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.

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. If circumstances dictate variation from the policies and procedures described in the Handbook, the variation will not invalidate a decision unless a student has been subjected to arbitrary or capricious conduct on the part of the University.

This Handbook may be altered by the University at any time without notice, and students are urged to contact the Dean of Student Life to ensure that they have obtained the latest version of the Handbook.

OUR INSTITUTION

1. MISSION

Aurora University is an inclusive community dedicated to the transformative power of learning.

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. We will adhere to the highest standards of integrity in every aspect of institutional practice and operation. Through this proven dedication to honesty, respect, fairness, and ethical conduct, we will lead by example and inspire our students to do the same.

2.02. We will exercise the rights and responsibilities of citizenship in an educational community, founded upon the principles of mutual respect and open discourse. We will live within our means and manage our resources wisely, while creating an environment that fosters teamwork and promotes service to others.

2.03. We will work and live as an organization devoted to continuous learning. We recognize that the university exists in a diverse and changing world and know that we will succeed in helping students achieve their full potential only if we realize our own. We seek a growth process that is never-ending.
2.04. We will pursue **excellence** by embracing quality as a way of community life. Accordingly, we will set high expectations for ourselves, our students and our university and will work together to attain them.

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.

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. The University, through the Office of the Vice President for Student Life, maintains the exclusive authority to impose sanctions for behaviors that violate the Code of Conduct. Students also may be held responsible for their actions by local, state or federal authorities. The University, as well as civil authorities, have jurisdiction over violations of law that occur on University property.

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, he/she is responsible for upholding all rules and regulations of Aurora University.

1.01.e. All students enrolled at Aurora University have access to the Code of Conduct through the Aurora University website ([www.aurora.edu](http://www.aurora.edu)).
1.02. **General Provisions**

1.02.a. 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.b. This Code of Conduct will apply to:

   1.02.b.1. conduct which occurs on University property.

   1.02.b.2. conduct which occurs elsewhere during the course of a University function, including but not limited to student teaching, student internships, clinical experiences, intercollegiate athletic competitions, student activities and other University events.

   1.02.b.3. conduct that occurs off campus and has the potential to damage the reputation of the student and/or the University.

1.02.c. The actions of a student organization involved in University-related activities that are in violation of University regulations 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 Illinois state law may be reported to the Aurora Police Department. Aurora University reserves the right to report misdemeanor crimes to the Aurora Police Department. Aurora University also retains the right to conduct an internal investigation and adjudicate the matter according to stated University policies and procedures. The University sanctions are separate from any pending or completed police investigation and will not be subject to challenge on the ground 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.

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 Vice President for Student Life retains ultimate responsibility for the administration of this Code. In situations where ambiguity or other uncertainty exists, the Vice President for Student Life or designee expressly retains final authority to rule on questions regarding policies, procedures, sanctions, and/or processes.
2.03. In situations of a potentially serious nature, the University in its sole discretion reserves the right to respond outside of the formal disciplinary process in order to protect the safety and security of members of the University community and their property.

2.04. 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.

2.04.a. The accused person was registered and/or enrolled as an Aurora University student at the time of the incident.

2.04.b. The incident involves endangering behavior, defined as violent assault, rape, arson, or other similar serious offenses.

2.04.c. The incident involves behavior that has the potential to damage the reputation of the student and/or the University.

2.04.d. The incident involves behavior that puts students, faculty or staff or the property of students, faculty or staff at risk.

2.04.e. The incident occurred at a University-sponsored event or function.

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 conducts him/herself in such a way as to enhance the well-being of all members in the community. Each person also is held accountable for his/her own actions and is responsible for the consequences of said actions.

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 him/her, 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 city of Aurora.

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 regulations.

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 before a student conduct board or hearing officer.

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 discourage an individual's proper participation in, or use of, the student conduct system.
4.01.e. Harassing or inappropriately attempting to influence any professional or student staff member 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 (Refer to Policy Statement E, Policy Statement F, and Policy Statement G at the close of this document for additional University alcohol regulations):

   4.03.a. Using, possessing, manufacturing, or distributing alcoholic beverages on the 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. One whose room/suite is host to an event/situation that involves a violation of the University Alcohol Policy.

   4.03.e. One whose guest is responsible for a violation of the University Alcohol Policy.

   4.03.f. Any person or organization providing/purchasing for or distributing alcohol to any individual below the age of 21 years.

   4.03.g. Possession of empty alcohol containers, regardless of consumption location.

   4.03.h. Possession of alcohol paraphernalia including but not limited to keg tappers, beer bongs, and flasks.

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 consumption or the use of 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.**

4.04. **Arson:** Intentionally and/or maliciously starting fires or committing other acts of arson. Arson is a Clery Act reportable crime.

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.
4.05.a. Domestic violence is an assault, as defined above, between people who have an ongoing romantic relationship or between people living together as roommates.

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. **Controlled Substances:** Using, possessing, or distributing any state or federally controlled substance except as expressly permitted by law or drug paraphernalia including but not limited to bongs, grinders, hookahs, marijuana pipes, roach clips, and/or scales. *(Refer to Policy Statement E for additional details regarding Alcohol and Controlled Substances.)*

*Important note regarding controlled substances: Under Illinois State Statute, no marijuana, illegal controlled substances or look-alikes, or any drug paraphernalia associated with its use, are allowed inside schools or within 1,000 feet of school grounds, unless used for demonstration purposes by law enforcement personnel. “School” is defined as any public or private elementary or secondary school, community college, college, or university.*

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:** Dating/domestic violence means physical abuse, harassment, intimidation, interference with personal liberty, or willful deprivation of a family member, household member, or person with whom the perpetrator has, or has had, a dating or engagement relationship. *(Refer to Policy Statement A at the close of this document for the Aurora University Sex Discrimination Policy.)*

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.

4.18. **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.

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 (toasters, toaster ovens, etc) or any appliance with an open heating surface (hot plates, electric grills, improperly-used coffee pots, etc), electric blankets, microwave ovens using greater than 700 watts, refrigerators greater than 4.0 cubic feet, or space heaters.

4.20.c. Using any form of extension cord or multiple outlet (octopus adapter) except for approved UL strips/surge protectors; running any cords under doorways or carpeting.

4.20.d. Covering more than 50% of a residence hall room door or walls with 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 and neon signs in the residence halls.


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.

4.22. 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. *(Refer to Policy Statement B at the close of this document for the Aurora University Zero Tolerance policy, Policy Statement C regarding Computer Use, and Policy Statement J regarding Online Communities.)*:

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. *(Refer to Policy Statement B at the close of this document for the Aurora University Zero Tolerance policy.)*

4.25. **Hazing**: Committing any intentional, knowing or reckless act, occurring on or off the 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.

4.27. **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 regulations and policies as well as local, state and federal laws. *(Refer to Policy Statement F at the close of this document for additional details regarding Off-Campus Housing regulations.)*

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 at the close of this document for additional details regarding Off-Campus Housing regulations.)*

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

4.30. **Pranks:** 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 10 AM, or 24 hours a day from the Saturday prior to final exams through residence hall semester closing).

4.32. **Retaliation and Intimidation:** Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual’s opportunity to benefit from the University’s programs or activities; and (ii) is motivated in whole or in part by the individual’s participation in the complaint process.

4.33. **Roller Blading/Skateboarding:** Improper use of 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 and Sexual Violence**: Committing acts of sexual assault (stranger, date, or acquaintance), sexual abuse, or other forms of coerced sexual activity. *(Refer to Policy Statement A at the close of this document for the Aurora University Sex Discrimination Policy.)*

4.36. **Sexual Harassment**: Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. *(Refer to Policy Statement A at the close of this document for the Aurora University Sex Discrimination Policy.)*

4.37. **Signs, Pictures, and Posters**: Possessing traffic or street signs (prohibited by Illinois state law); displaying signs, pictures, and/or posters as residence hall window displays.

4.38. **Smoking/Tobacco**: Aurora University is a tobacco free campus. Smoking of cigarettes, electronic cigarettes, cigars, pipes, other forms of tobacco, etc. on the University campus is prohibited.

4.39. **Solicitation**: Engaging in unauthorized canvassing or solicitation on University property, including textbook buyback programs not sponsored by the University and product sales parties such as for cosmetics or household goods.

4.40. **Stalking**: Stalking means engaging in a course of conduct directed at a specific person, that the perpetrator knows or reasonably should know that this course of conduct would cause a reasonable person to fear for his or her safety or the safety of others, or suffer emotional distress. *(Refer to Policy Statement A at the close of this document for the Aurora University Sex Discrimination Policy.)*

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**: 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 (e.g. tailgating).

4.45. **University Policies and Services**: Violating published University policies, rules, or regulations including, but not limited to, the policies on sexual assault, zero tolerance, computer use, and alcohol and controlled substances; violating the rules and regulations of other University departments including, but not limited to: Residence 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 (e.g. 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 Residence 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 Residence Life. To register, complete the form on Spartan Net: https://orgsync.com/53230/forms/80582

   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, dangerous instrument, fireworks, hazardous substance or noxious materials on campus, including in any vehicle.
4.48.a. Weapons include, but are not limited to, firearms (such as handguns and 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, weapons paraphernalia (such as holsters), and bows and arrows.

4.48.b. Dangerous instruments include, but are not limited to, deadly substances (such as potassium cyanide), explosives, explosive devices, gunpowder, firearm ammunition, flammable petroleum fuels, knives with a blade length of three inches or more, clubs, and martial arts weaponry.

*Important note regarding weapons: Under Illinois State Statute, no guns, look-alike guns, air rifles and pistols, or paintball guns or pistols are allowed inside schools or within 1,000 feet of school grounds, unless carried by on-duty law enforcement personnel.*

*“School” is defined as any public or private elementary or secondary school, community college, college, or university.*

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. Opening or removing screens from windows.

