

## 2022-2023 A-BOOK

### AURORA UNIVERSITY'S STUDENT HANDBOOK

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*This Handbook serves to familiarize all undergraduate, graduate, and doctoral students with Aurora University's services and policies. Some departments may have an additional handbook pertinent to their programs of study. These are your resource guides, and you should find them helpful as you become involved in student life at Aurora University.*

*The policies and procedures in this Handbook are designed to promote fairness and will be adhered to as faithfully as possible. While the Handbook is comprehensive and applicable to all students, the Handbook is not a contract between the University and its students. It is not written with the specificity of a criminal statute, and it is not an exhaustive attempt to codify every possible type of problematic behavior.*

*This Handbook may be modified by the University at any time and revisions will be posted on the University's website.*

## **OUR INSTITUTION**

### **1. MISSION**

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

### **2. CORE VALUES**

Aurora University draws upon the rich legacies of Aurora College and George Williams College to welcome learners to our campuses in Illinois and Wisconsin. Here all become members of an inclusive educational community dedicated to the development of mind, body and spirit. Today, as in the past, we prize the twin virtues of character and scholarship and affirm our commitment to the values of integrity, citizenship, continuous learning, and excellence.

- 2.01. Aurora University adheres to the highest standards of **integrity** in every aspect of institutional practice and operation. Through this proven dedication to honesty, fairness, and ethical conduct, we will lead by example and inspire our students to do the same.
- 2.02. Aurora University exercises the rights and responsibilities of **citizenship** in an inclusive educational community, founded upon the principles of mutual respect and open discourse. We will live within our means and manage our resources wisely and responsibly, while sustaining an environment that fosters teamwork and promotes

service 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.

- 2.03. Aurora University works and lives as a nonprofit organization dedicated to **continuous learning**. We help students achieve their full potential.
- 2.04. Aurora University pursues **excellence** by embracing quality as a way of community life.

The University's core values are the foundation upon which our aspirations rest. They undergird our belief in the transformative power of learning. As members of the Aurora University community, we enter into a voluntary compact with one another to live, learn, and work in ways consistent with these ideals.<sup>1</sup>

### **3. OFFICE OF STUDENT LIFE**

- 3.01. Mission Statement: Student Life – A collaborative team dedicated to the holistic development of students.
- 3.02. Vision Statement: To positively influence the transformation of **every** student.

## **OUR DISCIPLINARY SYSTEM**

### **1. ABOUT THE CODE OF CONDUCT**

#### 1.01. Introduction

- 1.01.a. The Code of Conduct illustrates the standards of behavior expected of every student at Aurora University. Each student is an integral part of our campus community and is encouraged to internalize these expectations. Ideally, each student is expected to use these guidelines as a catalyst to personally impact the Aurora University community in meaningful, thoughtful ways.
- 1.01.b. It is the student's responsibility to know and abide by all University policies and procedures. The University reviews policies on a regular basis and reserves the right to amend any provision herein at any time in accordance with established University procedures.
- 1.01.c. A student voluntarily joins the Aurora University community and thereby assumes the obligation of abiding by the standards prescribed in the Code of Conduct. Students also may be held responsible for their actions by local, state or federal authorities. The University has jurisdiction over alleged conduct violations that occur in its programs and activities or on University property.

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

- 1.01.d. Students must abide by this Code of Conduct anytime during the year, including term breaks, May Term, Summer Term, and academic sessions. If a student moves on campus prior to the first day of class, the student is responsible for adhering to all policies, regulations, and rules of Aurora University.
  - 1.01.e. All students enrolled at Aurora University have access to the Code of Conduct through the Aurora University website ([aurora.edu](http://aurora.edu)).
  - 1.01.f. These regulations are set forth in writing in order to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.
- 1.02. Jurisdiction
- 1.02.a. This Code of Conduct will apply to:
    - 1.02.a.1. conduct which occurs on University property.
    - 1.02.a.2. conduct which occurs within a University program or activity, including student teaching, student internships, clinical experiences, intercollegiate athletic competitions, student activities and other University events.
    - 1.02.a.3. when the University determines that its interests as a community are involved, conduct which occurs off-campus and violates the University's Mission and Core Values.
  - 1.02.b. The University will use the following criteria in deciding when to take action for violations of University policy that occur off-campus. Not all criteria need to be met in order for the University to take action.
    - 1.02.b.1. The accused person was registered and/or enrolled as an Aurora University student at the time of the incident.
    - 1.02.b.2. The incident involves endangering behavior, defined as violent assault, rape, arson, or other similar serious offenses.
    - 1.02.b.3. The incident involves behavior that has the potential to damage the reputation of the student and/or the University.
    - 1.02.b.4. The incident involves behavior that puts students, faculty or staff or the property of students, faculty or staff at risk.
    - 1.02.b.5. The incident occurred at a University-sponsored event or function.

- 1.02.c. The actions of a University-recognized student organization involved in activities that are in violation of University policies, regulations, and rules may result in disciplinary action against the organization and/or the individual.
- 1.02.d. Any policy violation that constitutes a felony under federal or state law may be reported to the appropriate law enforcement agency. Aurora University reserves the right to report misdemeanor crimes to the appropriate law enforcement agency. Aurora University also retains the right to conduct an internal investigation and adjudicate the matter according to stated University policies and procedures. University sanctions are separate from any pending or completed police investigation and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.
- 1.02.e. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages will not in any way limit the responsibility of the student for the consequences of his or her actions. *See* Section 4.03. Alcohol for the University's Good Samaritan Policy.

## **2. AUTHORITY**

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

## **3. EXPECTATIONS**

- 3.01. Community Expectations: Aurora University, as an institution of higher education founded in 1893, exists for the purpose of nourishing the growth of its students as thoughtful, productive and responsible members of society. In an effort to communicate our vision of living and learning in a safe, supportive environment, we have developed the following community expectations:
  - 3.01.a. We all have rights and responsibilities. Each person will engage in actions and conduct in such a way as to enhance the well-being of all members in the community. Each person is accountable and responsible for the consequences of said actions and conduct.
  - 3.01.b. As members of the Aurora University community, we support the application of rules which encourage the development of our campus environment as a constructive educational setting.

- 3.01.c. Community responsibility consists of actively supporting the physical, emotional, intellectual, and spiritual well-being of one another.
  - 3.01.d. As we participate in this community, we strive for open mindedness, sensitivity, justice, and equality.
  - 3.01.e. We are fortunate to attract a diverse student body. To further each person's understanding of the world around them, we challenge each person to value the differences in one another.
  - 3.01.f. We expect that students accept their responsibility to respect and protect the rights and properties of our extended community, including our Aurora University neighbors, businesses, and the residents of the cities of Aurora, Williams Bay, and Woodstock.
- 3.02. Academic and Social Expectations: Academic and social expectations emphasize more specific commitments to one another. Your assistance is needed to enhance our fundamental principles of academic freedom, equality of opportunity, and human dignity.
- 3.02.a. Students will share with faculty the responsibility for academic integrity.
  - 3.02.b. Students will treat all members of the campus community with dignity and respect.
  - 3.02.c. Students will act with concern for the safety and well-being of all members of the campus community.
  - 3.02.d. Students will observe federal, state, and local laws and University policies, regulations, and rules.
  - 3.02.e. Students will assume responsibility for their conduct on the University campus and at campus-sponsored events.
  - 3.02.f. Students will refrain from any conduct which adversely affects personal or community well-being.
  - 3.02.g. Students will support all members of the campus community through constructive confrontation and dialogue.

