



MILLIKIN UNIVERSITY®

2016-2017 Student Handbook

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ACADEMIC CALENDAR 2016-2017

Fall Semester

First Week	August 16-21
Registration/Validation	July 1-August 21
Classes Begin.....	August 22
Labor Day Holiday.....	September 5
Last Day to Register	August 29
Last Day to Add a Course	September 1
Fall Family Weekend	September 16-18
Homecoming	September 30- October 2
Fall Break	October 14-17
Classes Resume.....	October 18
Scheduling Day	November 1
Last day to drop a class and receive a W	November 1
Early Registration for January Immersion Term & Spring Semester	November 2-December 16
Thanksgiving Break	November 23-27
Classes resume	November 28
Last Day of Classes	December 9
Semester Exams	December 12-16
Winter Commencement	December 11
Winter Break.....	December 26-January 16

Spring Semester

January Immersion Session	January 3-21
Registration/Validation	January 2-22
Martin Luther King, Jr. Holiday.....	January 16
Classes Begin.....	January 23
Last Day to Register	January 30
Last Day to Add a Course	February 2
Spring Break.....	March 11-19
Last day to drop a class and receive a W	April 12
Scheduling Day	April 12
Early Registration for Summer Term & Fall Semester.....	April 13-May 19
Easter Holiday	April 14-17
Last Day of Classes	May 12
Semester Exams	May 15-19
Spring Commencement	May 21

Summer Sessions

Summer Immersion Term.....	May 22-June 3
Full Term Summer School.....	June 5-July 28

WHERE DO I GO WITH QUESTIONS ABOUT . . .?

(Listings are by Topic, Contact Person or Office, Location and Phone)

Absences

Students are responsible for informing faculty in each of their classes of absences for any reason. Students involved in University sponsored activities such as trips, athletic events, fine arts events, etc., should communicate in advance with each faculty member to avoid possible problems in making up missed course work. Verification may be requested through the sponsoring group, however, students are responsible for any missed work. Students should be aware that some faculty have attendance policies in which missing class is not acceptable. The staff of Health Services does not have the authority to excuse students from class since faculty members establish their own attendance policies. If a physician quarantines a student, that information will be verified for faculty members.

Long Term Absences

Students who will be absent from campus for extended length of time for reasons unrelated to University-sponsored events (hospitalization, family emergency, etc.) should notify the Office of Student Development. An e-mail notice will be sent to the student's faculty members. The notice is for information purposes only and is not an excuse or a request for excusing the absence. Students are still expected to contact their faculty members individually and arrange for missed work. Students who believe they will miss a considerable amount of class and question their ability to return successfully should consider withdrawing from their courses before the official withdrawal date (see academic calendar).

Academic Advising

Academic dean of school in which student is enrolled and selected faculty of	
Arts & Sciences - Shilling 209.....	424-6205
Fine Arts - Shilling 211	362-6499
Professional Studies – Shilling 208.....	424-6774
Tabor School – ADM/SCO 105.....	424-6285

Students may also choose to contact their advisor, secondary advisor, or the Office of Student Success for additional assistance.

Admission

New students and transfers, Admission Office, Gorin 11	424-6210
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Re-Admission

Re-admission of students in good standing	
Office of the Registrar, Gorin 16.....	424-6217
Re-admission of students not in good standing for academic reasons.	
Office of the Registrar, Gorin 16.....	424-6217
Re-admission of students not in good standing for non-academic reasons.	
Dean of Student Development, Shilling 205	424-6395

Advanced Placement

Dean of appropriate college or school	
Arts & Sciences - Shilling 209.....	424-6205
Fine Arts - Shilling 211	362-6499
Professional Studies, Shilling 208.....	424-6774
Tabor School – ADM/SCO 105.....	424-6285

Alumni

Director of Alumni Relations, Alumni & Development Center	424-3683
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Athletics-Intercollegiate and Intramural

Director of Athletics, New Hall 2 424-6344

Books

Purchase of, Campus Bookstore 424-6221

Calendar

Campus Event, Campus Scheduler, University Info. Center..... 424-6211

Campus Newspaper

Decaturian..... 425-4626

Campus Radio

WJMU Radio (89.5 FM)..... 424-6377

Career Information and Guidance

Career Center, Shilling 103 424-6294

Catalogs-Other Colleges and Universities

Staley Library..... 424-6214

Center for International Education

Shilling 205..... 424-3758

Check Cashing

Student Financial Services, Shilling 118..... 424-6317

Class Schedules

Classroom Locations, Registrar, Gorin 16 424-6217

Commencement

Office of the Provost, Shilling 213..... 424-6220

Computer Information

Information Technology, Shilling 121..... 362-6488

Summer Conferences

Office of Residence Life, Dolson Hall..... 362-6410

Counseling Services

Counseling Center, Corner of Wood St. & Fairview Ave. 424-6360

Counseling, Vocational and Career

Career Center, Shilling 103 424-6294

Dean's List

College of Arts & Sciences, Shilling 209 424-6205

College of Fine Arts, Shilling 211 362-6499

College of Professional Studies, Shilling 208..... 424-6774

Tabor School of Business, ADM/SCO 105 424-6285

Emergency Situations

Student Development, Richards Treat University Center, Lower Level .. 424-6395

Public Safety 464-8888

Employment, Students
 Career Center, Shilling 103.....424-6294
 Part-time jobs on campus (Work Study or Non-Work Study) and Part-time jobs off campus

Fall Family Weekend
 Office of Inclusion and Student Engagement,
 Richards Treat University Center, Lower Level..... 424-6335

Final Exam Schedules
 Office of the Registrar, Gorin 16.....424-6217

Financial Aid
 Student Financial Services, Shilling 118.....424-6317

Fine Arts Events, Programming
 Managing Director of Kirkland Fine Arts Center 424-6253
 Dean, College of Fine Arts, Shilling 211 632-6499

Fitness/Wellness Center
 Decatur Indoor Sports Center 429-3472

Food Service
 Aramark Dining Services, Richards Treat University Center 424-6323
 Student Meal Plans, Student Financial Services, Shilling 118..... 424-6317

Fraternities & Sororities
 Office of Inclusion and Student Engagement
 Richards Treat University Center, Lower Level..... 424-6335

Grades and Academic Records
 Office of the Registrar, Gorin 16..... 424-6217

Graduate Record Exam Information
 Career Center, Shilling 103 424-6294

Graduation Requirements
 Office of the Registrar, Gorin 16..... 424-6217

Health Services
 Millikin/DMH Health Clinic, Corner of Wood St. & Fairview Ave.....424-6360

Homecoming
 Office of Inclusion and Student Engagement,
 Richards Treat University Center, Lower Level..... 424-6335
 Alumni, Alumni & Development Center 424-3683