5. **INTERIM SANCTIONS**

5.01. For alleged violations of the Code of Conduct, interim sanctions, including but not limited to, interim suspension, loss of contact 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 Vice President for Student Life or designee. Interim sanctions should be assigned only when there is reason to believe that the student poses a threat to harm oneself or others, damage college property, or disrupt normal college operations.

5.02. The Vice President for Student Life or designee contemplating taking the action shall make an effort to meet with the student prior to imposing an interim sanction to inform his or her of the alleged violation(s) and of the reasons for the proposed interim sanction. During this meeting, the student will be afforded an opportunity to make a brief statement regarding the alleged violation(s). If the student fails to attend a scheduled meeting, or if such a meeting is unreasonably difficult to afford, action may be taken in his/her absence.

5.03. If, following the meeting (or in absence of a meeting as described above), the administrator decides that implementation of an interim sanction is warranted, the student will be served with a written notice of the interim sanction. An interim sanction will become effective immediately upon being served with the written notice. If serving with written notice is not immediately possible, the University will identify the most efficient means of communication.
5.04. Interim sanctions are a temporary resolution that will be imposed pending disciplinary or criminal proceedings, or medical evaluation. The required formal hearing will be held not later than ten calendar days from the date the written notice was served, unless unusual circumstances are present.

5.05. Interim sanctions are not subject to appeal prior to the required formal hearing.

6. DISCIPLINARY 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 using the “Report It!” form available on the University intranet.

6.02. The following members of the University are considered disciplinary hearing officers of the University: University President, Provost, Vice President for Student Life, Assistant Vice President for Student Life, Dean of Student Life, Director of Residence Life, Assistant Director of Residence Life, Director of Student Engagement, and Residence Hall Directors. The University retains the right to appoint additional hearing officers at any time.

6.03. All incident reports will be forwarded to the appropriate disciplinary hearing officer or hearing board.

6.03.a. If the violation allegedly is committed by a resident student in a residence hall or on the surrounding grounds, the complaint will be forwarded to the Director of Residence Life, who will assign the case to the appropriate disciplinary hearing officer or hearing board.

6.03.b. If the violation allegedly is committed by a student or students acting on behalf of a student organization, the complaint will be forwarded to the Director of Student Engagement.

6.03.c. In cases where it can be reasonably foreseen that the student may be suspended or dismissed from the institution, the case will be heard through an Administrative Hearing with the Dean of Student Life or designee.

6.03.d. All other complaints will be forwarded to the Dean of Student Life, who will hear the case or assign it to the appropriate disciplinary hearing officer.

6.04. The disciplinary hearing officer will review the report, determine charges of policy violation, notify the student(s) of the charge(s), and schedule a hearing. If the student fails to appear at the scheduled time, the hearing will proceed in their absence; a decision and sanction(s), if applicable, will be rendered.
6.05. In most instances, hearing notification letters will be sent via the student’s University email account. Failure to read one’s notification letter will compel the disciplinary hearing officer to make a decision without benefit of the student’s input.

6.06. Investigations into alleged policy violations may be conducted individually or collaboratively by a disciplinary hearing officer and/or the Director of Campus Public Safety or designee. Aurora University reserves the right to involve civil authorities in investigations.

6.07. Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this Code. Disciplinary action at the University normally will proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

6.08. Students are presumed not responsible until proven responsible for a violation of the Code of Conduct. Pending final action on a charge, the status of the student is not altered, unless the continued presence of the student would, in the opinion of the disciplinary hearing officer, constitute a clear and present danger to him- or herself, to the safety of others or to the property of the University. In these instances, the student may face interim sanctions.

6.09. The purpose of student conduct proceedings is to provide a fair evaluation of an accused student’s responsibility for violating University regulations. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the University may result. Responsibility for violation of University regulations is made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct.

6.10. If the student is found responsible and is given sanctions, the disciplinary hearing officer will track the student's completion of all assigned sanctions.

7. SUSPENSION OF THE DISCIPLINARY HEARING PROCESS

7.01. During the final week of the academic year, portions of the disciplinary hearing process may be suspended in order to adjudicate violations prior to the departure of students.

7.01.a. The typical timeframe will be suspended. Disciplinary hearing officers reserve the right to conduct hearings with students for policy violations at the time of the incident or the next working day.

7.01.b. The student will be notified verbally of the charge(s) against him/her and receive electronic or written notification of charges at or before the time of the hearing.

7.01.c. The disciplinary hearing officer will conduct an administrative hearing, per the procedures listed below. The student will be provided with written notification of the resolution of the case, including any sanctions, within 24 hours of the hearing and investigation, barring extenuating circumstances.
7.01.d. Students may be contacted during the summer session to resolve incidents occurring during the final week of classes. Failure to respond to a hearing notification letter, e-mail correspondence, and/or telephone call will not absolve the student of responsibility and will compel the disciplinary hearing officer to make a decision without benefit of the student’s input.

8. ADMINISTRATIVE HEARING PROCEDURES

8.01. Disciplinary hearing officers have the authority to conduct administrative hearings. Based on the information presented, the hearing officer may rescind any charge deemed without basis. If the hearing officer finds that a violation has occurred, appropriate sanctions will be imposed.

8.02. In the hearing, the student and disciplinary hearing officer meet and discuss the incident, the student’s behavior, disciplinary history and consequences. The disciplinary hearing officer will determine whether or not the student is responsible for the alleged policy violations and impose appropriate sanctions. The disciplinary hearing officer also will communicate the finding and any applicable sanctions in writing.

8.03. The disciplinary hearing officer will track the student's completion of all assigned sanctions.

9. PEER CONDUCT BOARD

9.01. Peer Conduct Board hearings are formal hearings by a student panel to determine the responsibility of a student (hereafter called the respondent) for violating the Code of Conduct and to recommend sanctions for responsibility.

9.02. The Peer Conduct Board is comprised of a minimum of five student members and a Convener (a Residence Life professional staff member). The Convener will chair the Board, with no voting power.

9.03. Student members must be full-time undergraduates in good academic and disciplinary standing who have been enrolled at Aurora University for at least one semester.

9.04. A quorum of three Peer Conduct Board members is required to hold a Peer Conduct Board meeting.

9.05. Each student selected retains membership on the board for one academic year, with annual extensions granted if he/she has satisfactorily met expectations as a Board member. He/she must remain a full time student in good academic and student conduct standing throughout his/her time on the Board.

9.06. Any Peer Conduct Board member may be removed from the Peer Conduct Board by a positive vote of at least three of the four of the other members of the Peer Conduct Board, or under the direction of the Convener and/or the Director of Residence Life. Board members who are charged with a violation of the Code of Conduct or with a criminal offense may be suspended from their positions by the Director of Residence Life during the
pendency of the charges against them. Members found responsible for any such violation or offense may be disqualified from further participation in the Peer Conduct Board.

9.07. Notification to appear at a Peer Conduct Board hearing will be in writing and will include:

9.07.a. The specific alleged violations of the Code of Conduct;

9.07.b. A confirmation of the time and place of the Peer Conduct Board hearing;

9.07.c. The fact that failure to appear for a Peer Conduct Board hearing will result in the hearing being conducted in the respondent’s absence;

9.07.d. The fact that the respondent and/or complainant may provide the names of a maximum of 3 witnesses who will appear on their behalf and the fact that the respondent may request additional information about the student conduct process;

9.07.e. The fact that the respondent may be accompanied by an Aurora University faculty or staff member serving in the role of advisor. No outside legal counsel will be permitted.

9.08. Respondents who have a legitimate reason for not being able to attend a Peer Conduct Board hearing at the scheduled time may request an alternate hearing time, to be granted at the discretion of the Convener and/or Director of Residence Life. The request for rescheduling must be made in writing, and must be submitted to the Convener no later than 24 hours prior to the scheduled hearing time.

9.09. The respondent and the complainant may be accompanied by an Aurora University faculty or staff member serving as advisor, whose role is to confer with and advise the respondent of his or her rights, suggest questions to ask witnesses, and offer counsel on behavior during the hearing. Advisors take no direct part in the hearing. The advisor must abide by the guidelines established for the hearing. A student may opt not to have an advisor present. The advisor must be an Aurora University faculty or staff member. No outside legal counsel will be permitted.

9.10. Peer Conduct Board hearings are not open to the public and are confidential in nature.

9.11. Only evidence introduced at Peer Conduct Board hearings will be considered in determining a respondent’s responsibility.

9.12. Peer Conduct Board members must be impartial and must make conclusions based solely on the information presented during the hearing.

9.13. The decision of the Peer Conduct Board regarding the respondent’s responsibility for a violation will be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct. All decisions by the Peer Conduct Board will be decided by a simple majority vote.
9.14. Any person, including the respondent, who disrupts a Peer Conduct Board hearing or who fails to adhere to the rulings of the Peer Conduct Board may be excluded from the hearing and charged with Abuse of the Student Conduct System.

9.15. Peer Conduct Board meetings may be recessed at any time, provided they are reconvened within five class days, barring any extenuating circumstances.

9.16. Any conduct which may have been influenced by a student’s mental state or the use of alcohol or other controlled substances shall not in any way limit the responsibility of the student for the consequences of their actions.

9.17. A single written or electronic record of proceedings will be made of all Peer Conduct Board hearings. The record will be the property of the University and will be used for deliberations and appeals. No other recording, audio or video, will be permitted. The record of the hearing is University property and it may not be copied or removed from the campus.

10. PEER CONDUCT BOARD PROCEDURES

10.01. The Peer Conduct Board has the authority to conduct administrative hearings. Based on the information presented, the Board may rescind any charge deemed without basis. If the Board finds that a violation has occurred, appropriate sanctions will be imposed.

10.02. In the hearing, the student and the Board meet and discuss the incident, the student’s behavior, disciplinary history and consequences. The Board will determine whether or not the student is responsible for the alleged policy violations and impose appropriate sanctions.

10.03. The Board Convener will communicate the finding and any applicable sanctions in writing and track the student’s completion of all assigned sanctions.