#### 4. CODE OF CONDUCT

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

- 4.01. Abuse of Student Conduct System: Engaging in abuse of the student conduct system. This includes, but is not limited to:

- 4.01.a. Providing false information during a student conduct proceeding.
- 4.01.b. Disrupting or interfering with a student conduct proceeding.
- 4.01.c. Instituting a student conduct complaint knowingly without cause.
- 4.01.d. Attempting to interfere in a person's proper participation in, or use of, the student conduct system, including harassing or inappropriately attempting to influence any person engaged in reporting, investigating or adjudicating an incident or hearing prior to, during, and/or after the incident or hearing.
- 4.02. Aiding and Abetting: Aiding and abetting another person in committing an act that violates the Code of Conduct.
- 4.03. Alcohol: Violations associated with alcohol use include, but are not limited to any student or University-recognized student organization:
  - 4.03.a. Using, possessing, manufacturing, or distributing alcoholic beverages on an Aurora University campus, regardless of age.
  - 4.03.b. Illegally using, possessing, or distributing alcoholic beverages at any off-campus University-sponsored event.
  - 4.03.c. Appearing on campus perceptibly under the influence of alcohol, particularly when there is a danger to self, others, or property or there is unreasonable annoyance to others, or causing a disturbance off campus as a result of being under the influence of alcohol.
  - 4.03.d. Hosting an event/situation in your room/suite that involves a violation of the University Alcohol Policy.
  - 4.03.e. Hosting a guest who is found responsible for a violation of the University Alcohol Policy.
  - 4.03.f. Providing/purchasing for or distributing alcohol to any individual below the age of 21 years.
  - 4.03.g. Possessing empty alcohol containers, regardless of consumption location.
  - 4.03.h. Possessing alcohol paraphernalia including but not limited to keg tappers, beer bong, and flasks.
  - 4.03.i. Attempting to illegally purchase alcohol.

**The University has a Good Samaritan Policy, which is designed to protect the health and safety of students who may need medical attention as a result of excessive alcohol or marijuana consumption or the use of other controlled substances. If you receive**

**attention or seek medical assistance for a peer as a result of the abuse of alcohol or controlled substances, you may not be subject to formal disciplinary action for violating University policy as set forth in Policy Statement G, which is available at the close of this document.**

**Refer to Policy Statement E (Alcohol, Marijuana and Other Controlled Substances) and Policy Statement F (Off-Campus Behavior) for additional information.**

- 4.04. Arson: Intentionally and/or maliciously starting fires or committing other acts of arson.
- 4.05. Assault: Committing any violent physical or verbal attack against another person or group; attempting to inflict offensive physical contact or bodily harm on a person that puts the person in immediate danger of or in apprehension of such harm or contact.
- 4.06. Bicycles: Storing bicycles in any inside building location other than a student's individual residence hall room; mounting a bicycle to a wall or ceiling; riding a bicycle within a University building.
- 4.07. Building/Hall Sports: Ball bouncing/kicking/throwing, or any activity deemed a physical sport, except appropriate activity in designated athletic locations; wrestling, engaging in water fights or utilization of squirt guns, and other forms of horseplay/rough-housing.
- 4.08. Cleanliness/Health/Safety: Failing to maintain community/residence hall rooms in clean and sanitary condition without excessive clutter; failure to place trash and recycling in designated bins.
- 4.09. Complicity: Being present during the planning or commission of any violation of the Code of Conduct. Students who anticipate or observe a violation of the Code of Conduct are expected to remove themselves from association or participation and are encouraged to report the violation.
- 4.10. Other Controlled Substances: Using, possessing, attempting to purchase, or distributing any state or federally controlled substance except as expressly permitted by law, any prescribed drug not prescribed to you personally, or drug paraphernalia including but not limited to bongs, grinders, hookahs, marijuana pipes, roach clips, edibles, vaping pens and cartridges that contain THC and/or scales.

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

- 4.11. Damage to Property: Examples of damage to property include but are not limited to:



- 4.11.a. Engaging or participating in acts of destroying, damaging or defacing property of the University, University vendors, members of the University community, or any others.
- 4.11.b. Damage to property done with malicious intent.
- 4.11.c. Tampering with or changing locks to University-owned facilities without authorization.
- 4.12. Darts and Dartboards: Possessing, hanging, or using darts and/or dartboards in residence hall rooms.
- 4.13. Dating Violence, Domestic Violence: The University's policies and procedures regarding dating violence and domestic violence are contained in **Policy Statement A1: Title IX Sexual Harassment Policy, available [here](#) and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence, available [here](#).**
- 4.14. Disorderly Conduct: Committing any of the following:
  - 4.14.a. Engaging in disorderly conduct or fighting, including, but not limited to, acts that breach the peace, are unruly and/or destructive, or are lewd, indecent, or obscene.
  - 4.14.b. Assembling to commit or intending to commit any unlawful act by force; carrying out or planning to carry out any action which has the potential to disturb or threaten the public peace, even without unlawful intention; or conducting oneself in a disorderly manner so as to disrupt or threaten to disrupt the public peace, even without unlawful purpose.
- 4.15. Disruption of University Activities: Interrupting or disturbing the day-to-day academic and operational functions of the University or committing intentional acts that obstruct, disrupt, or physically interfere with the use of University premises, buildings, or passages.
- 4.16. Endangering Behavior: Physical abuse of any person or any action that threatens or endangers the emotional well-being, health, or safety of any person.
- 4.17. Failure to Comply: Committing any of the following:
  - 4.17.a. Failing to comply with the directions of or obstructing University employees acting in the performance of their duties.
  - 4.17.b. Failing to positively identify oneself to a University employee when requested to do so (the preferred form of identification is a current, valid University identification card).
  - 4.17.c. Failing to comply with the sanction(s) imposed under the Code of Conduct.

- 4.17.d. Failing to adhere to health and safety directives of the University: willful or reckless failure or refusal to comply with University health & safety directives, or with modifications to University operations, schedules, activities, residence hall and meal plan arrangements, academic requirements, policies, or procedures, where such directives or modifications are implemented to help protect the safety and security of the campus environment.
- 4.18. False Representation: Providing false information to the University. This includes, but is not limited to:
  - 4.18.a. Making false reports of a fire, bomb threat, or other dangerous condition; causing or contributing to the cause of a false fire alarm; failing to report a fire, or interfering with the response of University or municipal officials to emergency calls.
  - 4.18.b. Furnishing false information to any University employee or office.
  - 4.18.c. Forging, altering, or misusing any University document, record, or instrument of identification.
  - 4.18.d. Tampering with the election of any University-recognized student organization.
  - 4.18.e. Attempting to represent the University, any recognized student organization, or any official University group without the explicit prior consent of the officials of that group.

Providing false information during a student conduct proceeding is prohibited under 4.01.a, Abuse of Student Conduct System.

- 4.19. Federal, State or Local Laws: Violating federal, state, or local laws on University premises or while in attendance at University sponsored or supervised events or committing off-campus violations of federal, state, or local law that adversely affect the reputation of the University, the safety of the campus community, and/or the pursuit of its objectives.
- 4.20. Fire Hazards: Violations associated with fire hazards include, but are not limited to:
  - 4.20.a. Possessing or using, without proper authorization, flammable materials or hazardous substances on University property, including, but not limited to candles, incense, caustic/toxic chemicals, and other materials designed to burn.
  - 4.20.b. Possessing or utilizing hazardous electrical appliances in the residence halls, including but not limited to air conditioners, cooking appliances that include but are not limited to toasters, toaster ovens, and grills; any appliance with an open heating surface including, but not limited to hot plates, electric grills, and

improperly-used coffee pots, electric blankets, microwave ovens using greater than 700 watts, refrigerators greater than 4.0 cubic feet, or space heaters.