Housing/Residence Life
 Office of Residence Life, Jack C. Dolson Hall 362-6410

ID Cards, issued, replaced, validated
 University Services, Shilling 106 424-6325

Illness

Student – Millikin/DMH Health Clinic, Corner of Wood St. & Fairview Ave...424-6360
 Long-term absences as a result on illness, Student Development..... 424-6395

International Travel/Study Abroad/International Students

Center for International Education, Shilling 205..... 424-3758

Lost and Found

University Information Center, Richards Treat University Center 424-6211
 Public Safety, Walker Hall 464-8888

Mail

University Mail Room, Shilling 104A..... 420-6799

Maintenance and Housekeeping Services in Residence Halls

- During normal business hours (non-emergency), please submit requests through appropriate Res. Life staff member
- During normal business hours (emergency).....424-6312
- After hour emergencies, call the Office of Public Safety.....464-8888

Off-Campus Living Approval

Office of Residence Life, Jack C. Dolson Hall 362-6410

Parent & Family Association

Office of Student Development,
 Richards Treat University Center, Lower Level..... 424.6395

Parking

Public Safety Office, Walker Hall 464-8888
 Payment of Fines, Student Service Center, Shilling 118..... 424-6317
 Appeal of Fines, Public Safety Office, Walker Hall 464-8888
 Visitor Parking, Public Safety Office, Walker Hall 464-8888

Press Releases

Marketing & Media Relations.....424.6350

Printing or Duplicating

University Services, Shilling 106 424-6325

Religious Activities/Organizations

Pilling Chapel 424-6385
 Office of Inclusion and Student Engagement
 Richards Treat University Center, Lower Level..... 424-6411

Rooms/Space Reservations

Use the Resource 25 system on the Millikin website

Scheduling Campus Activities

Use the Resource 25 system on the Millikin website

Service Learning/Volunteerism

Career Center, Shilling Hall, 103..... 424-6294

Student Accounts – Campus Charges

Student Financial Services, Shilling 118..... 424-6317

Student Conduct Issues

Dean of Student Development
Richards Treat University Center, Lower Level.....424-6395

Student Payroll Checks

Business Office, Shilling 116..... 424-6314

Student Organizations

Office of Inclusion and Student Engagement
Richards Treat University Center, Lower Level..... 424-6335

Study Abroad Programs

Center for International Education, Shilling 205.....424-3758

Teacher Education-Certification and Admission

School of Education, Shilling 307..... 424-6244

Transcripts

Office of the Registrar, Gorin 16..... 424-6217

Tutoring

Office of Student Success, SH204..... 362-6424

Use of Millikin name, seal, logo or trademarks

Marketing & Media Relations.....424.6350

Withdrawals and Exit Interviews

Office of the Registrar, Gorin 16.....424-6217
Student Development, Lower Richards Treat University Center424-6395

ACADEMIC RESOURCES

President	
Shilling 201.....	424-6208
Office of the Provost	
Shilling 213.....	424-6220
College of Arts & Sciences	
Shilling 209.....	424-6205
College of Fine Arts	
Shilling 211.....	424-6220
College of Professional Studies	
Shilling 208.....	424-6774
Tabor School of Business	
ADM/SCO 105.....	424-6285
PACE Office	
Shilling 204.....	420-6778
Office of Student Success	
Shiling Hall 204.....	362-6424
Staley Library	
New Halls 3.....	424-6214

Faculty Advisors

Students are assigned faculty advisors who advise them regarding academic and personal matters. Advisors also help set up course schedules during registration. Before a student registers, the advisor must sign registration materials. Students should feel free to consult their advisors at any time during the college year. If there are questions (including a change of major or advisor), students should see the dean of their particular college.

Students may also be assigned a Secondary Student Development Advisor (SSDA) to assist with other campus and life related concerns. SSDAs work with students on an on-going basis to provide support for any barriers in a student’s collegiate experience.

Faculty advisors for student organizations are selected by the organization with the approval of the Director of Inclusion and Student Engagement.

Staley Library

<http://www.millikin.edu/staley>
217-424-6214

Academic Year Hours:

Monday-Thursday 8:00 a.m. - midnight
 Friday: 8:00 a.m. - 5:00 p.m.
 Saturday: 11:00 a.m. - 7:00 p.m.

Sunday: 1:00 p.m. - midnight
Please see our website for library hours during breaks and summer:
<http://www.millikin.edu/staley/about/Pages/hours.aspx>

Resources, Services and Facilities:

Research assistance available in-person, by phone, email or chat
Research assistance guides available at <http://www.millikin.edu/staley/research/Pages/default.aspx>
Books, journals, videos, CD's, scores
Online databases that include full-text journal articles, streaming audio and video (available both on & off campus)
Interlibrary loan through I-Share and Illiad
Computer workstations, printers, scanners, and photocopier
Comfortable spaces for individual or group work
At the Circulation desk, a hole punch, stapler, and paper clips are always available
To access most of our resources, and much more information, go to: <http://www.millikin.edu/staley>

CAMPUS RESOURCES & SERVICES

Bookstore

Hours: Mon/Tu/Th/Fri., 9 a.m. – 5 p.m.
Wed., 9 a.m. – 6 p.m.
Saturday, 11 a.m. – 4 p.m.

The University Bookstore is located on the ground floor of Dolson Hall. The Bookstore sells necessary items for students including new and used textbooks, reference materials, and supplies. Millikin University clothing and other MU paraphernalia are also available as well as greeting cards, stationery and gift items. During final exam week each semester, the Bookstore offers students the opportunity to sell their textbooks through their buy-back program (depending on the market demand).

Career Center

The Career Center helps Millikin students to develop, clarify, and confirm their career goals. It also assists student in incorporating service and civic engagement into their education. The center offers a variety of services and resources designed to assist students in every phase of the career development process: self-discovery, career exploration, experiential learning, and employment.

Self-Discovery and Career Exploration

Students needing assistance in choosing or changing a major, or selecting a career path can make an appointment to meet individually with a career counselor. Career assessment tools are available to help students understand their unique traits (values, interests, personality and skills) and identify careers that complement those traits.

Experiential Learning

Students should actively seek meaningful experiences that will aid in preparing them for their career. The Career Center aids students in locating part-time jobs, internships, and summer employment opportunities that are related to their major or career interests.

Additionally, the center also assists students in locating on-campus and community work-study jobs. Students may also register for elective courses in service-learning. Volunteer/service opportunities and other civic engagement activities are also promoted through the center.

Employment and Graduate School Advising

Students routinely use the Career Center to learn how to write effective and targeted resumes and cover letters, develop interview skills, and to conduct a job search that includes the use of online resources as well as personal networking.

While some students begin their careers immediately after graduation, many students choose to continue their education through graduate or professional studies. The center assists students in navigating the graduate school application process which could include clarifying educational goals, identifying and applying to potential graduate programs and schools, preparing to take admission examinations, and writing personal statements.