11. SANCTIONS

11.01. In recommending or determining a sanction(s), a hearing board or disciplinary hearing officer will consider all 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 are intended to promote student learning, and to aid in the development of the student and the community as a whole.

11.02. Students may be asked to sign a statement acknowledging receipt of assigned sanctions. This document also may stipulate additional consequences if the assigned sanctions are not completed accordingly.

11.03. 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:
11.03.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 Student Life or designee. If an expelled student is found on campus without permission for any reason, the Aurora Police Department will be called and he/she will be charged with criminal trespass.

11.03.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 Student Life or designee. If any suspended student is found on campus for any reason without permission, the Aurora Police Department will be called and he/she will be charged with criminal trespass.

11.03.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 disciplinary hearing officer is entitled to 48 hours to vacate his/her University housing facility. However, in certain situations, this process can be accelerated.

11.03.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.

11.03.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 will result in more severe consequences, up to and including expulsion. Students on disciplinary probation are in jeopardy of losing the privilege of living in the residence halls for the following academic year.

11.03.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.

11.03.g. **Parental Notification**: The Dean of Student Life or designee will notify via letter 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.)*

11.03.h. **Fine**: The student will pay a monetary fine to the University.

11.03.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.

11.03.j. **Educational:** The student will complete a research project, paper, community program, bulletin board, etc.

11.03.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 his or her behalf, or by any other means, anywhere on campus. This sanction usually is imposed for the tenure of the student found responsible.

11.03.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, the Office of Campus Public Safety will issue a No Trespass Notice, banning the individual from campus. The Office of 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 the Office of Campus Public Safety.

11.03.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.

**12. DISCIPLINARY HEARING APPEALS**

12.01. Students may appeal the decision of a disciplinary hearing officer or the Peer Conduct Board. A letter of appeal must be submitted in writing to the appropriate appeals officer within five calendar days from the date of notification of the official decision. The appeals officer will render a decision within ten calendar days. Failure to appeal within the allotted time will render the original decision final and conclusive. The appropriate appeals officer is as follows:

12.01.a. For Administrative Hearings, appeals will be heard one administrative level up from the original hearing officer (e.g. the Director of Residence Life will hear the appeal for a hearing conducted by a Residence Hall Director; the Dean of Student Life will hear the appeal for a hearing conducted by the Director of Residence Life).

12.01.b. For Peer Conduct Board Hearings, appeals will be heard one administrative level up from the original hearing officer (e.g. the Director of Residence Life will hear the appeal for a resolution written by the Assistant Director of Residence Life).
12.02. Students who file an appeal may request a meeting with the appeals officer. Such a meeting may or may not be granted, subject to the discretion of that official.

12.03. 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.

12.04. Assigned sanctions are not subject to appeal. Only one appeal may be heard per case and are based on the following grounds for appeal:

   12.04.a. An erroneous finding of fact contrary to the substantial weight of the evidence;
   12.04.b. Incorrect interpretation of a policy or of the responsibilities of the hearing officer/board;
   12.04.c. Bias on the part of the disciplinary hearing officer/board which materially affected the hearing; and/or
   12.04.d. New evidence material to the case that was not available at the time of the hearing.

12.05. After receiving an appeal and reviewing all available information, the appeals officer may elect to:

   12.05.a. Deny the appeal and, in doing so, affirm the finding and the sanction originally determined;
   12.05.b. Remand the case to the original hearing body with recommendations;
   12.05.c. Order a new hearing with a new hearing body; or
   12.05.d. Dismiss the case.

12.06. The decision of the appeals officer is final and is not subject to additional appeal.

12.07. The imposition of sanctions normally will be deferred during the pendency of appellate proceedings, unless otherwise directed by the appeals officer.

13. DISCIPLINARY FILES AND RECORDS

13.01. 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.

13.02. The files of students found responsible for any charges against them normally will be retained as disciplinary records for seven years from the date of the letter providing notice of final disciplinary action.
13.03. Disciplinary sanctions may be expunged or amended by the Dean of Student Life or designee for good cause, upon written petition. Factors to be considered in review of such petitions shall include:

13.03.a. the present demeanor of the student.

13.03.b. the conduct of the student subsequent to the violation.

13.03.c. the nature of the violation and the severity of any damage, injury, or harm resulting from it.

POLICY STATEMENT A: Sexual Misconduct Policy

I. Policy Prohibiting Sexual Misconduct (Including Sex Discrimination, Sexual Harassment, Sexual Assault, and Sexual Violence)

Aurora University (the “University”) is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect. Aurora University does not discriminate, or tolerate discrimination, against any member of its community on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of admissions, employment, or in any aspect of the educational programs or activities it offers. Sexual misconduct (including sex discrimination, sexual harassment, sexual assault, and sexual violence) is a serious offense that has major consequences for the victim, the respondent, and the campus community. Dating violence, domestic violence, and stalking are also prohibited by this policy. Sexual assault, sexual violence, sexual harassment, dating violence, domestic violence, and stalking are collectively referred to in this policy as “sexual misconduct.” Aurora University is committed to addressing sexual misconduct, will not tolerate any sexual misconduct, and has developed the following guidelines prohibiting such incidents.

- These guidelines apply to groups as well as individuals.
- A male or a female may be the victim of sexual misconduct and may also be the harasser or wrongdoer.
- The sexual orientation/gender identity of individuals engaging in sexual misconduct is not relevant to allegations under these guidelines.
- The use of alcohol or drugs will never function to excuse behavior that violates this policy.
- All alleged or suspected violations of this policy will be investigated promptly and equitably, regardless of whether a complaint alleging a violation of this policy has been filed, and regardless of where the conduct at issue occurred.

Applicable Federal Law

This policy supplements the Zero Tolerance Policy and addresses the requirements of Title IX of the Education Amendments of 1972 (“Title IX”) and the Violence Against Women Act (“VAWA”). Title IX is the federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. The University has designated a Title IX Coordinator to oversee sexual misconduct policy development, enforcement, and compliance as required by Title IX:

Amy Gray, Assistant Vice President for Student Life and Title IX Coordinator
Office location: 316B Eckhart Hall
Phone: 630-844-5467
Email: agray@aurora.edu

The Title IX Coordinator is responsible for implementing and monitoring Title IX compliance on behalf of the University. This includes coordination of training, education, communications, and administration of complaint and grievance procedures for the handling of suspected or alleged violations of this policy and the Zero Tolerance Policy.

In addition, the following members of the University community have been designated to assist with the development, enforcement, and compliance of this policy:

Gary Bolt, Director of Campus Public Safety and Assistant Title IX Coordinator
Office location: 1408 Southlawn
Phone: 630-844-6878
Email: gbolt@aurora.edu

Shaun Neitzel, Dean of Student Life and Assistant Title IX Coordinator
Office location: 316C Eckhart Hall
Phone: 630-844-6515
Email: sneitzel@aurora.edu

Mary Weis, Director of Human Resources and Assistant Title IX Coordinator
Office location: 439 S. Gladstone
Phone: 630-844-3866
Email: mweis@aurora.edu

The Assistant Title IX Coordinators are also responsible for implementing and monitoring Title IX compliance at the University, and for notifying the Title IX Coordinator of any alleged or suspected violations of this policy and the Zero Tolerance Policy and the resolution of such alleged or suspected violations, regardless of whether a complaint or grievance is submitted.

As noted above, it is the policy of the University to provide a work and educational environment free of all forms of sexual misconduct as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sexual misconduct and is prohibited by the University. This prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the University community, and to contractors, consultants, and vendors doing business or providing services to the University in accordance with the Zero Tolerance Policy.
Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as sexual assault and sexual violence. Sexual misconduct, which includes sexual assault, sexual assault and sexual violence, may take many forms.

**Sexual Harassment:** Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. Sexual harassment includes unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship, status in a position of employment or an academic course or program, or participation in any University activity; (2) submission to or rejection of such conduct is used as a basis for a decision affecting an individual’s employment or educational relationship, status in a position of employment or an academic course or program, or participation in any University activity; or (3) such conduct has the effect of unreasonably interfering with a student’s or employee’s work or educational performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include, but are not limited to:

- Physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, molestation, or attempts to commit these acts.
- Intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body.
- Offering or implying a job- or education-related reward (such as a pay increase, a favorable employment evaluation, a job promotion, a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
- Threatening or taking a negative employment or educational action (such as a reduction in pay, a negative employment evaluation, or a demotion, giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual’s job or academic work more difficult because sexual conduct is rejected.
- The use or display in the workplace or classroom, including electronic means, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical or other justification.
- Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person’s sexuality or sexual experience.

**Sexual Assault and Sexual Violence:** Sexual assault/sexual violence is a particular type of sexual harassment that includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. This includes, but is not necessarily limited to, inappropriate touching, sexual intercourse of any kind without consent, rape, and attempted rape.

**Dating Violence, Domestic Violence:** Dating/domestic violence means physical abuse, harassment, intimidation, interference with personal liberty, or willful deprivation of a family member, household member, or person with whom the perpetrator has, or has had, a dating or engagement relationship.
**Stalking:** Stalking means engaging in a course of conduct directed at a specific person, that the perpetrator knows or reasonably should know that this course of conduct would cause a reasonable person to fear for his or her safety or the safety of others, or suffer emotional distress. Examples of stalking behavior include following a person, conducting surveillance of the person, appearing at the person’s home, work or school, making unwanted phone calls, sending unwanted emails or text messages, leaving objects for the person, vandalizing the person’s property, or injuring a pet.

**Retaliation and Intimidation:** Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual’s opportunity to benefit from the University’s programs or activities; and (ii) is motivated in whole or in part by the individual’s participation in the complaint process. No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such complaint shall be subject to retaliation as a result of such activity or participation. In addition, any act of intimidation designed to prevent an individual from reporting a violation of this policy or otherwise participating in the investigation or resolution process is prohibited. Any acts of retaliation or intimidation, as defined in this policy, shall be grounds for disciplinary action, up to and including dismissal.