- 4.20.c. Using any form of extension cord or multiple outlet (octopus adapter) except for approved UL strips/surge protectors; or running any cords under doorways or carpeting.
  - 4.20.d. Covering more than 50% of a residence hall room door or walls with material, in violation of fire safety regulations; covering walls or ceilings with fabric, fabric-like, or plastic wall coverings or adornments, including but not limited to, tapestries, towels, or sheets.
  - 4.20.e. Possessing halogen lights or neon signs in the residence halls.
  - 4.20.f. Possessing live Christmas trees in the residence halls.
  - 4.20.g. Possessing hover boards (i.e., hands free scooters or Segway's) is prohibited in the residence halls, as well as throughout the campus community.
- 4.21. Furniture: Committing any of the following:
- 4.21.a. Removing public area furniture from its designated location.
  - 4.21.b. Damaging, painting, or removing University-provided residence hall furniture (bed, chair, desk, dresser, mattress, or wardrobe).
  - 4.21.c. Possessing water beds and/or building/possessing lofts in the residence halls.
  - 4.21.d. Improperly stacking residence hall furniture on top of each other in a way other than the furniture was designed to stack.
- 4.22. Gambling: Gambling for money or other items of value on University property or at University-sponsored events.
- 4.23. Harassment: Committing any of the following, knowing or having reasonable grounds to know that it will or potentially could tend to alarm, anger, harm, or disturb others, or provoke an assault or breach of peace. This policy includes written and verbal forms of harassment. Online community users (i.e. Facebook and Twitter) are subject to the same policy as e-mail and other communication.
- 4.23.a. Engaging in actions which harass, threaten, or otherwise endanger the health or safety of any person.
  - 4.23.b. Intimidating, demeaning, or injuring an individual physically, mentally, or emotionally.
  - 4.23.c. Engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person and which serve no legitimate purpose.

4.23.d. Stalking behavior in which an individual intentionally, willfully, maliciously, and/or repeatedly engages in conduct directed at an individual which alarms, threatens, torments, terrorizes, or serves no legitimate purpose.

4.24. Hate Motivated/Bias Based Incidents: Conduct directed at an individual on the basis of age, race, ethnicity, gender, sexual orientation, religion, socioeconomic status or ability with intention to intimidate, demean, or injure an individual(s) physically, mentally, or emotionally.

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

**Also refer to Policy Statement B (Zero Tolerance), available [here](#), Policy Statement C (Computer Use), available [here](#) and Policy Statement J (Online Communities), which is available at the close of this document, for further information related to Harassment and Hate Motivated/Bias Based Incidents.**

4.25. Hazing: Committing any intentional, knowing or reckless act, occurring on or off any Aurora University campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization or athletic team whose members are or include students at an educational institution. A person commits an offense if the person engages in hazing, encourages another to engage in hazing, knowingly permits hazing to occur or has knowledge of hazing and fails to report said knowledge to an appropriate official of the University. It should be noted that it is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

**(Refer to the Aurora University Student Organization Handbook for additional information regarding hazing.)**

4.26. Life Safety: Committing any of the following:

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

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

- 4.26.c. Exiting through alarmed doors; propping open exterior or interior doors that allow access to a locked facility.
  - 4.26.d. Failing to exit a University building during a fire alarm.
  - 4.26.e. Failing to evacuate a University building in a timely manner during an emergency, as instructed by a University Official or Emergency Personnel.
- 4.50. Marijuana: Violations associated with marijuana use include, but are not limited to any student or University-recognized student organization:
- 4.50.a. Using, possessing, manufacturing, or distributing marijuana on the Aurora University campus, regardless of age.
  - 4.50.b. Illegally using, possessing, or distributing marijuana at any off-campus University-sponsored event.
  - 4.50.c. Appearing on campus perceptibly under the influence of marijuana, including when there is a danger to self, others, or property or there is unreasonable annoyance to others, or causing a disturbance off campus as a result of being under the influence of marijuana.
  - 4.50.d. Hosting an event/situation in a residence hall room or suite that involves a violation of the University Marijuana Policy.
  - 4.50.e. Serving as a host to a guest responsible for a violation of the University Marijuana Policy.
  - 4.50.f. Providing/purchasing for or distributing marijuana to any individual below the age of 21 years.
  - 4.50.g. Possessing marijuana paraphernalia including but not limited to bongs, grinders, hookahs, marijuana pipes, roach clips, edibles, vaping pens and cartridges that contain THC, and/or scales.
  - 4.50.h. Attempting to illegally purchase marijuana.

**The University has a Good Samaritan Policy, which is designed to protect the health and safety of students who may need medical attention as a result of excessive alcohol or marijuana consumption or the use of other controlled substances. If you receive attention or seek medical assistance for a peer as a result of the abuse of alcohol or controlled substances, you may not be subject to formal disciplinary action for violating University policy as set forth in Policy Statement G in this document, which is available at the close of this document.**

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

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

**Refer to Policy Statement F (Off-Campus Behavior), which is available at the close of this document, for additional information regarding off-campus conduct.**

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

**Refer to Policy Statement F (Off-Campus Behavior), which is available at the close of this document, for additional information regarding off-campus conduct.**

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

- 4.30. Pranks: Engaging in mischievous or malicious tricks or acts that cause or have the potential to cause damage, distress, or harm.

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

- 4.32. Retaliation: Retaliation exists when action is taken or made, personally or through a third-party against an individual because the individual has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in the complaint process. Retaliation includes threatening, intimidating, coercing, discriminating, harassing, or any other conduct that would discourage a person from reporting or participating in any aspect of the grievance process.

**Refer to Policy Statement A1: Title IX Sexual Harassment Policy, available [here](#) and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence, available [here](#), for further information regarding the University's policies regarding retaliation.**

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

- 4.34. Room Alterations/Decorations: Violations associated with decorations in residence hall rooms include, but are not limited to:

- 4.34.a. Making structural changes to a residence hall room.

- 4.34.b. Display/hanging of offensive or inappropriate materials or materials that promote alcohol/controlled substances.
- 4.34.c. Utilizing duct tape, nails, tacks, and/or hooks other than properly-utilized temporary adhesive hooks.
- 4.34.d. Painting room walls, ceilings, or floors.
- 4.35. Sexual Assault, Sexual Violence, and Sexual Exploitation: The University's policies and procedures regarding sexual assault, sexual violence, and sexual exploitation are contained in Policy Statement A1: Title IX Sexual Harassment Policy, available at [\(link\)](#) and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence, available at [\[link\]](#).
- 4.36. Sexual Harassment: The University's policies and procedures regarding sexual harassment are contained in Policy Statement A1: Title IX Sexual Harassment Policy, available at [\[link\]](#) and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence, available at [\[link\]](#).
- 4.37. Signs, Pictures, and Posters: Possessing traffic or street signs; displaying signs, pictures, and/or posters as residence hall window displays.
- 4.38. Smoking/Tobacco: Aurora University is a tobacco free campus. Smoking or the use of cigarettes, electronic cigarettes, cigars, pipes, vape pipes, other forms of tobacco, including, but not limited to, smokeless or chewing tobacco on the University campus is prohibited. This includes when a student is representing Aurora University in an official capacity (e.g. travel to and from practice or competition, attending an off-campus activity), including when traveling in University vehicles.
- 4.39. Solicitation: Engaging in unauthorized canvassing or solicitation on University property and product sales parties such as for cosmetics or household goods.
- 4.40. Stalking: The University's policies and procedures regarding stalking are contained in Policy Statement A1: Title IX Sexual Harassment Policy, available at [\[link\]](#) and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence, available at [\[link\]](#).
- 4.41. Theft: Engaging in acts of theft or possessing without authorization goods belonging to other members of the community, including, but not limited to, University furniture, University property, and/or food and other items not designated as "carry-out" by dining services.
- 4.42. Trespass: Engaging in prohibited entry or presence on University property or in University-owned facilities.