Career Center services include:

- *Career Counseling
- *Career Assessments
- *Employment and Graduate School Advising
- *Interview Preparation
- *Big Blue Jobs online system for campus employment, part-time jobs, internships, volunteer opportunities, and full-time jobs
- *Opportunities to network and interview with potential employers
- *Resume and cover letter assistance
- *Workshops and special presentations

- For more detailed information on Career Center services, please contact us at 217-424-6294 or visit us at www.millikin.edu/career or Shilling Hall 103.

Center for International Education

The Center for International Education (CIE) is committed to increase global and international awareness and knowledge of students, faculty and staff at Millikin University. Specifically, the CIE will assist students and faculty in educational semester long and immersion experiences abroad, as well as help with the recruitment of international students, including their support and assistance while on campus.

Consistent with Millikin's Mission to prepare students for democratic citizenship in a global environment, the Center for International Education will prepare Millikin students and faculty for productive engagement in the global society of the 21st century.

The Center for International Education conducts a variety of semester abroad programs, one year abroad programs, and immersion courses during January, May, and in the summer. Semester and one year abroad courses include: EBC (Escuela Bancaria y Comercial) in Mexico City, Mexico; ESGCI in Paris, France; ICDA (Instituto Cultural Dominicano-Americano) in Santo Domingo, Dominican Republic; PUCMM (Pontificia Universidad Catolica Maedra y Maestra) in Santiago, Dominican Republic; Tunghai University in Taichung, Taiwan; Changchun University of Chinese Medicine in Changchun, China; IES (International Education of Students); Subsidiary Experimental School of Northeast Normal University in Changchun, China; Millikin Semester in London. Immersion course destinations include: India, South Africa, China, Taiwan, Paraguay, Chile, Argentina, Dominican Republic, Eastern Canada, Italy, England, Eastern and Western Europe, Spain, and Costa Rica. CIE is located in Shilling 205, and the office number is 424-3758.

Computer Lab/Services

A wide variety of computer and media learning services are available to students via the Information Technology Office located on the first floor of Shilling Hall, Room 114. Included among these services are advice related to acquiring a personal computer, connecting your personal computer to the Millikin wired and wireless network, obtaining user accounts for accessing the Millikin network, obtaining an e-mail user

account, accessing resources in the general access computer labs, Publishing individual web pages via the Millikin network, and using computer and media projection equipment. For current and up-to-date information on these services and others that become available during the academic year, be sure to visit the Information Technology web page <http://it.millikin.edu> on a regular basis.

Counseling Services

It is not uncommon for students to experience distress from time to time. The college years are one of the most challenging transition periods in life. Adjusting to campus life, increased academic demands, relationship problems, and other personal issues can feel overwhelming at times. Confidential personal counseling services are available throughout the academic year to assist students in overcoming their difficulties in order to succeed at Millikin and improve the quality of their lives. Our counselors take a wellness approach that emphasizes personal responsibility, prevention, intervention, and a concern for the student. It is our goal to assist students in improving their abilities to make informed decisions that positively affect their mental, physical, and spiritual health. Counseling appointments can be arranged by calling 217-424-6360. Counseling Services is located at 150 South Fairview Avenue.

Decatur Indoor Sports Center (DISC)

This 87,000 square foot facility offers a fitness center, weight room, an indoor soccer arena, basketball and volleyball courts, a golf practice and instruction area, a walking/jogging track, group exercise and dance rooms, climbing wall, batting cages, and more. The facility is a partnership between Millikin University and the Decatur Park District and is open to all members of the Decatur community. The Allan-McClure Millikin weight room is located in the lower level of the 87,000 square foot Decatur Indoor Sports Center (DISC). The facility provides up-to-date equipment for recreation and athletic use. Trained fitness center staff will assist with questions regarding equipment and exercise technique. The DISC is located at 1295 West Wood Street, and the contact number is 217-429-3472.

Dining Services

University dining services is being managed by Aramark. For more information operating hours and other dining service information, please contact Aramark at 424-6323. For information on student meal plans, please contact Student Financial Services at 217-424-6317.

Fax Services

A fax machine is available in the University mailroom for student use. Faxes can be sent or received at the following fax number: 217-424-3993. There is a nominal charge per page for sending or receiving faxes. **Please have all incoming faxes include the following information: ATTENTION: Student's Name, Campus Address and contact phone number.** Faxes can be sent or received between 8:30 a.m. – 12:00 p.m. or 1:00 p.m. – 4:30 p.m.

Financial Aid

Financial Aid is administered by Student Financial Services located on the 1st floor of Shilling Hall in Room 118. For assistance with financial aid questions contact the 217-424-6317.

Greek Life (Fraternities and Sororities)

Greek Life affords students an excellent opportunity to develop leadership skills, enhance personal development and academic achievement, engage in community service activities, and build friendships that will endure long past his or her days on campus.

There are six national women's sororities represented at Millikin University – Alpha Chi Omega, Delta Delta Delta, Pi Beta Phi and Delta Sigma Theta Sorority, Inc., Sigma Lambda Gamma Sorority, Inc., and Alpha Kappa Alpha Sorority, Inc.

There are five national men's fraternities represented on the Millikin campus—Alpha Tau Omega, Delta Sigma Phi, Sigma Alpha Epsilon, Tau Kappa Epsilon, and Sigma Lambda Beta Fraternity, Inc.

Administrative staff in the Office of Inclusion and Student Engagement advise the individual groups and governing bodies.

Housing

Five of Millikin's Greek organizations own and operate their chapter houses adjacent to the campus. Meals are served in three of the chapters. Students who are not provided meals in their chapter house may purchase a University board contract at the regular residential board rate. Any upper-class student living in a residence hall may petition to move into a Greek chapter house at the end of his/her first semester of membership, if space permits. All members who wish to move into a Greek chapter house must complete a notification form that may be obtained from the Office of Inclusion and Student Engagement (RTUC). The form must be approved by the chapter president, the Director of Inclusion and Student Engagement, and the Office of Residence Life. Room and board fees for Greek chapter houses vary slightly among the groups. In general, the rates are approximately equal to those of University housing. Greek chapter houses are considered affiliated properties and on-campus housing. Therefore, all University policies apply to students residing in these facilities.

Participation

Affiliation with a Greek organization is achieved through a mutual selection process known as membership recruitment. Formal membership recruitment for new students is held at the beginning of the spring semester and includes an orientation program during which Interfraternity, Multicultural Greek, and Panhellenic Council officers explain the recruitment process. Informal recruitment periods are held throughout the year. Students are encouraged to consider all chapters in order to make the best evaluation of which one most closely meets their personal expectations and values.

