disruptive or disrespectful behaviors will be referred to the School Dean for consideration of further action, up to and including dismissal from the institution in serious instances.

### **Attendance Policy**

Regular class attendance is expected of all students. Aurora University has no permissible cut policy. Because of the wide diversity that exists among the various courses within the university and the manner in which they are conducted, it is the responsibility of each instructor to establish and maintain an attendance policy in each class. Each instructor is highly encouraged to maintain a record of attendance history. Students must comply with attendance requirements established by financial aid sources regardless of the attendance policy established by the instructor.

### **Authorized Absences from Class Policy**

A student representing the university at university-sponsored events may be granted authorized absences from class provided that the student has complied with approved procedures. Note that it is the responsibility of the student to attempt to schedule courses so as to minimize potential class absences. It is generally unacceptable for authorized absences to exceed 20% of the class meetings.

### **Disability Statement**

Aurora University provides reasonable accommodations to students with disabilities when modifications are required to provide access to the University's educational programs and activities. Our goal is to address where the academic experience has a *barrier* that prevents a student from an inclusive experience free of discrimination due to their disability. More information regarding requesting accommodations is available at <http://www.aurora.edu/dro> or by emailing [disabilityresources@aurora.edu](mailto:disabilityresources@aurora.edu).

### **Electronic Devices**

Students are asked to limit use as to avoid disturbing the learning environment. The instructor reserves the right to further limit use if, in their opinion it is interfering with the orderly functioning of the class. Please refer to the specific policy mandated by your instructor.

### **Final Exam**

All classes are required to meet during the assigned final examination period at the end of the semester as this is considered to be part of the required meeting time for the course, with the exception of online students who engage in scheduled learning activities throughout the last

week of class and will not meet at a specific time for a final exam or activity. Alternative testing during finals week is provided through the Academic Support Center for students who receive such accommodations through the Disability Resource Office and for students who receive permission to take the exam after the assigned final examination period due to illness or other emergency.

*\* Please refer to the Aurora University Catalog for additional information regarding academic regulations and requirements.*

## EMERGENCY PROCEDURES

Students are encouraged to be aware of measures that Aurora University has taken to create a safe learning environment, as well as their own role in emergency preparedness efforts. All main campus classrooms and labs have deadbolt locks installed in entry doors, and these university buildings can be placed into a lockdown status. AU has also installed evacuation maps along with emergency response guides in each classroom and building on campus. Maps include the floor plan of that particular building floor; building name and address; fire evacuation routes; and severe weather safety zones. To help prepare for emergency situations, please make sure to review these maps and guides regularly. As the university puts in place other safety procedures, the campus community will be notified.

Aurora University follows the **Run, Hide, Fight protocol** in the event of an active shooter. Run, Hide, Fight is the leading protocol followed across college campuses and is endorsed by both local and federal law enforcement agencies, including the Department of Homeland Security. Run, Hide, Fight provides the campus community with clear, actionable steps:

**RUN** - If there is a clear, accessible escape path, attempt to evacuate.

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Follow the instructions of any police officers.

**HIDE** - If evacuation is not possible, find a place to hide

- Your hiding place should...
  - Be out view.
  - Provide protection if shots are fired in your direction (Example – an office with a closed and locked door, behind a file cabinet, or a copier).
  - Not trap you, or restrict your options for movement (for a fast escape).
- You should...
  - Silence your cell phone (including vibrate mode) and remain quiet.
  - Lock and barricade the door.
  - Turn off the lights in the room and remain calm and quiet.

**FIGHT** - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.

- You should...
  - Act as aggressively as possible against armed intruder. Yell and scream.
  - Improvise weapons or throw items at the armed intruder

- Commit to your actions . . . your life depends on it.