- 4.43. Unauthorized Use/Possession of Keys/ID Cards: Possessing, lending or duplicating keys to any University building or facility without authorization by appropriate University officials; possessing, lending, or duplicating a University ID card without authorization by appropriate University officials.
- 4.44. Unauthorized Exit/Entry: Entering or exiting illegally, improperly, without authorization, or during non-contract periods without proper registration, any room or facility which you are not authorized to enter/exit, including alarmed exit doors; granting residence hall access to non-residents including, but not limited to, tailgating.
- 4.45. University Policies and Services: Violating published University policies rules, or regulations of University departments including, but not limited to, Campus Life, Student Activities, Information Technology Services, Dining Services, Campus Public Safety and the Library.
- 4.46. Vehicles: Parking in a way that constitutes a hazard or an inconvenience to pedestrians or the operators of other vehicles; blocking sidewalks, driveways, or building access; parking on or driving across grounds or athletic fields; driving recklessly; major vehicle repairs; storage of motorized vehicles including, but not limited to, mopeds, motorcycles, in a building.
- 4.47. Visitation: Violations associated with visitation in the residence halls and on campus include, but are not limited to:
- 4.47.a. Any person not assigned by Campus Life to live within the residence halls present in a residence hall room without permission of the host's roommate(s).
  - 4.47.b. Visitors involved in any policy violation (visitor may be removed/banned from campus and hosts held responsible for the visitor's actions).
  - 4.47.c. Visitors from off campus or other residence halls who are not escorted by their host; visitors in a residence hall room not in the presence of their host.
  - 4.47.d. Visitors present during quiet hours not registered following the procedures established by Campus Life. To register, complete the form on Spartan Net:  
<https://aurora.campuslabs.com/engage/submitter/form/step/1?Guid=3c036ad-92ac-484b-bfe4-b3e14d31876f>
  - 4.47.e. Visitors under age 18 present in the residence halls, with the exception of immediate family members during the hours of 8 AM to 8 PM or approved recruitment overnight visits sponsored by the University. Please note individuals in violation of this policy will be escorted out of the residence halls and parents/legal guardians will be contacted.



- 4.47.f. A host with more than one overnight visitor or a visitor present more than three nights per seven-day period; visitors, including students from any other residence hall room, staying overnight more than three nights per seven-day period.
- 4.48. Weapons: Possession, keeping or use that carelessly, recklessly or intentionally harms or intends to harm another person of a weapon, firearm, dangerous instrument, fireworks, hazardous substance or noxious materials on campus, including in any vehicle. Violations include but are not limited to:
- 4.48.a. Possessing weapons including, but not limited to, handguns, rifles, BB guns, pellet guns, air guns, spring-guns or other instruments or weapons in which the propelling device is a spring, air, piston or CO2 cartridge or other similar devices, antique and ornamental weaponry, weapon replicas, holsters and other weapons paraphernalia, and bows and arrows.
  - 4.48.b. Possessing dangerous instruments including, but not limited to, potassium cyanide or other deadly substances, explosives, explosive devices, gunpowder, firearm ammunition (used or unused), flammable petroleum fuels, knives with a blade length of three inches or more, clubs, and martial arts weaponry.
- 4.49. Windows and Roofs: Occupying or storing items on any outdoor window ledge or roof area; entering, leaning out of, throwing items from, or exiting through windows; or opening or removing screens from windows.

## **5. EMERGENCY REMOVAL AND OTHER RESTRICTIONS**

- 5.01. For alleged violations of the Code of Conduct, emergency removal and other restrictions, including but not limited to, interim suspension, a no contact directive with another student, immediate removal from the residence halls, reassignment to alternate housing, and/or restrictions from designated residence halls or campus facilities or events on a temporary basis may be imposed by the University. Emergency removal or other restrictions will be assigned only after the University 1) conducts an individualized safety assessment, and 2) when there is reason to believe that the student poses a threat to harm oneself or others, will damage college property, or disrupt normal college operations.
- 5.02. The University shall make an effort to meet with the student prior to imposing any restriction and to inform the student of the alleged violation(s) and of the reasons for the proposed restriction. During this meeting, the student will be afforded an opportunity to make a verbal statement or provide a written statement to respond to the alleged violation(s) and possible restriction(s). If the student fails to attend a scheduled meeting and/or provide a statement or it is not feasible to meet with the student in a timely manner, the University will proceed with its individualized safety assessment and determination regarding any restriction(s).
- 5.03. If the University determines that an emergency removal or restriction is appropriate, the student will be provided written notice of the emergency removal

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

- 5.04. Emergency removal or restriction(s) are a temporary resolution that will be imposed pending disciplinary or criminal proceedings, or medical evaluation.
- 5.05. A student may submit an appeal of the University's emergency removal determination to the Dean of Students. The appeal must be submitted in writing within three (3) business days of the date of the notice of the emergency removal. Failure to submit an appeal within three (3) business days will result in the waiver of the right to appeal.

## **6. ADMINISTRATIVE HEARING PROCESS**

- 6.01. Any student, faculty, staff member or guest is expected to complete and submit an incident report if they are a victim of or a witness to a violation. This report provides information pertinent to the allegation. The individual filing the incident report may be expected to appear at any subsequent hearing related to the matter. Guests may file an incident report with any member of the Campus Public Safety staff. Faculty, staff, and students are expected to report any violation of the Code of Conduct. Faculty, staff, and students may use the "Report It!" form available on SpartanNet.
- 6.02. Administrative hearing officers have the authority to conduct administrative hearings.
- 6.03. The administrative hearing officer will review the report and conduct an initial inquiry to, determine 1) whether the alleged conduct constitutes a Code of Conduct violation or multiple violations; and 2) the information sufficiently warrants proceeding with the student conduct process. If the administrative hearing officer determines proceeding with the student conduct process is appropriate, the hearing officer will notify the student(s) of the charge(s) and conduct fact-finding as appropriate. Based on the information available, the administrative hearing officer may rescind any charge deemed without basis.
  - 6.03a. The administrative hearing officer's fact-finding will be based on the review of relevant, reliable, and material information and evidence.
- 6.04. The administrative hearing officer will promptly notify the student of alleged Code of Conduct violation(s) and provide the student an opportunity to meet to respond to and discuss the allegation(s).
- 6.05. If a student fails to respond to the notice to meet with administrative hearing officer within five (5) business days, a hold will be placed on the student's account prohibiting the student from engaging in registration or graduation activities. The student conduct process will proceed in the student's absence.

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

## **7. SANCTIONS**

- 7.01. In determining a sanction(s) and any other appropriate requirements, an administrative hearing officer will consider relevant factors, including the nature of the offense, the severity of any damage, injury, or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record, if any. Sanctions and other appropriate requirements are intended to promote

student learning, and to aid in the development of the student and the community as a whole.

- 7.02. Any assigned sanctions or other requirements should be completed appropriately based on the guidelines in the mandated timeframe to avoid additional disciplinary consequences.
- 7.03. The following are sanctions which may be imposed for a violation of the Code of Conduct. The disciplinary actions listed in this section are not meant to be all-inclusive but serve as guidelines which may be imposed in any combination.