Recruitment programs, new member education, and initiation are restricted to full-time students who are in good standing with Millikin. To become a member, a student must have successfully completed one college/University semester and be currently enrolled for at least 12 credit hours. Individual chapters have specific academic requirements for affiliation and initiation that are presented during recruitment activities. Eligibility for membership must be certified by the Office of Inclusion and Student Engagement at least 48 hours preceding the membership induction. Any questions regarding how to get involved in Greek Life should be directed to the Office of Inclusion and Student Engagement, Lower RTUC.

Health Services

The Millikin/DMH Health Clinic is located at the corner of Wood Street and Fairview Avenue. Medical Staff are available 9:00 a.m. – 4:00 p.m. Monday through Friday while classes are in session for the fall and spring semesters. Hours during breaks and summer vary. For more specific information, please contact the clinic at 217-424-6360 (fax 217-422-5542) or visit <http://www.millikin.edu/health>.

Eligibility

Health Services are available to all currently enrolled Millikin University students, faculty, and staff and their spouses, domestic partners, and dependents.

Types of Service Available:

- Evaluation and treatment of medical illnesses
- Laboratory testing
- Allergy injections
- Vaccine administration
- TB skin test
- Physical examinations

- Emergency/injury evaluation and treatment
- Blood pressure and weight checks
- Smoking cessation care
- Nutrition advice
- Screening for sexually transmitted diseases
- Women's Clinic

Your personal physician should manage any long-term medical conditions.

How to Access Services

Please call the DMH/Millikin Health Clinic at 217-424-6360 to speak to a medical professional. The clinic sees students on an appointment basis from 9:00am-4:00pm, Monday-Friday. For non-emergent medical needs after hours, students may contact Public Safety for assistance.

Payment of Services

Medical Services are billed to the student or their primary health insurance, if applicable. Costs are comparable to community medical providers. Payment is not required at time of treatment.

Home Page

The Millikin University Homepage can be found at <http://www.millikin.edu>.

Inclusion and Student Engagement

The Office of Inclusion and Student Engagement (ISE) leads the campus in fostering a community of inclusion and cultural competency which empowers students to succeed in a vibrant, socially just, diverse university community. The ISE engages the campus with programs and services that encourage the holistic development of students and affirm identity through advocacy, outreach and advising. The office strives to nurture an inclusive, equitable, culturally competent community so students will excel and contribute as democratic citizens in a global environment. Services include: 1) creating, promoting, and encouraging a supportive and friendly campus environment that is welcoming for, and attractive to people of all races, ethnicities, nationalities, religions, gender, sexual orientation, and those with disabilities, 2) advocating, supporting, and advising students and cultural groups in their identities. 3) fostering leadership development through intentional mentoring programs for students to excel as scholars and achieve personal goals, 4) having outlets for students to become engaged in the campus and Decatur communities, 5) creating and implementing educational platforms that support healthy lifestyles for the campus community, and 6) collaborating with campus and local community groups to ensure a climate of justice, access, equity, and learning. The Office of Inclusion and Student Engagement is your one stop shop for all student organizations, Homecoming and Fall Family Weekend activities, Greek Life, leadership development, and cultural and heritage month programs, diversity training, and wellness programs.

Intramurals

Intramurals provide a sports program in which all students may participate. This program is run entirely by student managers who work to meet the recreational needs of the Millikin community. Available activities include basketball, bowling, flag football, miniature golf, softball, volleyball and more. Captains must attend signup meetings. Check the Athletics/Intramurals web page (www.millikin.edu/athletics) or call the Department of Athletics, New Hall 2, 217-424-6344 with questions.

Lost and Found

There is a lost and found center located at Public Safety. If you lose something, it may be there; if you've found something, take it to Public Safety. Articles will be held for only one semester.

Mail Service

All students who live in the residence halls may pick up their mail and packages at the University Mail Center, Shilling Hall 104A. The phone number is 217-420-6799. Students will have access to their

mailboxes from 8:00 a.m. – 9:00 p.m., Monday – Thursday, 8:00 a.m. – 5:00 p.m., Friday and 12:00 p.m. – 5:00 p.m., Saturday and Sunday. Packages and Mail Center services will be available 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. Monday – Friday. All students must show their Millikin I.D. in order to pick up packages.

Letters and packages may be weighed and rated by the Mailroom (Shilling Hall, Room 104A) for the proper amount of postage.

On-Campus Check Cashing Services

Hours: Monday-Friday 9:00 a.m. – 5:00 p.m.

On-campus check cashing is available in the Student Financial Services Center, Shilling Hall 118 (Monday-Friday). The phone number is 217-424-6317. Personal checks (for amounts up to \$50) and Millikin student payroll checks can be cashed. Student to student and two-party checks will not be cashed. Checks must be made payable to "cash." A fee of \$25 is charged for each returned check and the privilege of cashing checks may be withdrawn.

There is also an automated teller machine on campus located in the lower level of the Richards Treat University Center.

Office of Student Success

(Located in Shilling Hall 204)

The Office of Student Success provides academic support services to Millikin University students free of charge. These services include, but are not limited to, academic skills workshops, Edge program, exploratory advising, internet academic support resources, peer tutoring, and accommodations for students with documented disabilities. Our offices are located in Shilling Hall Room 204. Our central office can be reached by calling 217.424.6424 or on our website at

<https://web.millikin.edu/oss/Pages/default.aspx>

Peer Tutoring – discipline-specific, department recommended peer tutors are available to students for individual and group sessions free of charge. The current Peer Tutor Schedule is available to students and faculty on the Student Success webpage at

<https://web.millikin.edu/oss/Pages/default.aspx>

Internet Academic Support Resources – in addition to peer tutoring, Student Success maintains webpages with links to free, pedagogically sound academic resources that students can use to supplement or enhance their academic experience outside the classroom. These internet sites offer interactive tutorials and labs, reference sources, academic skill tips, and academic strategy exercises and are continually revised to include new links. These internet resources are located at <https://web.millikin.edu/oss/studentresources/Pages/default.aspx>

Academic Disability Services – Millikin University students with a disability who wish to request academic accommodations under ADA/Section 504 must make an appointment with the Director of Disability Services to submit verification of their disability and discuss appropriate academic accommodations. Students will be required to sign a release of information form allowing staff to notify their faculty about the accommodations to be provided. Information about students' needs and accommodations will be shared only with those individuals who need to know. Contact our office at 217.424.6424.

Parental Notification Practices

Millikin University strives to cultivate personal growth and responsibility in its students as they learn to establish their own independence. However, the University also believes in providing parents with the sensitive information they need to know in order to advise their students effectively. Parental notification is initiated when a member of the Student Development staff believes that parental involvement will help the student by providing support for their health and safety, academic success and/or personal development.

Furthermore, Sections 951 and 952 of the 1998 Higher Education Amendment enables institutions of higher education to notify the parents or legal guardians when their student under the age of 21 has been found in violation of the institution's disciplinary code for drugs and alcohol. Parental notification is in addition to the intervention and education already offered students when such infractions are brought to the University's attention.