At Aurora University, everyone is responsible for creating a safe environment, so it is important for students to report suspicious or threatening objects, people, or conditions to Campus Public Safety. At the Aurora campus, call 630-844-5450 or 911 for an emergency; in non-emergency situations, call 630-844-6140 or x6140 (if calling from on campus). At the GWC campus, call 262-749-8320 or 911 for an emergency. At the Woodstock campus, call 815-338-2131 or 911 for an emergency.

In the event of campus classes or offices being closed due to inclement weather, or an emergency situation affecting the campus, AU has an emergency alert notification system that will send important messages through text, email, and the university's social media channels. All current students are automatically enrolled to receive both text and email messages. Please make sure to keep your phone number and contact information updated in WebAdvisor, as well as allow your phone to receive short code messages.

If you do not have text messaging enabled on your cellular phone, you can check the AU website homepage and social media channels to see if there is an emergency announcement.

### **DISCRIMINATION AND SEXUAL MISCONDUCT POLICIES**

Aurora University does not tolerate sex discrimination against students, staff, faculty, or visitors, in any form, including but not limited to: sexual harassment, including quid pro quo sexual harassment, hostile environment sexual harassment, or sexual assault, dating violence, stalking, sexual exploitation, or different treatment based on sex. The University also provides assistance for community members reporting sexual misconduct. More information is available at <https://aurora.edu/sexual-misconduct/>, including reporting options, support resources, AU's Policy Statement A-1 (Title IX Sexual Harassment Policy) and Policy Statement A-2 (Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence).

In addition, Aurora University does not tolerate discrimination against students, staff, faculty, or visitors on the basis of race, color, national origin, ancestry, sex/gender, gender identity, sexual orientation, age, disability, pregnancy, veteran status, marital status, familial status, genetic information, or any other status protected by applicable federal, state, or local law. For additional information, please refer to AU's Policy Statement A-2, Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence at <http://aurora.edu/sexual-misconduct/>.

The University's Notice of Non-discrimination is available at <http://aurora.edu/about/reports-policies/non-discrimination.html>.

Contacts:

AVP for Student Life/Dean of Students and Title IX Coordinator

(Dr. Ann Almasi-Bush)

Founders House 101

Aurora, IL 60506-4892

Phone: 630-844-4578

Email: [aalmasi@aurora.edu](mailto:aalmasi@aurora.edu)

Vice President for Academic and Student Life and Assistant Title IX Coordinator - GWC

(Dr. Kate Herrick)

Meyer Hall 203 (GWC)

Williams Bay, WI 53191

Phone: 262-245-8581

Email: [kherrick@aurora.edu](mailto:kherrick@aurora.edu)

Vice President for Human Resources & Chief Diversity Officer  
(Ann Chan)  
Eckhart Hall 105C  
Aurora, IL 60506-4892  
Phone: 630-844-3866  
Email: [achan@aurora.edu](mailto:achan@aurora.edu)

Chief Operating Officer  
(Dr. Jeff King)  
Eckhart Hall 316B  
Aurora, IL 60506-4892  
Phone: 630-844-6090  
Email: [jking@aurora.edu](mailto:jking@aurora.edu)

**Confidential medical and mental health support is available via the following resources:**

Counseling services and health services are provided to all students free of charge through the TimelyCare app at [timelycare.com/Aurora](https://timelycare.com/Aurora). In addition, students physically located in the State of Illinois are able to access support via Counseling and Psychological Services (call 630-844-4932 or visit <http://aurora.edu/counselingappointment> to schedule an appointment). The Office of Health Services is also available on the Aurora campus. Please call 630-844-5434 to schedule an appointment.

GWC Students: Contact Dr. Julie Beyers ([jbeyers@aurora.edu](mailto:jbeyers@aurora.edu) or 262-245-8531) for assistance in accessing services.

In addition, University Chaplain Mark Woolfington, is available for pastoral support at [mwoolfington@aurora.edu](mailto:mwoolfington@aurora.edu), 630-844-6175, 430 S. Evanslawn, Aurora, IL.