**(Refer to Policy Statement A1: Title IX Sexual Harassment Policy, available [here](#), and A2: Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence, available [here](#), for information on Sanctions specific to those policies.**

- 7.03.a. Expulsion: Permanent separation from the University. Students who have been expelled may not be on campus without specific written permission of the Dean of Students or designee. If an expelled student is found on campus without permission for any reason, local authorities will be contacted and the student will be charged with criminal trespass.
- 7.03.b. Suspension: Separation of the student from the University for a specified period of time. The student will not participate in University-sponsored activities and may not be on campus without specific written permission of the Dean of Students or designee. If any suspended student is found on campus for any reason without permission, the local authorities will be called and the student will be charged with criminal trespass.
- 7.03.c. Loss of On-Campus Housing: The student is suspended from the residence halls, either on a temporary or permanent basis. Normally, a student who receives this sanction by the appropriate hearing body or administrative hearing officer is entitled to 48 hours to vacate their University housing facility. However, consistent with Section 5 (Emergency Removal and Other Restrictions), the University may complete an individualized safety assessment and remove a student from campus or impose other restrictions in less than 48 hours.
- 7.03.d. Loss of Extracurricular Privileges: A student may lose the privilege of participating in extracurricular activities and/or running for or holding office in any student group or organization as part of a disciplinary sanction. This includes, but is not limited to, participation in athletic, music, and dramatic events, programs, groups, and teams.
- 7.03.e. Disciplinary Probation: A specified period of time during which the student is removed from good disciplinary standing. Any additional violations during the probationary period may result in more severe consequences, up to and including expulsion. Students who fail to meet the terms of disciplinary

probation may lose the privilege of living in the residence halls for the following academic year.

- 7.03.f. Disciplinary Admonition: A written warning to the student that the cited behavior is not in accordance with the Code of Conduct. The student is warned that further misconduct may result in more severe disciplinary action.
- 7.03.g. Parental/Guardian Notification: The Dean of Students or designee will notify via email, U.S. Mail, or telephone call a student's parents/guardians of violations of the controlled substances policy, alcohol policy, or other serious violations/situations.

**(Refer to Policy Statement D at the close of this document for the Aurora University Parental Notification Policy.)**

- 7.03.h. Fine: The student will pay a monetary fine to the University.
- 7.03.i. Restitution: In cases of damage, destruction, defacement, theft, injury, or unauthorized use of property, restitution to the University or to an individual may be required. In cases of restitution to the University, the charge will be posted directly to the student's account. Payments not received by the deadline will result in late charges being incurred. All Student Accounts policies will apply in the case of restitution.
- 7.03.j. Educational: The student will complete a research project, paper, community program, bulletin board, online judicial educator program, etc.
- 7.03.k. Loss of Contact: Loss of contact may be imposed when a student is found responsible for such violations as harassment, assault or similar offenses against an individual. Students who receive this sanction may not initiate contact with a particular individual(s) in person, by telephone, electronic communication, voice mail, in writing, by friends on their behalf, or by any other means, anywhere on campus. This sanction usually is imposed for the tenure of the student found responsible.
- 7.03.l. No Trespass Notice: As the result of an expulsion or suspension from the University, a student may be prohibited from being on University property. A visitor found in violation of University policies may also be prohibited from being on University property. In such cases, Campus Public Safety will issue a No Trespass Notice, banning the individual from campus. Campus Public Safety will notify the University community and provide instructions on how to respond should a banned individual be seen on campus. Banned individuals are subject to arrest by Campus Public Safety or local authorities.
- 7.03.m. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above, including but not limited to the following: community service; mandated counseling or therapy; relocation to another University living area; trespass from specified University premises; loss of specified

University privileges; or assignment of a failing grade in an academic course. The imposition of such sanctions must be related to the nature of the violation.

- 7.03.n. **Registration Hold:** A hold will be placed on a student's registration if the student fails to complete a sanction. Holds are intended to be temporary until either the sanction or the conduct process is complete. A student who fails to complete a sanction does not remain in good disciplinary standing and is not entitled to readmission pending further proceedings. If a student fails to complete an imposed sanction, a notation will be included on the student's transcript. If a student withdraws prior to official resolution of an allegation, a notation indicating the alleged Code of Conduct violation(s), the date of the report of the alleged violations, and the date of student's withdrawal will be included on the student's transcript.

## 8. ADMINISTRATIVE HEARING APPEALS

- 8.01. Students may appeal the Code of Conduct violation determination of an administrative hearing officer. A letter of appeal must be submitted in writing to the designated appeals officer within seven (7) calendar days from the date of notification of the official determination. The appeals officer will render a decision within fourteen (14) calendar days. Failure to appeal within the allotted time will render the original determination final. **(Refer to Policy Statement A1: Title IX Sexual Harassment Policy, available [here](#), and Policy Statement A2: Policy Prohibiting Discrimination, Sexual Misconduct and Interpersonal Violence, available [here](#), for information on Appeals specific to violations of these policies.**

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

- 8.02. Students who file an appeal may request a meeting with the appeals officer. Depending on the circumstances involved in each case and appeal issues, such a meeting may or may not be granted subject to the discretion of that official.
- 8.03. Appeal decisions will be based solely upon the record of the original proceeding, upon the written appeal, and upon the meeting with the student, if held.
- 8.04. Assigned sanctions and other requirements are not subject to appeal. Only one appeal may be heard per case and are based on the following grounds for appeal:
- 8.04.a. An erroneous finding of fact contrary to the substantial weight of the evidence;
  - 8.04.b. Incorrect interpretation of a policy or of the responsibilities of the hearing officer;
  - 8.04.c. Bias on the part of the administrative hearing officer which materially affected the hearing; and/or
  - 8.04.d. New evidence material to the case that was not available at the time of the hearing.

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

## **9. DISCIPLINARY FILES AND RECORDS**

- 9.01. Case referrals will result in the development of a disciplinary file in the name of the accused student. All resolutions (responsible, not responsible, and/or charges rescinded) will be noted in the disciplinary file.
- 9.02. The files of students found responsible for any charges against them will be retained as disciplinary records for seven years from the date of the letter providing notice of final disciplinary action.
- 9.03. Disciplinary sanctions may be expunged or amended by the Dean of Students or designee for good cause, upon written petition. Factors to be considered in review of such petitions shall include:
  - 9.03.a. the present demeanor of the student.
  - 9.03.b. the conduct of the student subsequent to the violation.
  - 9.03.c. the nature of the violation and the severity of any damage, injury, or harm resulting from it.

### **POLICY STATEMENT A-1: Title IX Sexual Harassment Policy**

The University's Policy Statement A-1: Title IX Sexual Harassment Policy is available [here](#).

### **POLICY STATEMENT A-2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence**

The University's Policy Statement A-2: Policy Prohibiting Discrimination, Sexual Misconduct, and Interpersonal Violence is available [here](#).

### **POLICY STATEMENT B: Zero Tolerance**

The University's Policy Statement B: Zero Tolerance is available at [here](#).

### **POLICY STATEMENT C: Aurora University Computer Use Policy**

The University's Policy Statement C: Aurora University Computer Use Policy is available [here](#).

### **POLICY STATEMENT D: Parental Notification Policy**

Aurora University recognizes that students have specific rights and expectations in terms of their privacy. When a student enters postsecondary education, the rights afforded by the Family Educational Rights and Privacy Act (FERPA) transfer to the student, regardless of his or her age. At the same time, Aurora University understands that parents often play a central role in the continued moral education and development of college students. In accordance with the Family Educational Rights and Privacy Act, the University has established the following guidelines for the release of student education records.

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

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



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

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

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

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

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must adopt and implement a program to prevent the unlawful possession, use, or distribution of state and/or federal illicit drugs and alcohol by students and employees. Aurora University supports this requirement and will maintain an alcohol-free and drug-free environment in the workplace, on the campus, and for all University-sponsored events.

Aurora University prohibits the unlawful manufacture, possession, purchasing, distribution, or use of state and/or federal illicit drugs and/or alcohol by students and employees. This includes the use of medical marijuana. This policy applies both to on-campus and off-campus activities, including social activities held by University-recognized student organizations. Additionally, Aurora University prohibits the manufacture, possession, distribution or use of alcohol, marijuana and other controlled substances on the Aurora University campuses, including the residence halls.