Parents may be notified:

1. when The Office of Student Development receives notification from University staff and/or local law enforcement officials that a student has been found to be involved in a drug or alcohol-related violation during an academic session or while living in University owned housing.

Violations that may trigger parental notification include:

- the student demonstrates a disregard for his or her personal safety or the safety of others;
 - medical attention to any person, including the student, is required as a result of the student's alcohol related behavior;
 - the student causes property damage;
 - the student operates a motor vehicle under the influence of alcohol;
 - the student is involved in multiple minor incidents involving alcohol;
 - the student's alcohol-related behavior negatively impacts the learning environment.
2. when there is reason to believe that a student's health and well-being are in jeopardy. The University reserves the right to assess what is determined as potential jeopardy, including potential harm to self and/or others.

A professional staff member in Student Development will encourage the student to make the initial call to a parent or guardian. After the determination of a violation, students will be afforded an opportunity to contact their parent(s) or guardian before the university will issue a notification. In certain cases, written notification will be utilized in lieu of verbal contact.

Parents/guardians interested in gaining further information about their student's academic records are encouraged to discuss this information with their student or request that the student sign a written consent to have this information shared with his/her parents. Consent forms are available at the Office of Student Development. Parents should be aware that the Family Education Rights and Privacy Act (FERPA) prohibits the University from sharing student records (not including the above exceptions) without the student's written consent.

Please direct all questions regarding Millikin University's Parental Notification Practices to the Office of the Student Development (217) 424-6395.

Parking Regulations

All vehicles that park on campus must be registered with Public Safety and display a valid Millikin University parking permit. Permits are available through Public Safety. Sophomore, Junior, and Senior residential students are allowed vehicles on campus. Students are only allowed to register one vehicle. The fee schedule for permits is: Residential \$100.00, Commuter \$50.00. Parking Permits are valid for one year (08/01-07/31).

Students are required to park according to the guidelines outlined in the Parking Information brochure published by the Millikin University Department of Public Safety. Copies of this brochure are available at the Department of Public Safety in Walker Hall. Students are cautioned to pay particular attention to reserved spaces such as visitor (Millikin students are not considered visitors), handicapped parking, and designated fire lanes. Students who fail to abide by the University's parking regulations are subject to parking tickets fines or having their vehicles towed.

During weather related emergencies (ie. snow and flooding conditions), students may be asked to relocate their vehicles so that repairs and maintenance can be facilitated. Students must also be aware that certain city streets around campus are "snow emergency routes." Vehicles parked on these routes in violation of city ordinances will be towed at the owner's expense.

Residence Life

Housekeeping

Housekeeping service is provided in residence hall common areas including bathrooms (1 to 2 times per week and as needed), lounges and hallways. Students are responsible for cleaning their individual rooms.

Laundry

In each residence hall, washers and dryers are available for use by residents free of charge (as part of the room rate). Check with the resident assistant for the laundry room location in each hall. A laundry fee is assessed to each residential student's account at the start of each semester. You are encouraged to stay with your laundry at all times. The University does not take responsibility for theft of personal belongings.

Maintenance

Maintenance concerns should be reported to the Resident Assistant. The Resident Assistant will supply students with the correct information on how to resolve their concern.

Refrigerators and Microwaves

Students may bring their own refrigerators into the residence halls; however, they may not exceed 1.5 amps or be larger than 3 cubic feet. Personal microwaves are not allowed in the residence halls.

Student Housing Council

The Student Housing Council (SHC) is the students' voice in the operation of Millikin residence halls. Student interest and involvement in student government is important and welcome. Check with the resident assistant to find out how to become involved.

The **Resident Assistant (RA)** is a trained student-staff member on each floor or in each apartment building selected due to his/her interest in helping other students. With your help, the RA will maintain harmony and a sense of respect in your community. Primarily, they are a resource person for you—there to assist you in all facets of your college experience. As you will discover, although RAs spend much time with their community, they have other responsibilities in their position (duty, training, meetings, etc.) and most importantly, they are full-time students at Millikin.

Residence Life Professional Staff are full time professional staff members with at least a Master's degree in Higher Education or related field. The professional staff is responsible for overall supervision, administration, and student conduct in the Residence Halls and can easily be found in the office located in Jack C. Dolson Hall.

The Residence Life staff are University officials charged with creating an educational environment and maintaining respect in the residence halls.

Television Service

Each residential student is issued a cable account through our service provider, Comcast Xfinity. Basic cable service, on-demand programming, and other features are provided at no cost to the student. Students may choose to upgrade their service through their Comcast Xfinity account.

Richards Treat University Center (RTUC)

Richards Treat University Center (RTUC) provides an exciting and functional place for numerous University events. RTUC houses student lounge areas, conference and meeting rooms, Wornick Dining Hall, the Big Blue Bistro, and several University offices, including Dining Services, Catering, the Office of Inclusion and Student Engagement, and the Office of Student Development. RTUC also houses the University Information Center (UIC), the Game Room, WJMU, the campus radio station, and the Writing Center.

RTUC is the living room of the campus, the place where all members of the Millikin community meet, converse, and grow together. RTUC is open to all members of the University family—students, faculty, administration, alumni, and guests.

Through various committees and staff, RTUC provides a place where cultural, intellectual, social, and recreational programs bridge classroom learning with out-of-the-classroom experiences. All of these events encourage self-directed activity and give maximum opportunity for leadership development and citizenship.

Escorted guests are welcome to use RTUC. Appropriate behavior and citizenship are expected of all guests. Guest privileges are at the discretion of the staff. For further information, contact the Office of Inclusion and Student Engagement at 217-424-6335.

Millikin Public Safety Department

The Department of Public Safety is located in Walker Hall, first floor, north end. The department operates 24 hours a day, seven days a week. It is a combination department comprised of both sworn police officers and non-sworn security officers and dispatchers. The Millikin University Police Department was established by the Board of Trustees in May 2013 in accordance with the Illinois Private College Campus Police Act (110 ILCS/1020). As outlined by that act¹, Millikin University Police Officers have full peace officer authority and arrest powers, including the ability to enforce city ordinances, county ordinances, traffic laws (on public ways contiguous to university property), and state statutes.

A dispatcher is always in the dispatch center and can be reached by calling 217-464-8888 (8888 campus phone), or through one of the "blue light" phones located about campus. The dispatch center is also the after-hours switchboard for the University. The dispatcher monitors a variety of campus alarm systems, the access control system, and local/national media for weather and crisis information.

The Public Safety Department is responsible for a wide variety of functions on campus, including both foot and motorized patrols, access control, crisis response, parking enforcement, risk management, and various life safety checks. During patrols, both Police and Security Officers are establishing a presence to deter criminal activity, conducting life safety checks, and proactively engaging our community members. Public Safety staff members attend regular training on procedures, investigations, report writing, crisis management, first aid and CPR/AED.