**Consent:** As noted above, all non-consensual sexual conduct is absolutely prohibited by the University. When determining whether there has been effective consent, the following guidelines will apply:

- Consent is informed, freely and actively given and requires clear communication between all persons involved in a sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Consent can be withdrawn at any time.
- Effective consent cannot be given by minors, mentally disabled individuals or person’s incapacitated as a result of drugs or alcohol.
- If you have sexual activity with an individual who is mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
  - Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction.
  - This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at [http://www.911rape.org/](http://www.911rape.org/).
Examples of conduct that violates this policy include, but are not limited to, the following:

- **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight with any object or body part, by a man or a woman upon a man or a woman, without consent.

- **Non-Consensual Sexual Intercourse:** Any sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.

- **Forced Sexual Intercourse:** Unwilling or non-consensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant was aware or should have been aware.

- **Sexual Exploitation:** Occurs when a student or employee takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, even if the conduct may not otherwise constitute sexual assault or sexual violence. Examples of sexual exploitation include, but are not limited to:
  - prostituting another person;
  - non-consensual video or audio-taping of sexual activity;
  - going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  - engaging in voyeurism;
  - knowingly transmitting an STD or HIV to another.

**Responsible Employees**

Any “Responsible Employee” of the University informed of an alleged violation of the sexual misconduct policy (including sexual assault and sexual violence) involving students, employees or other members of the University community is expected to file a report with the Title IX Coordinator. “Responsible Employees” include all persons directly employed by the University whose job responsibilities require direct contact with students or employees. This includes all faculty members, student life staff, deans, student worker supervisors, campus public safety staff, etc. Student staff members with an obligation to report any knowledge of a violation of this policy to the Title IX Coordinator include Peer Advisors, Resident Assistants, and Campus Public Safety student workers. Specific exceptions to this are those professionals who are obligated by law to maintain confidentiality, including Counseling Services staff, Wellness Center staff and the University Chaplain, when they are acting in their professional capacity.

**Confidentiality**

When reporting an alleged violation of this policy, complainants may request confidentiality or ask that the complaint not be pursued. In response to this request, Aurora University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality and/or request not to pursue an investigation. The complainant should recognize that, as a result of this request, the university’s ability to respond may be limited.

The determination of whether a request for confidentiality can be honored is made by the Title IX Coordinator. All Responsible Employees must report violations of this policy to the Title IX Coordinator and should inform any complainant requesting confidentiality of their obligation to do so. The Title IX Coordinator will evaluate the request for confidentiality in the context of the university’s responsibility to provide a safe and nondiscriminatory environment for all students. Specifically, the University will weigh the request for confidentiality against the seriousness of the alleged harassment; the complainant’s age; whether there have been other harassment complaints against the same individual; and the alleged harasser’s right to receive information about the allegations if the information is
maintained by the school as an “educational record” and/or if interim measures are being put into place. If a victim’s request for confidentiality limits the University’s ability to investigate a matter, the University will still take any steps it deems necessary to limit the effects of the alleged sexual misconduct and prevent its recurrence. For example, the University might provide training and education, adjust policies, conduct climate surveys, or provide increased security at a given location.

**Options for Assistance Following an Incident of Sexual Misconduct**

**Confidential Support Services/Intervention**
Students or employees who have been subject to sexual misconduct, including sex discrimination, sexual harassment, sexual assault, and sexual violence, may wish to seek counseling services. Students may receive free counseling from the Aurora University Counseling Center (630-844-5416), the University Chaplain (630-844-6866), Mutual Ground in Illinois (630-897-8383) or Association for the Prevention of Family Violence in Wisconsin (262-723-4653). Employees may receive free counseling from the university’s Employee Assistance Program (800-272-7255), Mutual Ground in Illinois (630-897-8383) or Association for the Prevention of Family Violence in Wisconsin (262-723-4653). These resources are available whether or not a victim chooses to make an official report or participate in the disciplinary or criminal process; however, these services can assist complainants with obtaining needed resources, explain reporting options, and help navigate the reporting process, and provide ongoing support as needed.

For more information regarding the support provided by the Title IX Coordinator, including interim measures available to complainants during the investigation and grievance process, please see below.

**Health Care Options**
A victim of sexual misconduct may also wish to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services. Medical treatment can also be crucial to preserving evidence in the event of a criminal investigation.

It is highly recommended that victims of sexual misconduct seek medical attention, preferably within the first twelve (12) hours post-assault. Our local emergency rooms have trained health care professionals on staff, including Sexual Assault Nurse Examiners, experienced in assessment, evidence collection and treatment of victims of sexual assault. While victims will be referred to our local emergency rooms for medical attention, our Wellness Center on the Aurora campus can provide additional information and support to victims on how to seek further medical attention and what to expect at the visit.

For further support and advocacy victims of sexual assault may contact Mutual Ground (630-897-8383), the local sexual assault/domestic violence crisis center in Aurora. Professionals from Mutual Ground provide free, twenty-four- (24)-hour crisis intervention which includes support for victims at the hospital emergency room, information about medical exams and evidence collection, as well as individual counseling and support groups.

For a listing of additional 24-hour crisis intervention services (counseling & advocacy for victims of sexual assault) within the State of Illinois you may visit the Illinois Coalition Against Sexual Assault (ICASA) web page at [www.icasa.org](http://www.icasa.org). For a listing of such services within the State of Wisconsin you may visit the Wisconsin Department of Health Services web page at [www.dhs.wisconsin.gov/mh/crisis.htm](http://www.dhs.wisconsin.gov/mh/crisis.htm).
In addition the National Sexual Assault Hotline (1-800-656-HOPE) can provide information on crisis centers throughout the United States.

**Local Hospitals**
Presence Mercy Medical Center (24/7, ER assistance)
1325 N. Highland Ave.
Aurora, IL 60506
Phone: 630-859-2222

Rush-Copley Medical Center (24/7, ER assistance)
2000 Ogden Ave.
Aurora, IL 60504
Phone: 630-978-6200

Contegra Hospital
3701 Doty Rd.
Woodstock, IL 60098
Phone: 815-338-2500

Mercy Walworth Hospital
N2950 State Road 67
Lake Geneva, WI 53147
Phone: 262-245-0535

**Local 24-hour Crisis Intervention Services (Counseling/Advocacy)**
Mutual Ground
418 Oak Ave
Aurora, IL 60506
-Sexual Assault Hotline: 630-897-8383 (24/7 assistance)
-General phone number: 630-897-0080

McHenry County Crisis Program
PO Box 1990
Woodstock, IL 60098
-Crisis Hotline: 800-892-8900 (24/7 assistance)

Walworth County Department of Health and Human Services
W4051 County Road NN
Elkhorn, WI 53121
-Crisis Hotline: 800-365-1587 (24/7 assistance)
-General phone number: 262-741-3200

Association for the Prevention of Family Violence
735 N. Wisconsin St. Suite 101
Elkhorn, WI 53121
-Crisis Hotline: 262-723-4653

**Filing a Report**
Any report of an alleged violation of this policy can be filed with the Title IX Coordinator or Assistant Title IX Coordinators. Students and employees should be aware that these individuals are obligated to act on any reported violation of this policy and to ensure measures are taken to stop the current misconduct and prevent its recurrence. It is important to note, however, that not every report leads to a disciplinary process, based on the specifics of the report and results of the preliminary investigation.

The University will promptly and equitably investigate all suspected or alleged violations of this policy. Although there is no specific time limit for reporting a suspected violation of this policy, prompt reporting is strongly encouraged as it becomes more difficult to compile information relating to a complaint as the time increases between the alleged incident(s) and the report of the incident(s).

In addition to contacting the Title IX Coordinator or one of the Assistant Title IX Coordinators, a student, employee or other individual who has experienced a sexual assault or other act of sexual violence is encouraged to contact proper law enforcement authorities, including local police and any law enforcement officials at the University, about possibly filing a criminal complaint.

Aurora University Department of Campus Public Safety
1408 Southlawn Place
Aurora, IL 60506
630-844-5450 (emergency)
630-844-6140 (non-emergency)
cpsafety@aurora.edu

City of Aurora Police Department
1200 East Indian Trail
Aurora, IL 60505
911 (emergency)
630-256-5000 (non-emergency)

City of Woodstock Police Department
656 Lake Ave.
Woodstock, IL 60098
911 (emergency)
815-338-2131 (non-emergency)

City of Williams Bay Police Department
250 Williams St.
Williams Bay, WI
911 (emergency)
262-245-2710 (non-emergency)

The Title IX Coordinator and Assistant Title IX Coordinators are available to assist students, employees and others in making contact with appropriate law enforcement authorities upon request. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the University’s investigation, but the University will commence its own investigation as soon as is practicable under the circumstances. The University reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding. Furthermore, because the standards for finding a violation of criminal law are different from the standards in this policy, criminal
investigations or reports are not indicative of whether or not a violation of this policy has occurred. The University will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

Consistent with its obligations under the Clery Act, the University will issue a timely warning for any serious incident that constitutes an ongoing or continuing threat to campus. In addition, where the alleged sexual misconduct constitutes a crime that is reportable under the Clery Act, that crime will be included in the University’s Annual Security Report. Victims are not identified in either timely warnings or the Annual Security Report.

**Jurisdiction**

The University will respond to alleged violations of this policy when one or more of the following conditions are met:

a. the alleged incident occurred on campus
b. the alleged incident occurred during the course of official University programs or operations (regardless of location) or
c. the complainant and respondent are a student or a member of the faculty, staff or administration of the University

If the offender is unknown or is not a member of the University community, the Title IX Coordinator or Assistant Title IX Coordinator will assist students and employees in locating resources for support. The University may also choose to take additional action to protect the safety of the student, employee and the University community.