As an educational institution, Aurora University expects its students to behave in a mature and responsible manner. As an alcohol and drug-free campus, alcohol, marijuana and other controlled substances are not permitted on campus, no matter the student's age. When a student fails to follow this policy, the University considers such a violation to be serious. The sanctions given for alcohol/marijuana/other controlled substances violations represent a commitment to providing learning outcomes that will help the student to understand the impact of their behavior not only on themselves but also on the University community.

In accordance with state and federal law, the University prohibits the use, possession, purchasing or distribution of any state or federally controlled substance or drug paraphernalia except as expressly permitted by law. When a student fails to abide by this policy, the University considers such a violation

to be serious and the student will be subject to disciplinary action. **The University also reserves the right to pursue criminal action against the offending student(s).**

Student Life works in conjunction with other areas on campus, such as Athletics, who also reserve the right to respond to student conduct situations with their own processes.

Please note that other policies violated in conjunction with an alcohol/marijuana/other controlled substances violation may result in additional sanctions.

### Sanctions for Alcohol/Marijuana

#### **CLASS ONE**

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

#### **CLASS TWO**

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

#### **CLASS THREE**

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

#### CLASS FOUR

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

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

#### Sanctions for Other Controlled Substance Violations

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

#### CLASS ONE

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

#### CLASS TWO

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

#### CLASS THREE

- **Suspension/Expulsion.** The student will be suspended or expelled from Aurora University.
- **Fine.** The student will pay a fine of \$400.
- **Parental Notification.** The Dean of Students or designee will notify the parents/guardians of students under the age of 21 of the violation.

- **Criminal Report.** Campus Public Safety will issue a “Notice to Appear” in court or criminal complaint in response to the criminal violation.
- **Supplemental.** Additional sanctions as deemed appropriate by the disciplinary hearing officer.

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

#### Effects of Using Alcohol, Marijuana and Other Controlled Substances

Substance and alcohol abuse not only affects the users, it affects their loved ones and those with whom they work, live, or attend class. Abusers can be unpleasant and dangerous. Substance/alcohol abuse can cause impaired eyesight, slower reaction time, lessened concentration, and poor judgment. In addition, it can affect the safety, motivation, and attitude of the abusers and those they are around.

Students should be aware of the health risks associated with the use of illicit drugs and alcohol. Student employees in supervisory roles, such as Resident Assistants, will be provided with training in the recognition of or early warning signs of drug/alcohol abuse. Informational materials will be made available to students and staff through the Office of Student Life.

#### **POLICY STATEMENT F: Off-Campus Behavior**

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

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

General expectations include the following:

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

## Aurora Campus

### Enforcement of Off-Campus Housing Policies:

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

*Neighborhood Contact:* Campus Public Safety asks residents of the University neighborhoods to contact them directly with concerns related to neighborhood disturbances and/or dereliction of property involving current Aurora University students. Upon receiving information, Campus Public Safety officers, possibly in conjunction with Aurora or Williams Bay Police Officers, will respond and contact the Aurora University students implicated to attend to the concern and investigate as necessary.

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

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

### Sanctions for Off-Campus Housing Policy Violations

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

### **AURORA UNIVERSITY STUDENT/TENANT SANCTIONS**

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

<sup>2</sup> The Aurora University Department of Campus Public Safety located in Aurora, IL is a police department recognized by the State of Illinois. The Department of Campus Public Safety has the right to conduct criminal investigations involving off-campus behavior of Aurora University students and/or Aurora University property.

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

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

### **AURORA UNIVERSITY STUDENT/NON-TENANT SANCTIONS**

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

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

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

### **AURORA UNIVERSITY STUDENT/TENANT SANCTIONS**

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

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

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

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

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

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

**Other residential ordinances as described by City of Aurora Code**

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

### **Request for Assistance**

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

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

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

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

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

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

Off-campus housing violations are addressed under the Code of Conduct.

Local ordinances can be found at (<http://www.aurora-il.org/>)

### **George Williams College Campus**

George Williams College students living off-campus are expected to comply with applicable local ordinances and community standards. The University works collaboratively with Williams Bay authorities and will review off-campus housing violations under the Code Conduct.

### **POLICY STATEMENT G: Good Samaritan Policy**

*The following policy is designed to protect the health and safety of students who may need medical attention as a result of excessive alcohol or marijuana consumption or abuse of other controlled substances. If you receive attention or seek medical assistance for a peer as a result of excessive intoxication or serious injury after consuming alcohol, marijuana or other controlled substances, you may not be subject to formal disciplinary action for violating University policy as set forth in greater detail below.*

The health and safety of students are of primary importance at Aurora University. Students must not only consider their own health and safety but also that of their peers. In addition, it is imperative that medical assistance be sought when an individual experiences excessive intoxication or serious injury after consuming alcohol, marijuana, or other controlled substances.

Aurora University recognizes that the potential for disciplinary action by the University may seem like a disincentive to students seeking medical assistance for themselves or other students in incidents related to illegal alcohol, marijuana or other drug use. When a student’s health or safety is threatened or appears to be in jeopardy, however, Aurora University wants to encourage all students to take immediate action.



**Students needing or calling for medical assistance during an incident involving alcohol, marijuana or other controlled substances will not be subject to formal disciplinary action by the University for acting in violation of University policy if they follow the steps described below.**

The recipients of medical attention will not be subject to formal disciplinary action if they elect to schedule a meeting with the Dean of Students or designee within two working days after the incident. If the student is hospitalized, this meeting must be scheduled within five (5) calendar days after the student's release from the hospital. The student must agree to timely completion of any recommended alcohol, marijuana and/or other drug education, assessment or treatment as determined at this meeting. These recommendations will be based on the University's concern for student health and safety. A student who does not follow these conditions, will not qualify under the Good Samaritan Policy and would be subject to formal disciplinary action.

**Similarly, any student seeking medical assistance on behalf of a peer will not be subject to formal disciplinary action, regardless of whether the reporting student was in violation of University policy at that time.**

Reporting students will not be subject to formal disciplinary action if they elect to schedule a meeting with the Dean of Students or designee within two working days after the incident. If the reporting student was in violation of University policy at the time of the incident, the student must agree to timely completion of any recommended alcohol, marijuana and/or other drug education, assessment or treatment as determined at this meeting. These recommendations will be based on the University's concern for student health and safety. A student who does not follow these conditions will not qualify under the Good Samaritan Policy and will be subject to formal disciplinary action.

To the extent permitted by law, University officials or hospital personnel reserve the right to contact the parents of students that are hospitalized for alcohol, marijuana or other drug abuse or that are unconscious or otherwise in serious physical jeopardy. In these cases, parental notification will be taken as a precautionary measure. More information regarding the University's parental notification is available in **POLICY STATEMENT D: Parental Notification Policy**.

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

### **Voluntary Medical Leave of Absence (MLOA)**

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

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

This policy is intended for the benefit of students who experience unanticipated medical situations during an academic semester.

This policy does not preclude the University from exercising its discretion to remove or dismiss a student from the University, its programs or activities, or University-owned facilities as a result of the violation of other Aurora University policies or rules. Students with medical or mental health conditions are subject to the same conduct requirements applicable to all Aurora University students and may be subject to appropriate discipline, including removal from the University.

Students who wish to withdraw or take a non-medical Leave of Absence can do so by completing a Leave of Absence/Withdrawal Form, available in the Registrar's Office and the Center for Student Success.