For Public Safety assistance on campus dial "8888" from a campus phone or 217-464-8888. Decatur/Macon County does offer 911 service for life threatening emergencies, remember to dial "7-911" when calling from a campus phone.

Emergency Procedures

In event of any emergency in any campus owned building—fire, illness, accident, etc.—notify Public Safety at 217-464-8888. For imminent emergencies, please also contact 911.

Fire Alarms

When the fire alarm sounds:

- Get out of the burning structure and call 911, do not hang up until the operators instructs you to do so
- close your windows
- open blinds
- leave lights on
- close your room door
- calmly proceed to the nearest exit and leave the building
- if in a closed room, feel the door with the back of our hand, if the door is hot use an alternate exit
- if an alternative exit is not available, seal off the room you are in by stuffing towels, etc. in vents and door cracks. Call 911 and/or Public Safety (464-8888) and tell them you are trapped and give your location. If practical, wait by a window and signal for help.
- do not re-enter the building until instructed to do so by a staff member

False alarms and genuine fire alarms are indistinguishable. Therefore, students should follow the fire procedures whenever the alarm sounds. Failure to evacuate appropriately may result in injury and will result in disciplinary action.

Tornado Alert

When notified that a tornado has been sighted in this area:

- close room windows
- close blinds
- leave room and close door (unlocked)
- move to the basement. If there is no basement, sit in the corridor away from windows on the lowest floor of the building.
- do not re-enter room until danger is past and the "all clear" is provided by a staff member.

Space/Room Reservations

The campus utilizes the Resource 25 (R25) scheduling software to manage all campus facilities and spaces. An electronic request through R25 must be submitted in order to receive confirmation of an event. Set-up arrangements should be made at the time of scheduling on-line. All food-service arrangements must be made with the catering manager after facility use has been arranged and confirmed. All audio/visual requests should be directed to Media Services at 217-424-6238.

Recognized student organizations, faculty, and staff have priority for scheduling purposes. Rental fees are usually waived for these groups. Arrangements and charges will be assessed by the Scheduling staff for off-campus organizations. Scheduling should be done at least 14 days prior to an event in order to ensure space, equipment, and set-up arrangements. Academic classes will not be scheduled in RTUC.

All cancellations should be made at least 48 hours prior to the start of the through the R25 systems or by contacting the University Information Center at 217-424-6211 (weekends and evenings). Groups that fail to make notification of cancellation may forfeit reservation privileges for the remainder of the semester.

Student organizations desiring to open an event to the public must receive permission from the Director of Inclusion and Student Engagement before publicizing the event. Extension of normal building hours requires approval of the building director. Sponsoring organizations will be responsible for all costs associated with extension of the hours.

Student Accounts – Campus Charges

Campus charges (parking tickets, fines, ID fees, health service fees, etc.) will be assessed to individual student accounts each month. Students will receive a paper bill before each semester and each subsequent statement is sent electronically. Student accounts must be paid in full by the end of each term to be eligible to return the following semester. Students may access their account by going to the MU Account Suite.

Telephone Regulations and Guidelines

Millikin coordinates and provides telephone services to campus through Telephone Services located in Shilling Hall- Room 106 and can be contacted at 424-5066. Students wishing access to a land-line telephone port may request one through Telephone Services.

Dialing Instructions

(For calls placed from residence hall or other campus phones)

On campus:

Dial only the four-digit extension number.

Local:

Dial 7 + 7-digit-number

“Toll-Free” numbers: dial 7 + 1-800-xxx-xxxx and continue with carrier’s instructions

Phone Locations

Blue Light (Emergency) Phones:

- Between Dolson and Hessler “D” Parking Lot
- DISC Parking Lot
- Drive between William St. and “D” Lot
- Fairview Parking Lot
- Kirkland Parking Lot
- Millikin East/West Apartments
- North-end of football field
- North St. Parking Lot (SE corner)
- Tennis Courts
- Wood Street Parking Lot
- William Street Parking Lot
- Sidewalk behind Perkinson Music Center

Outdoor Phones:

- Blackburn Hall (fish bowl)
- Hessler Hall (north side and south side)
- Millikin East and West Apartments
- Mills Hall (north side)
- New Halls 2, 3 and 4 (front of each)
- Dolson Hall main lobby

- Staley Library (NW corner)
- Tennis Courts
- Weck Hall (front of hall)
- William Street Parking Lot
- Wood Street Parking Lot (east side)

Transportation

Bus transportation to and from downtown Decatur and the Hickory Point Mall is provided by Decatur Mass Transit District. Trolley transportation to and from downtown Decatur is provided by the Downtown Decatur Council. Buses stop at the corners of Fairview Avenue and Main Street and at Oakland Avenue and Main Street, Monday through Saturday. Schedule information may be obtained by calling 217-424-2800. Intercity bus service for Decatur is provided by Greyhound Lines, 217-877-6262. Airline service is provided by Air Choice One Airlines www.airchoiceone.com

University Information Center

(Dial "0" on campus, or 217-424-6211 off-campus) The University Information Center (UIC) is a service center for the Millikin community. Telephone and campus event information is available from the UIC, which is located near the front entrance of Richards Treat University Center. The University Information Center is open seven days a week during the academic year.

Vending Machines

A wide variety of beverages and snacks is available in vending areas located in each residence hall, Shilling Hall and in the RTUC snack bar. Refunds are available from the Student Service Center, Shilling Hall 118. The contact number is 424-6317. Tampering with or destruction of vending machines is a violation of University policy.

Withdrawals/Exits from Campus

Students who are seeking to withdraw from their classes should review the academic calendar and applicable refund and withdrawal policies found at the Office of the Registrar. Students enroll for one semester at a time. Students who leave the University during or at the end of the semester must report to the Office of the Registrar to complete the necessary procedures and forms.

Students who withdraw their registration prior to the first day of classes will not be charged tuition, fees or room and board. Current students who do not withdraw officially from the University prior to the start of classes may be liable to pay all tuition and fees owed for that term. Depending on the date of withdrawal, a student may be issued a "W" (withdrawal) on their transcript or may be issued the earned grade at the time of withdrawal. After the 8th week of the semester, students are no longer eligible to receive Ws. Please see the withdrawal schedule for more information.

Students who are forced to leave school due to a significant medical diagnosis, and who have exited after the last date of withdrawal per the academic calendar, may be eligible for a Medical Exception to the Standard Withdrawal Policy. Student seeking a medical exception must provide evidence from a medical provider that a specific medical condition has prohibited the student from their physical attendance in class. Additionally, students approved for a medical exception must be cleared by a physician to return to the University. For more information regarding Medical Exceptions to the Withdrawal Policy, please contact the Office of Student Development at 217-424-6395.