**II. Investigation & Resolution Procedures**

Aurora University is committed to the prompt and equitable resolution of all alleged or suspected violations of its Sexual Misconduct Policy about which the University knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred. The University’s ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the University’s access to information relevant to the alleged or suspected violation of this policy. The University is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

These Investigation & Resolution Procedures apply to all suspected or alleged violations of this policy. If a complaint or report includes allegations or an individual files multiple grievances that could invoke more than one University policy or procedure, the University shall determine in its discretion what process it will use to resolve the grievance or grievances, and shall notify all parties of its determination. In addition, the University may, upon finding good cause, modify these Investigation & Resolution Procedures in the interests of promoting full and fair resolution of suspected or alleged violations of this policy in accordance with applicable law.

Throughout the investigation and resolution process, complainants and respondents will be treated fairly and equitably. For example, the parties will be given equal access to information, equal opportunities to provide information, periodic updates on the status of an investigation as needed, and
contemporaneous written notice of the outcome of University proceedings. The complainant and the respondent have the right to be accompanied to any interview, hearing or other meeting related to this process by the advisor/support person of their choice. The support person may attend but shall not participate in the hearing, interview or related meeting. Aurora University prohibits the use of any recording devices during these proceedings.

The investigation of any suspected or alleged violation of this policy will be completed within sixty (60) days of the filing of a complaint or the date on which the University becomes aware of a suspected violation of this policy unless the University determines in its discretion that more time is required to complete the investigation. Should the institution require more than sixty (60) days to complete the investigation and hearing process, both parties will be provided with written notice of the circumstances contributing to the need for additional time and the estimated completion date of the investigation and hearing process. Both parties will be updated periodically during the investigation about the progress of the investigation and anticipated time for resolution of the investigation.

The nature and extent of the investigation will vary depending upon the circumstances, including whether the parties are amenable to pursuing a remedies-based resolution. As part of the investigation, the investigator(s) will seek to interview the complainant and the respondent. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible, such as:

a. The name, department, and/or position of the person or persons allegedly in violation of this policy.
b. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
c. The alleged effect of the incident(s) on the complainant’s opportunity to benefit from the University’s programs or activities.
d. The names of other students or employees who might have been subject to the same or similar discrimination, harassment, or retaliation.
e. Although it is not required, any steps the complainant has taken to try to stop the sexual discrimination, harassment, or retaliation.
f. Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

During its investigation, the University will typically seek to interview any complainants and respondents, as well as any other potential witnesses. The University will also review relevant documents, which may include (but are not limited to) disciplinary files and law enforcement reports. Respondents are also expected to provide as much information as possible in connection with the investigation.

**Interim Measures to Assist Victims of Sexual Misconduct**

During the pendency of the University’s investigation, the following procedures will be followed:

- The immediate needs of the complainant will be assessed and interim measures will be offered as deemed necessary to protect the complainant during the pendency of the investigation. This may include, but is not limited to, adjusting housing arrangements and/or class schedules, invoking an interim suspension of the respondent, and/or issuing a “no contact” order affecting one or both parties. The Title IX Coordinator will consult with the appropriate academic dean in making a determination regarding an alternative classroom assignment(s) for the respondent and/or the complainant who has reported an act(s) of sexual misconduct and with the Assistant Dean of Residence Life in making a determination regarding an alternative housing assignment. When the complainant and the respondent work in the same department or area, alternative work assignments may be made. The Title IX Coordinator can also assist with requests for academic
assistance, accommodations or adjustments. Any such interim measures will be taken in a manner that minimizes the burden on the complainant to the extent possible.

- At any time during the investigation, the investigator may recommend that interim measures for the parties involved or witnesses be provided by appropriate University officials. Failure to comply with the terms of interim protections will be considered a separate violation of the Code of Conduct. The University reserves the right to suspend any member of the University community suspected or accused of violating this policy or to take any other interim measures the University deems appropriate, pending the outcome of an investigation or grievance. Such interim measures include, but are not limited to, adjusting housing arrangements and/or class schedules, invoking an interim suspension of the respondent, and/or issuing a “no contact” order.

- The safety of the Aurora University community must be assessed immediately and, if warranted, a notification will be sent to alert the campus to an imminent or potential threat.

- Allegations of behaviors that are reportable under the Clery Act will be reported to the Office of Campus Public Safety. Personally identifiable information may be withheld upon the request of the complainant.

- An investigation of the allegation(s) will commence by the Title IX Coordinator or designee who will interview the complainant(s), the respondent(s), and witness(es) and examine the evidence.

- To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the University’s ability to conduct an investigation and take any corrective action deemed appropriate by the University.

- Interim measures taken to restore the complainant’s sense of safety and/or ability to participate in the University’s programs and activities may require some level of disclosure, particularly if the respondent is temporarily separated from the University. Cases will be investigated and resolved as quickly as possible. The respondent may experience some inconveniences while the case is being investigated.

- As explained above, the University will not tolerate any retaliation directed at those who report sexual misconduct or participate in the investigation of an allegation. Anyone involved in harassing, threatening, or endangering any party involved in a sexual misconduct case will be held personally accountable for their actions through the appropriate University conduct process. Penalties for retaliatory actions could include an immediate temporary suspension, suspension, or dismissal.

- The complainant and the respondent will be kept abreast of the progress of the investigation and will be informed of the outcomes of the investigation and any subsequent administrative review and appeal.

- If sufficient information exists at the completion of the investigation to proceed to an administrative hearing, the respondent and complainant will have the opportunity to review the summary of the initial findings prior to the hearing. This report will be made available for their viewing in the office of the Investigator or other designated location.

Resolution: Remedies-Based Process

Allegations of sexual misconduct may not be resolved using an informal resolution process (i.e., mediation). However, some alleged violations of this policy, including some allegations of sexual harassment, may be resolved using a remedies-based resolution process overseen by the Title IX Coordinator if (i) the University determines, in its discretion, that such a process would be appropriate; and (ii) all parties agree to participate.
The parties to a remedies-based process will not be required to deal directly with one another without the University’s involvement. Instead, the Title IX Coordinator or one of the Assistant Title IX Coordinators may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time, in which case an administrative hearing (described below) would commence. The University may also commence an administrative hearing at any time. In addition, any party can pursue resolution through a disciplinary process if he or she is dissatisfied with a proposed remedies-based resolution.

Resolution - Disciplinary Process

A Disciplinary Process will be conducted (i) when any party so requests in connection with a matter that is eligible for informal resolution; and (ii) to all matters that are not eligible for informal resolution (i.e., matters involving alleged or suspected sexual assault or sexual violence). The University may also elect to conduct a disciplinary process in any matter when the University deems it appropriate.

The disciplinary process will be conducted by the Assistant Vice President for Student Life or designee in cases involving a student as complainant or respondent. When cases involve students and employees or faculty members, the Title IX coordinator will determine who will conduct the hearing process and notify the parties. In cases involving employees only, the hearing will be conducted by the Director of Human Resources or designee. If either the complainant or the respondent have any concerns about a potential conflict of interest on the part of disciplinary officer (i.e., Assistant Vice President for Student Life, Director of Human Resources or designee), the complainant or respondent should notify the Vice President for Student Life in writing within forty-eight (48) hours of receiving notice of the referral of the allegations to a disciplinary process. As part of the disciplinary process, the University may determine that further steps are required to complete the University’s investigation. The rights of complainant and respondent in a disciplinary process involving allegations of sexual misconduct are:

- Notice of the process and an explanation of the charge(s),
- Freedom from retaliation,
- An explanation of the University discipline process for allegations of sexual misconduct,
- The presence of an advisor/support person during the disciplinary process,
- Testify on his/her own behalf,
- Present witnesses who can speak about the charges, character witnesses excluded,
- Opportunity to submit other evidence on his/her own behalf,
- Freedom from having irrelevant sexual history discussed during the disciplinary process,
- Information about the outcome of the investigation and disciplinary process (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law), and
- Opportunity to appeal the outcome of the disciplinary process.

Upon conclusion of the investigation, the investigator will present his/her findings from the investigation separately to both the complainant and the respondent. The parties will not be permitted to personally cross-examine one another. In addition, questions about the complainant’s sexual history with anyone other than the respondent, or vice versa, are prohibited. Moreover, a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct. It is likely that the disciplinary process, beginning with the investigation and concluding with the presentation of findings, will occur over several days or weeks and may require multiple meetings.
until such time that the disciplinary officer responsible for the investigation and finding has provided an equitable opportunity for participation to both parties.

Findings
Upon hearing all of the testimony and other related evidence, the disciplinary officer will determine if the Sexual Misconduct Policy has been violated (i.e. the determination of Responsible or Not Responsible) and, if necessary, determine the appropriate sanctions and remedies. The standard used to determine whether this policy has been violated is the “preponderance of the evidence” standard. In other words, for a determination of “Responsible,” the disciplinary officer must conclude that it is more likely than not that the respondent violated this policy.

At the conclusion of the disciplinary process, the University will provide written notification to the complainant and the respondent of the outcome (i.e., whether a violation of this policy occurred) within seven (7) calendar days, unless the University determines that additional time is required. This notice shall be issued contemporaneously to both parties to the extent practicable. The University may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a “no contact” order). The University will maintain documentation of all proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, etc.). In no event will the parties in matters involving an alleged violation of the Sexual Misconduct Policy be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

Sanctions
Sexual misconduct violations are considered serious offenses by the University and will result in serious consequences for the offending student or employee. The following sanctions comprise a range of sanctions that may be imposed for a violation of this policy. One or more sanctions may be imposed at the discretion of the disciplinary officer. This list does not limit the actions available to a hearing officer and is not inclusive of all actions that could be taken as a result of a violation of University policy.

- **Expulsion/Termination of Employment**: Permanent separation from the University. Students who have been expelled or employees whose employment has been terminated may not be on campus without specific written permission of the Dean of Student Life, Director of Human Resources or designee. If an expelled student or terminated employee is found on campus without permission for any reason, the local area Police Department will be called and he/she will be charged with criminal trespass.