### **MLOA Approval Process**

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

1. **Initial Discussion of Potential Accommodations or Leave.** A student experiencing physical or mental health issues that are interfering with his or her academic course work and/or ability to participate in campus life should feel free to contact Health Services, Counseling and Psychological Services, Disability Resource Office, or the Dean of Students to explore whether an MLOA is appropriate. Depending upon the circumstances, the University and student may discuss whether reasonable accommodations, modifications, or academic adjustments are available that may permit the student to continue his or her studies without the need to take MLOA.
2. **Request for Medical Leave of Absence.** If, after completing the preliminary process above, the student is interested in pursuing a Medical Leave of Absence, the student should fill out and submit to the office of the Dean of Students a **Request for Medical Leave of Absence** form, with appropriate documentation from a licensed physician or mental health professional regarding the student's need to take a medical leave. At the student's request, the University will assist the student in completing the MLOA Request form and contacting different University representatives and offices (such as the Directors of Health Services or Counseling and Psychological Services) who may have useful information or be able to provide documentation that assists in preparation of the Request.
3. **Dean of Students or Designee's Determination.** As soon as possible after receiving the Request and documentation, the Dean of Students will notify the student in writing of the Dean of Students' determination. Upon approving a request for a medical leave, the Dean of Students will also inform the student of the status of the student's current coursework and withdrawal from classes. If the student begins such a leave during a semester, the student will generally be assigned "withdrawal" grades without academic penalty for all pending classes (even if the normal deadline for withdrawal has passed). Where a student has made significant academic progress in an enrolled course or courses, however, the student has the option of requesting an "incomplete" in lieu of withdrawal. The determination whether to allow an "incomplete" in these circumstances will be made by the Dean of Students in consultation with the Vice President for Academic Affairs. On-campus residents beginning MLOAs will normally be expected to vacate the residence hall within 48 hours of the granting of a request for MLOA; the University will assist the student in making

such arrangements. Tuition and room charges for a student taking MLOA will be reviewed by the Dean of Students and adjustments will be made to the student's account to provide the student with the greatest benefit financially.

4. **Timing of Determination.** The Dean of Students will act as quickly as possible in deciding whether to grant a Request for MLOA, so that any student experiencing difficulties due to a medical or mental health condition may promptly begin his or her requested leave and obtain the support the student needs.
5. **Timing of Request for MLOA.** To obtain an MLOA for the current semester, students are encouraged to request an MLOA and complete a **Request for Medical Leave of Absence** form on or before the final day of classes. However, the University may, in its discretion, grant a retroactive MLOA.

### **Involuntary Leave of Absence**

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

This policy does not preclude the University from exercising its discretion to remove or dismiss a student from the University, its programs or activities, or University-owned facilities as a result of the violation of other Aurora University policies, procedures, rules, or regulations. Students with medical or mental health conditions are subject to the same conduct requirements applicable to all Aurora University students and may be subject to appropriate discipline, including removal from the University.

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

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

### **Involuntary Leave Process**

The Dean of Students or designee may be alerted to a student's concerning or troubling conduct from a variety of sources on campus and may take action accordingly. If the Dean of Students deems it appropriate, this procedure may be initiated.

1. ***Information gathering.*** Upon initiation of this procedure, the Vice President for Student Life will consult on a confidential basis with others in the campus community who have knowledge regarding the student's conduct and circumstances and other appropriate persons with knowledge about the student's condition and circumstances to determine whether the student is able to comply with this policy.
2. ***Initial meeting with student/possible voluntary leave.*** If practicable under the circumstances, the Dean of Students will schedule a meeting with the student as part of the information gathering process. The student may be accompanied by a non-attorney advisor. At any time, the Dean of Students may discuss with the student whether the student wishes to take a voluntary leave (i.e. medical leave of absence, leave of absence or withdrawal) and may also attach appropriate reinstatement conditions to the granting of any such leave, to the extent such conditions are deemed necessary or appropriate for purposes of adhering to the conduct standards set forth in this policy.
3. ***Individualized assessment.*** Any determination that a student's conduct is inconsistent with the standards set forth in this policy shall be based on an individualized assessment. This assessment shall be based upon the best available objective evidence, which may include medical information provided by the student.
4. ***Interim involuntary leave.*** If the University concludes that a student presents an immediate danger: (a) to the fulfillment of the mission of the University or to the life, health, welfare, safety, or property of any member of the University community or other person, or (b) demonstrates a serious inability to function safely or effectively in the University's programs, activities, or facilities without an immediate risk of harming himself or herself or others, the Dean of Students may withdraw the student or restrict the student's access to classes and/or campus for an interim period before a final determination is made.
5. ***Considering an involuntary leave.*** If the review process outlined above does not: (a) result in the student's decision to take a voluntary leave, or (b) the Dean of Students' determination that no further proceedings are warranted, the Dean of Students shall then determine whether, under all of the individual circumstances of the case, the University wishes to consider an involuntary leave of absence (or other non-interim involuntary action). If the Dean of Students determines that the matter should be handled as an involuntary leave of absence (or other non-interim involuntary action), Dean of Students shall proceed to make a final determination as follows.
6. ***Final determination.*** In making a final determination, the Dean of Students will consider any information obtained during the preliminary review, as well as any other information that the student submits or that the Dean of Students deems relevant. The Dean of Students will also afford the student, who may be accompanied by a non-attorney advisor, an opportunity to be heard to the extent that such a meeting is possible. The Dean of Students may also consult with other

University representatives and appropriate health care providers on a confidential basis in making an individualized judgment based upon all of the facts and circumstances.

7. ***Possible evaluation.*** As part of this final determination, the Dean of Students may request the student to schedule an evaluation by a qualified, licensed medical and/or mental health professional within and/or outside the University, with the student responsible for any costs of such evaluation and with the results of that evaluation to be shared with the Dean of Students, the student, as well as with Director of Health Services and/or Director of Counseling and Psychological Services, as applicable. The University maintains a list of local treatment providers with experience in conducting these evaluations and will provide the list to the student as a resource. The Dean of Students shall consider the results of this evaluation and other information collected in making a final determination. If the student declines evaluation or to share the evaluation results, the Dean of Students will proceed with the process based on the available information.
8. ***Communicating the final decision.*** Any decision by the Dean of Students to require an involuntary leave of absence (or other non-interim involuntary action) shall be communicated to the student in writing via the student's University email address, or another means if appropriate as soon as possible after the decision is rendered. The student has a right to be informed of the pertinent information upon which the decision is based, as well as the contemplated length of the leave, which will be determined on a case-by-case basis.
9. ***Appeal.*** Students have the right to appeal the Vice President for Student Life's decision in an involuntary leave situation. Any student appeal should be made in writing to the Senior Vice President for Student Success or designee within five (5) calendar days of the date of the notice of the involuntary leave decision. The grounds for appeal should be set forth in writing. The student may submit supporting documentation or other information in support of the appeal. The Senior Vice President for Student Success or designee will decide the appeal as soon as is practicable and will issue a written decision regarding the appeal. That decision shall be final.

### **Reinstatement after a Leave of Absence**

A student on an approved MLOA or Involuntary Leave of Absence must be reinstated by the Dean of Students before the student may register for classes and resume coursework at Aurora University. Until such time as the student is reinstated by the Dean of Students, a student on an approved MLOA or Involuntary Leave of Absence retains his or her student status with the University per the following stipulations:

- Students on an approved MLOA or Involuntary Leave of Absence for no more than two consecutive semesters (excluding summer) will generally be allowed to return under the catalog that was in effect when they were last enrolled as long as this does not result in an obligation on the part of the University to provide coursework or programs that have been altered or discontinued in the interim.

- Students on an approved MLOA or Involuntary Leave of Absence for more than two consecutive semesters (excluding summer) will be required to return under the catalog in effect at the time of their return.
- For students who begin an approved MLOA or Involuntary Leave of Absence before the end of the second week of the semester, the counting of consecutive semesters will begin with the current semester. For students who begin a LOA after the end of the second week of the semester, the counting of consecutive semesters will begin with the next semester (excluding summer).
- For students on an approved MLOA or Involuntary Leave of Absence who have existing approved incomplete/deferred grades, the original deadline for completion of work for an X (absence from final exam) or I (incomplete) grade will be maintained unless an extension is approved by the Dean of Academic Administration before or at the time of the approval of the MLOA. Alternatively, the existing X or I grade may also be converted to a W (withdrawal) grade if approved by the Dean of Students in consultation with the Dean of Academic Administration.