The Millikin University Student Conduct Process

Vision

The Millikin University Student Conduct Process is committed to supporting a positive learning environment by challenging students to become democratic citizens in a global environment through thoughtful and developmental dialogue thereby increasing their potential for professional success and a personal life of meaning and value.

Mission

The Millikin University Student Conduct Process promotes respect, integrity, civil debate, and provides a focus on the greater good. In support of that focus, the process maintains policies and procedures committed to fairness, structure, timeliness, and education. Furthermore, Student Development, the entity that oversees the Student Conduct Process, interprets and disseminates information about student conduct policies and procedures to members of the University community.

Philosophy

The Student Conduct Process at Millikin University:

- Provides diverse methods for resolution of student conduct violations including facilitated dialogue, mediation, restorative justice, administrative and panel hearings
- Ensures resolution occurs at the lowest level possible
- Engages both the harming (perpetrator) and harmed (victim) parties in the resolution process
- Delivers conflict resolution, reflection, and positive communication skills through the resolution process

Learning Outcomes

Students who participate in the Student Conduct Process Services shall come away with:

1. Participation in self-reflection
2. An understanding of community roles and impact
3. An understanding of the Millikin University standards of conduct
4. An understanding of the Millikin University mission

University Student Conduct Process

Millikin University is a community of learners brought together to seek, share, and expand knowledge. The work of the community requires an environment of openness, trust, and civility. The Standards of Conduct described in this section are designed to help ensure such an environment exists within the Millikin Community. The policies described set forth the University's expectations for student and group (group of students, organization, or team) behavior and details conduct that is unacceptable and subject to student conduct action.

The University Student Conduct System does not attempt to replicate or mimic the criminal justice system. Our system is based on the expectations we hold for student behavior. Our standard of proof for determining the occurrence of student misconduct is less than that required in criminal court proceedings. Specifically, if it is determined that more likely than not a violation of the standards has been committed, then the University reserves the right to enact the Student Conduct Process. Our goal is to educate students about the impact their behavior has upon the community and its members and to help them develop and practice acceptable behaviors and good citizenship in addition to repairing any harm established.

The Board of Trustees delegated the responsibility for student conduct within the community to the President of the University. The Dean of Student Development is the University's senior student affairs officer and is the administrative officer to whom student conduct responsibility is delegated by the President. The Dean of Student Development has overall responsibility and authority to supervise the student conduct process at Millikin University, including overseeing the continued evaluation of both the process and procedures and the training of appropriate boards and personnel.

Questions about the University Student Conduct System and proceedings should be directed to the Dean of Student Development (or designee) (LRTUC) who serves as the University's chief student conduct officer.

The offenses defined, under Section II of Standards of Conduct, are misconduct for which students may be subject to reparations, outcomes, and formal adjudication, including suspension or expulsion from the University.

JURISDICTION

Standards of conduct are applicable to students anywhere on or off University-owned or affiliated property. University property is defined as all real property, both that which is owned or leased to and operated exclusively by the University and all property leased to or operated by student organizations which are under the jurisdiction and regulation of the University. The University does not desire to be a policing authority for the activities of students outside the University community; however, there are occasions when students' off-campus behavior is reviewed and sanctioned by the University. These occasions occur when students' off-campus conduct impacts the well-being of the community or adversely affects the environment of openness, trust, and civility. University involvement in students' off-campus behavior is to be determined by the Dean of Student Development.

The use of alcoholic beverages or other drugs will not relieve students of the responsibility for their actions. Students will be given every reasonable opportunity and all reasonable help to overcome any dependency; however, students will still be responsible for their actions.

STANDARDS OF CONDUCT

Preliminary Provisions

These Standards of Conduct have been developed to promote student growth, to provide students with a fair student conduct process and educate the University community about the meaning of fair process, to protect the rights of involved parties, and to uphold the educational mission of the University.

Knowledge of these standards. All students are expected to make themselves familiar with these standards. Neither the use of alcoholic beverages or other drugs, nor unfamiliarity with these standards, shall excuse or relieve students from responsibility and accountability for their actions.

Initiating proceedings. Any individual member of the University community, a recognized organization of the University, or the Dean of Student Development (or designee) acting for Millikin University may initiate student conduct proceedings by submitting a report, in writing, that details an alleged violation of the standards of conduct. Student conduct proceedings are initiated by the student conduct officer sending a formal communication to the parties involved, letting the parties know a report has been filed and an investigation will commence. Proceedings related to non-academic violations may be initiated at any point during a student's career, which includes undergraduate and graduate careers.

Relationship with local, state, or federal authorities and law enforcement. Millikin University has an interest in student behavior separate from that of authorities/law enforcement, and therefore it has the right to exercise its responsibility to the campus community and take such action as is appropriate to protect this interest. The University reserves the right to enforce these standards whether or not authorities/law enforcement have acted. In those instances where authorities/law enforcement have acted, the University may still choose to respond to the incident and initiate the student conduct process while the other process is in progress.

Parental Notification. Millikin University may elect to notify parents and/or legal guardians of a student's conduct status when a student, under the age of 21, is found responsible for a violation of the University's alcohol and/or drug policy or when any student is suspended or expelled from the University.

Categories of behavior covered by these standards

Listed below are the categories of behavior covered by these Standards of Conduct and subject to investigation and resolution through the Millikin University Student Conduct Process.

Offenses of Sexual Misconduct:

Millikin University defines sexual misconduct as any sexual contact or activity that occurs without the direct and verbal consent of any individual involved. Consent under this policy is defined as a clear and unforced "YES" to the sexual act in question. Consent is informed and voluntary. A person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his or her intoxication, unconsciousness, mental deficiency or incapacity, is considered incapable of giving consent. Specifically, individuals under the influence of alcohol and/or drugs are unable to give consent under this definition. Millikin University recognizes that individuals of any sex, sexual orientation or gender identity may be victims of sexual misconduct.

Sexual misconduct offenses covered by this policy include, but are not limited to, the following offenses:

1. Non-Consensual Sexual Intercourse
2. Non-Consensual Sexual Contact
3. Sexual Exploitation
4. Sexual Harassment
5. Attempt to Engage in Non-Consensual Sexual Contact

Non-Consensual Sexual Intercourse is defined as rape, sexual assault, unwanted penetration of parts of another person, or subjecting a person to sexual intercourse against her/his will or without her/his consent. This includes sexually motivated penetration of any kind by any object, however slight.

Non-Consensual Sexual Contact is defined as a form of sexual assault and includes any intentional sexual touching, however slight, using any body part or object upon another person without their consent.