- **Suspension**: Separation of the student or employee from the University for a specified period of time. The student or employee will not participate in University-sponsored activities and may not be on campus without specific written permission of the Dean of Student Life, Director of Human Resources or designee. If any suspended student or employee is found on campus for any reason without permission, the local area Police Department will be called and he/she will be charged with criminal trespass.

- **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 disciplinary hearing officer is entitled to a reasonable time, not to exceed forty-eight (48) hours, to vacate his/her University housing facility. If, however, there is reason to believe that the student poses a substantial threat to harm oneself or others, damage University property, or
disrupt the stability and continuance of normal University operations and functions, this process can be accelerated.

- **Loss of Extracurricular Privileges:** The 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.

- **Residence Hall Reassignment:** The student will be involuntarily reassigned to another residence hall. Normally, a student who receives this sanction by the appropriate hearing body or disciplinary hearing officer is entitled to a reasonable time, not to exceed forty-eight (48) hours, to relocate to the new room assignment. If, however, there is reason to believe that the student presence may disrupt the room, floor community or residence hall, this process can be accelerated.

- **No Contact Agreement:** The student or employee will be prohibited from initiating contact with another member of the University community. Contact includes direct interactions in person, through technology, or through a third-person. This may include limiting access to areas to avoid incidental contact. A No Contact Agreement may be imposed at a student’s or employee’s request without conduct proceedings if it does not involve any accommodation changes. A No Contact Agreement is not limited by location and would remain in place for the duration of enrollment or employment; it would only be considered terminated if the person who originally requested it asked to have it terminated.

- **University Referral:** The student is assigned a mandatory referral to a campus resource, such as the Counseling Center, Wellness Center, and/or alcohol and drug education programs. The employee is assigned to a mandatory referral to a University resource, such as the university’s Employee Assistance Program.

- **Parental Notification:** If the University determines that the student has committed a disciplinary violation relating to a forcible 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. *(Refer to Policy Statement D at the close of this document for the Aurora University Parental Notification Policy.)*

- **Restitution Fines:** A student or organization is required to make payment to the University or to another specified person(s) or group(s) for damages incurred as a result of a violation of this policy.

- **Restitution Service:** The student is required to perform service to assist in developing increased awareness of the impact of their decisions and raise awareness of more appropriate behavior(s).

- **Educational Activity:** The student will complete a research project, paper, community program, bulletin board, etc. The employee will participate in a University-identified training program.

- **Restriction of Privileges:** The student or employee is restricted from entering certain buildings, attending certain events or using specific programs due to their behavior. Residence hall students
may have their visitation privileges restricted or revoked for a certain time period, or specific guests may not be allowed into a residence hall. Participation in University organizations or holding office in organizations or other privileges can also be included under this sanction as deemed appropriate by the hearing officer or board based on the incident.

- **Suspension of Group Recognition:** Withdrawal of official recognition of a group for a stated period of time and will include conditions for reinstatement of recognition.

- **Revocation of Group Recognition:** Permanent cancellation of the official University recognition and privileges of a group found in violation of University regulations.

- **Registration Hold:** A hold will be placed on a student’s registration if the student fails to complete a sanction or withdraws prior to official response to an allegation. Holds are intended to be temporary until either the sanction or the conduct process is complete.

- **Disciplinary Probation:** A specified period of time during which the student is removed from good disciplinary standing. Any additional violations during the probationary period will result in more severe consequences, up to and including expulsion. Students on disciplinary probation are in jeopardy of losing the privilege of living in the residence halls for the following academic year.

- **Disciplinary Admonition:** A written warning to the student or employee that the cited behavior is not in accordance with the Aurora University Sexual Misconduct Policy. The student or employee is warned that further misconduct may result in more severe disciplinary action.

- **Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified above.

The hearing officer and appeals officer reserve the right to broaden or lessen any range of recommended sanctions in the case. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions depending on the severity of the offense. If the University is unable to take disciplinary or other corrective action in response to a violation of this policy, the University will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence. The respondent may also be subject to prosecution under relevant local and/or federal law. The complainant may pursue criminal/civil action against the respondent regardless of the University’s action.

**Appeals**

Once written notification of the resolution has been provided, the parties involved will have the opportunity to appeal the outcome. Complainants shall have the same rights as respondents with respect to上诉ing a violation of this Policy. The appeal should be submitted in writing to the Vice President for Student Life within five (5) calendar days after the party pursuing the appeal receives notice of the outcome. Failure to appeal within the allotted time will render the original decision final and conclusive. The appeal will be heard by the Vice President for Student Life or designee.

A party seeking appeal must show clear error with regard to one or more of the three grounds for appeal set forth below. A party seeking appeal of the decision and/or the sanctions rendered by the hearing officer may appeal only on one or more of the following three (3) grounds:
1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
2. The party has substantive new evidence that was not available or known to the party at the time of the hearing and that may change the outcome of the decision;
3. The party feels that the severity of the sanction is inappropriate given the details of the case.

If the Vice President for Student Life determines that an appeal is being requested on grounds other than the three (3) grounds specified above, the University, through the Vice President for Student Life or designee, may in its sole discretion deny the appeal without further consideration.

Regardless of which party appeals, the Vice President for Student Life or designee will share the written appeal document with the other party (e.g., if the responding party files an appeal, the appeal is shared with the reporting party). The party receiving a copy of the other party’s appeal may also wish to file a response and/or bring their own cross-appeal on separate grounds; this response or cross-appeal will also be shared by the University with the initial appealing party. A party receiving a copy of the other party’s appeal and deciding to respond and/or cross-appeal must do so within three business days after receiving a copy of the appeal by filing a copy of the appeal and/or response with the Vice President for Student Life or designee. The party that originally appealed may file a response to a cross-appeal within two business days after receiving the cross-appeal.

If an appeal is granted, the Vice President for Student Life (or designee) will conduct the appeals process and both parties will be informed in writing of the outcome of the appeal within ten (10) calendar days of the date on which all permitted or requested information is received by the University, unless the Vice President for Student Life (or designee) determines that additional time is required. The Vice President for Student Life may take one of three possible actions: (1) uphold the original decision, (2) remand the finding and/or sanction for further investigation or reconsideration, or (3) modify a sanction. If a decision is remanded to re-open the investigation, the results of the revised investigation and determination are not appealable. The original appeals will be the final level of review.

The Vice President for Student Life or designee will send a letter of outcome for the appeal and, if applicable, cross-appeal to all parties. The decision of the Vice President for Student Life is final and is not subject to additional appeal.

All sanctions imposed by the original hearing body will be in effect during any appeal. A request may be made to the Vice President for Student Life or designee to delay implementation of the sanctions until the appeal is decided, but parties should presume unless otherwise informed that the sanctions will go into effect immediately. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may be barred from participating in those activities during their appeal. In cases where the appeal results in reinstatement to the university or resumption of privileges, all reasonable attempts will be made to restore the student to his or her prior status.

Special Provisions
1. Attempted Violations: In most circumstances, the University will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.
2. **The University as Complainant:** As necessary, the University reserves the right to initiate a student or employee conduct complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim or complainant.

3. **Fabricated Allegations:** The University will not tolerate fabricated allegations. Any allegations suspected to be fabricated for the purpose of harassing another student or employee, or disrupting the University’s operations are a violation of University policy and may also violated civil and criminal laws. Any student or employee who corroborates such a report is also in violation of this policy.

4. **Immunity for Victims:** The University community encourages the reporting of violations of this policy. Sometimes, victims of sexual misconduct are hesitant to report to University officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many people as possible choose to report to University officials. To encourage reporting, the University pursues a policy of offering persons who believe that they have been subjected to sexual misconduct limited immunity from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the University will provide educational options rather than punishment, in such cases.

5. **Good Samaritan:** The welfare of students and employees in our community is of paramount importance. At times, students on and off-campus as well as employees may need assistance. The University encourages students and employees to offer help and assistance to others in need. Sometimes, students and employees are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to make a report or to help take a victim of sexual misconduct to the Campus Police). The University pursues a policy of limited immunity for students or employees who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

6. **Parental Notification:** Parents/guardians of the involved parties may be notified of reported violations of this policy in accordance with the Parental Notification Policy (Policy Statement M in the Aurora University Student Handbook).

**Prevention, Education, and Training**

Aurora University is committed to the prevention of and education about sexual misconduct. In order to accomplish this, the University provides training through a variety of mechanisms and multiple constituencies.

From a student perspective, Aurora University provides training and education regarding sexual misconduct prevention and intervention for all incoming students. Training and education is delivered through group presentations, written notification, and other options as necessary. Additional education and prevention training is provided through the academic year to student populations identified as high risk. These subpopulations are identified through an annual campus climate survey. These programs include information regarding the Aurora University Sexual Misconduct Policy. In addition to reviewing the Aurora University Sexual Misconduct Policy (including confidential reporting options available to students), training for incoming students is intended to address the effects of trauma that may be experienced by victims of sexual misconduct as well as the role alcohol and drugs often play in incidents of sexual violence. Bystander intervention strategies are also included as a possible tool to prevent sexual violence. The training is designed to encourage students to report violations of the Aurora University Sexual Misconduct Policy.
From an employee perspective, all responsible employees are provided with information to assist with the prevention and education of the entire campus community. Workshops on basic information along with more advanced topics are provided on an annual basis. In addition to a review of the Aurora University Sexual Misconduct Policy, basic workshops include practical information on how to prevent and identify sexual misconduct, the behaviors that may lead to sexual misconduct, bystander attitudes, how to respond to students, how report an alleged violation of the Aurora University Sexual Misconduct Policy, and the impact of trauma on those involved. Additional education and training are provided through print materials and electronic resources. Information from the annual campus climate survey is also used to identify topics for additional training.

**POLICY STATEMENT B: Zero Tolerance**

Every member of the Aurora University community is valued and shall be treated with respect and dignity. Aurora University strives to cultivate a climate of cultural competence among faculty, staff and students and community. Aurora University is committed to recruiting/retaining a culturally diverse faculty, staff and student population.