When a student is interested in returning to the University following an approved MLOA or Involuntary Leave of Absence, the student should take the following steps to initiate the reinstatement process.

1. Contact the Dean of Students. The student should first contact the Dean of Students to communicate the student's interest in returning to the University, as far in advance of the desired return date as is reasonably possible. The student must complete and submit to the Dean of Students a Reinstatement Form (and housing application, if applicable). The University requests that students submit any request for reinstatement and any supporting materials by July 15 for consideration for the Fall Semester and by December 1 for the Spring Semester. Reinstatement is generally not available for the summer session. This schedule will help ensure that the Dean of Students (and other University offices that the Dean of Students chooses to involve, such as Health Services or Counseling and Psychological Services) will have adequate time to review the student's request for reinstatement and make a determination. If materials are received shortly after the applicable deadline, if information is missing, or if the University needs additional time to process the student's request, the University may elect to treat the request as one to return for the following semester rather than the semester originally identified by the student. However, the University will make every effort to be flexible and attempt to honor a student's request to return for the desired semester.
2. Information Requested by Health Services and/or Counseling and Psychological Services. Depending upon the circumstances underlying the student's original MLOA or Involuntary Leave of Absence, and pursuant to the Dean of Students' discretion, the Vice President for Student Life may consult with Health Services and/or Counseling and Psychological Services in evaluating a request to return. The University will determine on a case-by-case basis what information, if any, Health Services and/or Counseling and Psychological Services may require to assess a student's readiness to return following a leave of absence. Depending upon the nature and individual circumstances surrounding a particular student's leave of absence, the University may require information demonstrating that the student has the capability to handle day-to-day functioning in the University's academic and living environment, with or without reasonable accommodations. Any decision whether to

require this information will be made on an individualized basis and will be conveyed to the student.

3. Dean of Students Determination. The Dean of Students will evaluate the information provided by Health Services and/or Counseling and Psychological Services, as well as the request provided by the student, and make a determination whether the student may return to the University. Reinstatement is based on the student's readiness to manage a full-time course load (minimum of 12 credits for undergraduates; minimum of 6 credits for graduate students) or a comparable course load to the load that the student managed prior to his or her leave. The Dean of Students will notify the student in writing of the determination via the student's University email address and any other appropriate means. Factors the Dean of Students will typically consider include but are not necessarily limited to:
  - a. Evaluation and recommendation by Health Services and/or Counseling and Psychological Services;
  - b. The student's demonstrated ability to engage in productive and realistic academic planning;
  - c. The student's ability to participate safely and independently in the University's programs and activities;
  - d. The student's personal statement included on the Reinstatement Form;
  - e. Any coursework completed or employment during the MLOA or Involuntary Leave of Absence; and
  - f. Any other factors that the Dean of Students deems relevant under the student's particular circumstances.

*Negative Recommendation.* If, upon review, Health Services and/or Counseling and Psychological Services submits a recommendation to the Dean of Students that a student is not ready to return, or if the Dean of Students otherwise concludes that the student is not ready to return, the student will be advised of this negative determination in writing via the student's email address and any other appropriate means, at which time the University will also explain the concerns underlying the negative determination and, as appropriate, set forth recommendations that will enhance the student's chance of a positive determination the next time the student's request is considered. A student may appeal a negative recommendation to the University by submitting an appeal letter in writing to the Senior Vice President for Student Success or designee within five (5) calendar days of the date of the notice of the negative recommendation. The student may also submit any information the student believes to be relevant to the appeal. The Senior Vice President for Student Success will review the student's submission and notify the student in writing of the University's final determination as to whether the student will be permitted to return as requested.

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

### **POLICY STATEMENT I: Publicity and Posting**

Publicity for events on the Aurora University campus is allowed for all University-recognized student organizations, clubs, academic classes and departments, and other non-academic Aurora University departments. Advertising for events not affiliated or officially sanctioned by Aurora University will not be approved for posting. All publicity materials designated for non-residence

hall facilities must be approved by the Office of Student Activities; postings for residence halls must be approved by the Office of Campus Life. Prior to approval for publicity, the event must be approved and the room reservation confirmed.

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

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

Please adhere to the following when posting:

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

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

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

### **POLICY STATEMENT J: Online Communities**

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

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

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



Although faculty and staff will not actively monitor Aurora University student use of these platforms, online depictions of policy violations brought to the attention of the University will be subject to investigation and possible disciplinary action.

## **POLICY STATEMENT K: Student Employment Policies**

### Drug-Free Schools and Communities Act

*Implications of the Drug-free Schools and Communities Act Amendments of 1989, Public Law 101-226 for Student Employees:*

- Student employees must notify Human Resources of any criminal conviction for a violation occurring in the workplace no later than five days after such conviction.
- Student employees who use prescribed drugs or narcotics during work should report this fact to the Director of Health Services along with acceptable medical documentation.
- Student employees who are experiencing work-related problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek counseling help. University sponsored or required counseling is to be kept confidential and is not to influence performance appraisals.
- Any student employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The student employee will not be permitted to return to work until certification is presented to the Office of Human Resources stating that the student employee is capable of performing his or her job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate a student employee from the imposition of discipline for violations of this or other company policies.
- Alleged violations will be handled on a case-by-case basis. Circumstances surrounding each case will be thoroughly investigated. Sanctions will range from probation to expulsion from the University and referral for prosecution. General procedures if anyone is suspected or alleged to have violated the standards are as follows. It is understood that the University reserves the right to skip any or all steps.
  1. Notice in writing of the specific violation that is being charged.
  2. A meaningful opportunity to be heard and to present any relevant information in response to the charge.
  3. The right to assistance in such proceedings by an advisor of his or her choice.
  4. A determination based on clear and convincing evidence that a violation occurred.

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

## **POLICY STATEMENT L: Missing Student Notification**

If a member of the Aurora University community is concerned about the whereabouts of a resident student and believes the student may be missing, the Office of Campus Life or Campus Public Safety should be notified. All resident students will be provided with the option to register a confidential contact person to be notified in the case that the student is determined to be missing

for at least 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Regardless of whether or not a confidential contact person is provided, local law enforcement will be notified when an on-campus student has been determined to be missing for at least 24 hours. Parent(s) or guardian(s) of students less than 18 years of age and not emancipated will also be notified. This policy does not preclude implementing these procedures in less than 24 hours if warranted by the circumstances. If a member of the Aurora University community is concerned about the whereabouts of a non-resident student and believes the student may be missing, the Dean of Students and Campus Public Safety may be notified, and assistance will be provided as permitted by applicable law.

### **POLICY STATEMENT M: Other Policies Relevant to Students**

This section contains links to additional Aurora University policies that are also relevant to students. The policies are listed below:

[Consensual Relationships Policy](#)

[Smoke Free Campus Policy](#)

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

[Whistleblower Policy](#)

[Mandated Reporter Policy](#)

[Bloodborne Pathogen Exposure Control Plan](#)

[Exposure Incident Form](#)

[Hepatitis B Vaccine Acceptance Statement](#)

[Hepatitis B Vaccine Declination Statement](#)

[Post-Exposure Blood/Body Fluids Consent to Serology Testing](#)

[Post-Exposure Blood/Body Fluids Waiver to Serologic Testing for HIV/HBV](#)

[Request to Hold Serum for Serologic Testing for HIV/HBV](#)