Aurora University has no tolerance for any harassing/demeaning behavior. Any member of the university (faculty, staff and students) who engages in adverse behaviors surrounding race, class, culture, gender, sexual orientation or ability will be subject to the laws of both the state of Illinois and the University, as stated in the A-Book, Faculty Handbook and Personnel Manual. The University will take suitable action, which may include expulsion and/or dismissal, to protect its interests and its commitment to the right of every member of the Aurora University community to live, work, and study in a bias-free environment.

The University condemns all discriminatory behaviors, whether verbal or physical. Any member of the University community accused of harassment or discrimination is subject to disciplinary procedures. In addition, the accused may be subject to prosecution under the criminal code of the State of Illinois.

Students are encouraged to file grievance procedures against people in violation of university standards. This can be done using the Report It! Form available on SpartanNet, by contacting Campus Public Safety, or by reporting it to a member of the Student Life Staff. Retaliation against persons who report such behavior will not be tolerated. Instances of retaliation in response to the initiation of formal or informal grievance procedures will be regarded as new cases of harassment and may result in the filing of additional complaints.

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

Computers are an essential tool in higher education for instruction, research, and public service. Aurora University is committed to providing a wide range of high-quality computing services to students, faculty, and staff and to support the mission of the University as set out by the governing board. The following policies have been established to ensure the security and integrity of the University's computing resources and the fair and equitable access to those resources by all the members of the University community. These policies apply to all University computing systems (desktop, laboratory, and network), all personal machines attached to the campus network, and all hardware, software, data, and telecommunications devices associated with these systems. Failure to abide by these policies may result in the loss of computing privileges, assessment of damage costs, and possible disciplinary action.
**Authorized Use:** Access to Aurora University computing resources is available to faculty, staff, and all currently enrolled full-time and part-time students. Access may also be extended to others in support of educational and community service activities in the Aurora University educational and community service activities in the Aurora University service area. All computer accounts for staff leaving the University and students who do not register for the current semester will be removed within 30 days. Students who have completed at least six hours of credit in the last year at Aurora University but are not currently enrolled may continue using their accounts until the end of one additional semester. Accounts that have not been accessed for 120 calendar days will be deemed inactive and removed from the system.

**Distribution of Resources:** The utility of the University's computing services depends on the balanced distribution of limited resources. All users are expected to assist in the conservation of these resources and to avoid excessive system usage, connect time, and disk storage. Specifically prohibited is the use of the network for recreational activities that place heavy load on scarce resources, the creation or distribution of mass mailings or exceptionally large e-mail messages, and other types of use that would cause congestion of the network or otherwise interfere with the work of others.

**Disruptive Activities:** Any deliberate attempt to tamper with, disrupt, delay, or endanger the regular operation of the University's computing resources is prohibited. Attempted access of AU servers using unauthorized methods, the creation or propagation of computer worms or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account or to University hardware, software or data is considered vandalism and will be treated as such.

**Commercial Activity:** The University's computing resources are reserved for instructional purposes and the professional activities of its faculty and staff. The use of these systems for personal business or commercial use, such as the posting of commercial web pages and the distribution of unsolicited advertising, is prohibited.

**Property Rights:** All computer programs and files, unless they have been explicitly placed in the public domain by their owners, are private property and may not be copied or distributed without authorization. The users of Aurora University computer resources are subject to applicable laws governing intellectual property and should be aware that the copying, distribution, or use of protected material without proper permission or license is prohibited.

**Privacy:** Rights to privacy on the part of members of the Aurora University community extend into the computing environment. Prohibited activities include the following: accessing or attempting to access another user's computer account or files without specific authorization; the deliberate, unauthorized attempt, through misrepresentation or any other mechanism, to access University computers, computer facilities, networks, systems, programs, or data; and the use of University computer resources to gain access to restricted databases. Electronic mail poses unique challenges to the right of privacy; although all users have the right to expect that their electronic mail messages will not be viewed by others, for a variety of reasons this is difficult to ensure, and users are urged to post e-mail messages with the understanding that occasionally their messages may reach readers other than the intended recipients. Users should also be aware that authorized computer administrators may on rare occasions need to access users' accounts for purposes of system maintenance and resource management.

**Harassment and Fraudulent Behavior:** The sending of harassing messages or files to or about another person, interfering with the legitimate work of another user, the transmission and display of abusive or
obscene messages, and the sending of messages under an assumed name or modified address or with the intent to obscure the origin of the message is a violation of this policy and such activity may also be subject to applicable state and federal laws.

**Freedom of Expression:** The free exchange of ideas is central to the educational process. The Aurora University computer use policy supports this principle, with the exception of uses that violate the law, endanger computer resources, violate the policies articulated in this document, or are otherwise determined by University authorities to be inappropriate, unethical, or inconsistent with the educational goals of the university.

**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. The Family Policy Compliance Office of the U.S. Department of Education, which is responsible for enforcing FERPA, has developed extensive FERPA guidance for parents, available here: [http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html). In addition, 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 Vice President for Student Life 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, or the student can sign and submit the dependent student disclosure form available at the Family Compliance Office website: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/modelform2.html.

- In addition, law enforcement records are not covered by FERPA; therefore, the Campus Public Safety Department 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 Shaun Neitzel, Dean of Student Life, at (630) 844-6515.

POLICY STATEMENT E: Alcohol and 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 illicit drugs and alcohol by students and employees. Aurora University supports this requirement and will maintain a drug-free environment in the workplace, on the campus, and for all University-sponsored events.

Aurora University prohibits the unlawful manufacture, possession, distribution, or use of illicit drugs and/or alcohol by students and employees. This policy applies both to on-campus and off-campus activities, including student-sponsored social activities. Additionally, Aurora University prohibits the manufacture, possession, distribution or use of alcohol on the Aurora University campus, including the residence halls.

Sanctions for Alcohol Violations

As an educational institution, Aurora University expects its students to behave in a mature and responsible manner. As an alcohol-free campus, intoxicants are not permitted on campus, no matter the student’s age. When a student fails to follow the alcohol policy, the University considers such a violation to be serious. The sanctions given for alcohol 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.

The sanctions listed below do not represent an all-inclusive list. Based on the severity of the violation, the level of cooperation with staff members during the incident, the disciplinary history of the student, and/or any other factors, any Class of sanctions, any combination thereof, or any additional sanctions may be instituted, as deemed appropriate by the disciplinary hearing officer. 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 violation may result in additional sanctions.

**CLASS ONE**
- **Disciplinary Admonition.** Notification that the student will face additional disciplinary action should he/she be held responsible for future policy violations.
- **Educational.** The student will complete the Alcohol.Edu assessment within ten days.
- **Fine.** The student will pay a fine of $100.
- **Parental Notification.** The Dean of Student Life 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 host a screening of an alcohol education video, along with 5-10 friends they will invite. A staff member will facilitate the experience, including a pre-test, a post-test, and discussion questions.
- **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 his/her alcohol use.
- **Parental Notification.** The Dean of Student Life 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 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 Student Life 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 Student Life 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.

Sanctions for Controlled Substance Violations
As an educational institution, Aurora University expects its students to behave in a mature and responsible manner. In accordance with state and federal law, the University prohibits the use, possession, 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).** According to state statutes, penalties for the delivery of controlled substances are increased if conducted on school grounds or within 1,000 feet of school grounds (720 ILCS 550/4, Section 5)

The sanctions listed below do not represent an all-inclusive list. Based on the severity of the violation, the level of the student’s cooperation with staff members during the incident, the disciplinary history of the student, and/or any other factors, any sanctions, any combination thereof, or any additional sanctions may be instituted, as deemed appropriate by the disciplinary hearing officer. Student Life works in conjunction with other areas on campus, such as Athletics, who also reserve the right to respond to disciplinary situations with their own processes and additional sanctions. Please note that other policies violated in conjunction with a controlled substance violation may result in additional sanctions.

**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 Services and the Wellness Center.
- **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 Student Life 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 his/her 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 Student Life 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 from Aurora University, either for a designated period of time or permanently.

✓ **Fine.** The student will pay a fine of $400.

✓ **Parental Notification.** The Dean of Student Life 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.

**Effects of Using Alcohol and 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 signals 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 usage. It is the student’s responsibility to know and follow the City of Aurora Ordinances. These can be found at [http://www.aurora-il.org/](http://www.aurora-il.org/).

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.
Enforcement of Off-Campus Housing Policies:

The Department of Campus Public Safety 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. The department is committed to the safety and well-being of the Aurora University community. The department is also committed to being a good neighbor with those who live in the neighborhood surrounding Aurora University.

Neighborhood Contact: CPS asks residents of the university neighborhood to contact them directly with concerns related to neighborhood disturbances and/or dereliction of property involving current AU students. Upon receiving information, CPS Officers, possibly in conjunction with Aurora Police Officers, will respond and contact the AU students implicated to attend to the concern and investigate as necessary.

CPS Response: When CPS officers are informed of an activity that may be in violation of the City of Aurora ordinances, Illinois State law and/or Aurora University policy, contact will be made with those present at the address. Examples of this include, but are not limited to:

- Noise complaints
- Possible underage drinking
- Criminal damage to property
- Domestic calls/complaints
- Assault
- Battery
- Any other circumstances which would prompt a CPS officer who is on patrol to make contact with an off-campus AU 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 regulations and policies as well as local, state and federal laws.

AU STUDENT/TENANT SANCTIONS

<table>
<thead>
<tr>
<th></th>
<th>Documented underage drinking - NO</th>
<th>Documented underage drinking - YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense in either column</td>
<td>Probation; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
<td>Probation; AlcoholEdu; $100 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; offense in either column *</td>
<td>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)</td>
<td>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)</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; offense in either column</td>
<td>Suspension to expulsion; Parental notification</td>
<td>Suspension to expulsion; Parental notification</td>
</tr>
</tbody>
</table>
* 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.)

AU STUDENT/NON-TENANT SANCTIONS

<table>
<thead>
<tr>
<th>Contributed to community disturbance</th>
<th>Documented underage drinking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st offense in either column</strong></td>
<td>Admonition; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td><strong>Contributed to community disturbance</strong></td>
<td>Admonition; AlcoholEdu; Parental notification; $100 fine; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td><em><em>2nd offense</em> in either column</em>*</td>
<td>Probation; $100 fine; Parental notification; attendance required at the next Good Neighbor presentation (with an additional $100 fine if student chooses not to attend)</td>
</tr>
<tr>
<td><strong>3rd offense in either column</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>4th offense in either column</strong></td>
<td>Suspension to expulsion; Parental notification</td>
</tr>
</tbody>
</table>
• 2nd Offense: Good Neighbor violation ticket issued; 48 hours to comply with ordinance
• 3rd 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.
• 1st Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
• 2nd Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
• 3rd 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
• 1st Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
• 2nd Offense: Good Neighbor violation ticket issued; 24 hours to comply with ordinance
• 3rd 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 your 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 Student Life 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 Aurora Police Department.

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.”

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 consumption or abuse of 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 or 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 or 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 illegal alcohol or 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 or 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 Student Life or designee within two working days after the incident. If the student is hospitalized, this meeting must be scheduled within two working days after his/her release from the hospital. The student must agree to timely completion of any recommended alcohol and/or 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. If the student does not follow these conditions, he/she 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 Student Life 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 and/or 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. If the student does not follow these conditions, he/she 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 or drug abuse or that are unconscious or otherwise
in serious physical jeopardy. In these cases, parental notification will be taken as a precautionary measure.

Please note that the University cannot control how local law enforcement officials will respond should they become aware of an alcohol- or drug-related incident.

POLICY STATEMENT H: Student Leaves 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 Assistant Vice President for Student Life or designee. This policy applies to all undergraduate and graduate students.

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. 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 Crouse 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 the Wellness or Counseling Centers, if desired, the Disability Support Services Office, or the Assistant Vice President for Student Life to explore whether an MLOA is available. 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 Assistant Vice President for Student Life 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 leave. At the student’s request, the University will assist the student in obtaining the necessary MLOA Request form, completing it, and contacting different University representatives and offices (such as the Directors of the
Wellness Center or Counseling Center) who may have useful information or be able to provide documentation that assists in preparation of the Request.

3. **Assistant Vice President for Student Life’s Determination.** As soon as possible after receiving the Request and documentation, the Assistant Vice President will notify the student in writing of the Assistant Vice President’s determination. Upon approving a request for withdrawal, the Assistant Vice President 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 Vice President for Student Life in consultation with the Provost. 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 Assistant Vice President for Student Life and adjustments will be made to the student’s account to provide the student with the greatest benefit financially.

4. **Timing of Determination.** The Assistant Vice President for Student Life 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 he or she 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 Student Leave of Absence**

**Purpose and Scope of Policy**

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, including disciplinary action, for reasons of personal or community safety, subject to the procedure outlined below.

This policy applies to all students of the University – including both undergraduate and graduate -- and to all University locations, programs, and activities. In addition to utilizing this policy, the University also reserves the right to take action under the University’s disciplinary procedures. 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.

Policy

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.

Procedure

The Assistant Vice President for Student Life 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 Assistant Vice President for Student Life deems it appropriate, this procedure may be initiated, subject to any modifications that the University deems appropriate in its discretion. Any pending disciplinary proceedings will usually be suspended pending a meeting with the student and evaluation of the student under this procedure, but this is a matter reserved to the University’s discretion.

1. **Information gathering.** Upon initiation of this procedure, the Assistant 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 (e.g., parents, healthcare providers) 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 Assistant Vice President for Student Life 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 Assistant Vice President for Student Life may discuss with the student whether the student wishes to take a voluntary leave 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 available medical information.

4. **Possible interim suspension/withdrawal.** 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 Assistant Vice President for Student Life may withdraw the student or restrict the student’s access to campus for an interim period before a final determination is made.

5. **Considering an involuntary leave (or other involuntary action).** If the review process outlined above does not result in the student's decision to take a voluntary leave or the Assistant Vice President for Student Life’s determination that no further proceedings are warranted, the Assistant Vice President for Student Life 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 involuntary action). If the Assistant Vice President for Student Life determines that the matter should be handled as an involuntary leave of absence (or other involuntary action), the Assistant Vice President for Student Life shall proceed to make a final determination as follows.

6. **Final determination.** In making a final determination, the Assistant Vice President for Student Life will consider any information obtained during the preliminary review, as well as any other information that the student submits or that the Assistant Vice President for Student Life deems relevant. The Assistant Vice President for Student Life will also afford the student, who may be accompanied by a non-attorney advisor, an opportunity to be heard. The Assistant Vice President for Student Life 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 Assistant Vice President for Student Life may require 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 Assistant Vice President for Student Life, the student, as well as with Director of the Wellness Center and/or Director of the Counseling Center, 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 Assistant Vice President for Student Life shall consider the results of this evaluation and other information collected in making a final determination.

8. **Communicating the final decision.** Any decision by the Assistant Vice President for Student Life to require an involuntary leave of absence (or other involuntary action) shall be communicated to the student in writing 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. The conditions under which a student may return to or seek
readmission at the University will also be determined on a case-by-case basis and be specified in writing at or near the time that the decision is issued.

9. **Appeal.** Students have the right to appeal the Assistant Vice President for Student Life’s decision in an involuntary leave situation. Any student appeal should be made in writing to the Vice President for Student Life within seven (7) days of the student’s receipt of the written decision from the Assistant Vice President for Student Life. 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 Vice President for Student Life 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 retains his or her student status with the University during an approved MLOA or Involuntary Leave of Absence. However, while application for readmission to the University is not required, a student who has taken a leave of absence must be reinstated by the Assistant Vice President for Student Life before the student may then register for classes.

When a student is interested in returning to the University following a voluntary or involuntary leave of absence, the student should take the following steps to initiate the reinstatement process.

1. **Contact Assistant Vice President for Student Life.** The student should first contact the Assistant Vice President for Student Life 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 Assistant Vice President for Student Life 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 Assistant Vice President for Student Life (and other University offices that the Assistant Vice President for Student Life chooses to involve, such as the Wellness or Counseling Centers) 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 the Wellness or Counseling Centers.** Depending upon the circumstances underlying the student’s original MLOA or Involuntary Leave of Absence, and pursuant to the Assistant Vice President for Student Life’s discretion, the Assistant Vice President will consult with the Wellness and/or Counseling Centers in evaluating a request to return. The University will determine on a case-by-case basis what information, if any, the Wellness or Counseling Centers 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 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, to the greatest extent possible, at the time the student is placed on Leave. There are many ways in which a student might be able to demonstrate his or her readiness to handle day-to-day functioning, including but not limited to information from medical providers or documentation from a reliable adult (non-family member) who has had significant interaction with the student during the leave of absence. Such information, if required, (a) should include an assessment of the student's ability to successfully complete coursework, internships, or other academic requirements and to participate safely in University programs and activities; and (b) the basis for any recommendation that the student is ready to return to University.

3. **Assistant Vice President for Student Life’s Determination.** The Assistant Vice President for Student Life will evaluate the information provided by the Wellness and/or Counseling Centers, 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 9 credits for graduate students) or a comparable course load to the load that the student managed prior to his or her leave. The Assistant Vice President for Student Life will notify the student in writing of the determination. Factors the Assistant Vice President for Student Life will typically consider include but are not necessarily limited to:

   a. Evaluation and recommendation by the Wellness and/or Counseling Centers;
   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; and
   f. Any other factors that the Assistant Vice President for Student Life deems relevant under the student’s particular circumstances.

Negative Recommendation. If, upon review, the Wellness and/or Counseling Center submits a recommendation to the Assistant Vice President for Student Life that a student is not ready for return, or if the Assistant Vice President for Student Life otherwise concludes that the student is not ready to return, the student will be advised of this negative determination in writing, 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 Vice President for Student Life within 10 calendar days of receiving notice of the negative recommendation. The student may also submit any information he or she believes to be relevant to the appeal. The Vice President for Student Life 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 Assistant Vice President for Student Life 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 officially 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 Residence 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 information 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.
- All postings must be approved by the appropriate office.

Non-compliance with posting policies will be referred to the Office of Student Activities or the Office of Residence Life, as appropriate. Violations of the posting policy may result in disciplinary action.

Please refer to the Office of Residence 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 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 will 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 AU 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

Affirmative Action/Equal Employment Opportunity

Aurora University is committed to the process of affirmative action in maintaining and promoting nondiscrimination in all areas of recruitment and employment of individuals at all levels. Our commitment is to maintain a supportive educational environment for minority and non-minority individuals of the University community.

It is the policy of Aurora University to treat people as individuals, respecting them for who they are, what they have achieved as individuals, and how they contribute to the growth and betterment of this institution.

It is the policy of the University to apply this respect for individuals to all areas of employment practice. The University will provide employment opportunity to individuals based on the operational needs of the University and the qualifications of the individuals who are applicants and employees, and will do so without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, ancestry, disability or age.

This policy extends to all employment practices including recruitment, hiring and appointment, selection for training, upgrading, promotion, demotion, job classification, assignment, working conditions, employee treatment, hours, compensation, benefits, transfer, layoff, termination and all other terms, conditions and privileges of employment.

This policy extends to all individuals both employed and potentially employed by Aurora University, and whether full-time, part-time, student or temporary employee.

If any person believes he or she is the victim of an act of employment discrimination, he or she is encouraged to report the incident to the Director of Human Resources. Action may also be channeled through the State and/or Federal Government. The phone number for the State of Illinois Department of Human Rights is 630-814-6200.

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 the Wellness Center 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 employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Office of Human Resources stating that the employee is capable of performing his 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 an 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 standard of conduct 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 “Alcohol and Illegal Substance Policy” under University Policies 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 Residence Life and the Office of 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 circumstances warrant a faster implementation.