Sexual Exploitation is defined as when an individual takes non-consensual or sexual advantage of another individual for the purpose of benefitting anyone other than the individual being exploited. Sexual exploitation also includes behavior that is not otherwise by one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostitution
- non-consensual video or audio taping of sexual activity

- allowing others individuals to observe sexual activity without the consent of all individuals involved in the activity,
- engaging in voyeurism
- exposing one's genitals in non-consensual circumstances
- posting non-consensual evidence of sexual activity on any public forum (ie. social networks and the internet)
- sexually-based stalking
- knowingly transmitting a sexually transmitted disease or infection to another individual.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, physical, and/or electronic conduct of a sexual nature which:

- either explicitly or implicitly suggest that submission to such conduct is a condition of an individual's employment and/or academic performance
- indicate that submission to such conduct is used as the basis for employment or evaluation decision and/or
- have the purpose or effect of substantially interfering with an individual's work, educational experience, or academic performance or creating an intimidating, hostile or offensive environment

All reports of sexual misconduct are reviewed and investigated by the University. Reports are treated in confidence to the extent feasible, given the need to conduct a thorough and prompt investigation. Alleged victims will be informed of various support services available through the University and the Decatur community.

Amnesty Policy for Reports of Sexual Misconduct

Millikin University encourages reporting of sexual misconduct and seeks to remove any barrier for reporting parties. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. Any student who reports sexual misconduct, either as a victim or witness, will not be subject to student conduct action by the University for their own personal consumption of alcohol or drugs during the incident, so long as the consumption did not result in harm to others or the community at-large. The University does reserve the right to engage in developmental and educational practices in relation to alcohol/drug education with involved parties.

This policy only governs University alcohol and/or drug violations and does not prevent action by police or other legal authorities. However, Millikin University policy do support the amnesty provision.

Offenses against another person:

Assault is defined as any action intentionally or recklessly causing physical harm to any person, or those actions by which it is deemed that harm could potentially arise. Such offenses include but are not limited to the separate offenses defined below of sexual assault, harassment and/or hazing.

Hate Crimes are committed when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, a person commits assault, battery, aggravated assault, misdemeanor theft, criminal trespass to residence,

misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, or disorderly conduct.

The mere fact that the offender is biased against the victim's race, religion, disability, sexual orientation, or ethnicity/national origin does not mean that a hate crime occurred. The offender's criminal act must have been motivated, in whole, or in part, by his bias (Illinois State Police Uniform Crime Reporting Definition).

Hate Crimes are expressions or actions which victimize a person or group as identified above and have one or more of the following impacts:

- involves an expressed or implied threat to personal safety
- creates an intimidating, hostile, or demeaning environment and/or
- has the potential to harm an individual or group's ability to participate and/or fully engage in the curricular and/or co-curricular life of the University

Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, or activities that would be considered inappropriate or not in good taste. Hazing includes but is not limited to:

- any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements
- forced consumption of any food, liquor, drug or other substance
- any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation or forced exclusion from social contact and/or
- forced conduct which could result in extreme embarrassment
- any other forced activity that would adversely affect the mental health or dignity of the individual

Prohibited activities are identified as forced or coerced activities which include but are not limited to the following:

- create excessive fatigue
- cause physical and psychological shocks
- involve kidnapping
- involve *morally questionable* quests, treasure hunts, scavenger hunts, or any other such activities
- involve publicly wearing apparel that is conspicuous and not normally in good taste or the wearing of matching uniforms or clothing
- cause students to engage in public stunts and buffoonery, morally degrading or humiliating games and activities, or late night activities which may reasonably interfere with scholastic activities

- are in contrast to accepted standards of good taste or propriety

For purposes of this definition, any activity described in this statement upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be a forced or coerced activity, the willingness of an individual to participate in such activity notwithstanding.

Harassment is defined as behaviors or actions that annoy, intimidate, impede the progress or have the effect of provoking anger, or otherwise interfere with the rights of another person or group of persons/organization.

Bullying is defined as acts that frighten, threaten or harm others. Bullying behavior can include harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft and public humiliation.

Cyber Bullying is bullying through email, instant messaging, chat room exchanges, Web site posts, or digital messages or images sent to a cellular phone or personal digital assistant (Kowalski et al. 2008). Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

Offenses against Millikin:

1. intentionally or recklessly interfering with activities sponsored by or affiliated with the University, including but not limited to studying, teaching, research, administration, fire prevention, police activities, emergency services, student organizations or activities, or another's exercise of freedom expression;
2. intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on Millikin premises or activities sponsored by or affiliated with the University;
3. intentionally furnishing false information to a University official; forgery; unauthorized alteration or unauthorized use of any University document, record (including computer records), or instrument of identification;
4. rioting, aiding, abetting, encouraging or participating in a mob action or inciting to mob action, when the conduct occurs on University or affiliated property or in the course of a University activity;
5. failing to cooperate with the reasonable requests of University officials, including campus security officers, when acting in performance of their duties;
6. failing to fulfill the requirements of any outcome or reparations imposed by Millikin University;
7. violating any published or posted rules or regulations including, but not limited to, those set forth in this handbook;
8. failing to appear at a student conduct hearing or inquiry when called to do so by the Dean of Student Development (or his/her designee);
9. intentionally or recklessly destroying, disfiguring, defacing, or damaging University property;
10. intentionally passing a bad or worthless check or money order in payment of any financial obligation to the University or in any way failing to meet the financial obligation to the University;
11. gambling on University property or affiliated property; and
12. failure to take responsibility for the behavior of guests on University property or affiliated property, including but not limited to residence halls. A guest is defined as any person who is not a University staff, student, or faculty member. Students are responsible for the conduct of their guests/visitors.

Offenses involving property:

1. intentionally or recklessly interfering with the property of an individual or group, including taking without permission, destroying, disfiguring, defacing, or damaging the property of an individual or group, or attempting to do such, on campus or at activities sponsored by or affiliated with the University;
2. theft of services, such as telephone or computer services, including copyrighted computer programs;
3. possessing stolen property;
4. occupying or using without authorization Millikin premises, facilities, or property;
5. using or attempting to use University property in a manner inconsistent with its designated purpose or without permission; and
6. theft, mutilation or gross disregard of Millikin property such as library or laboratory facilities or equipment.

Offenses of possession:

1. unauthorized use, distribution, or possession of any controlled substance, illegal drug or drug paraphernalia on Millikin premises or at activities sponsored by or affiliated with the University;
2. unauthorized possession, distribution, or reckless use of any prescription medication;
3. violation of the University's Alcohol Policy
4. violation of the Drug Free Schools Act;
5. unauthorized use, possession, or storage of any firearms on Millikin premises or at activities sponsored by or affiliated with the University; and
6. unauthorized use or possession of fireworks or explosives on Millikin premises or at activities sponsored by or affiliated with the University.

Offenses of criminal conduct: actions that violate the laws of the federal government, the State of Illinois, or the City of Decatur.

Other offenses: No code of conduct can anticipate every possible situation that will pose a threat to the University community. Therefore, any action that violates reasonable standards of expected human behavior or that reasonably threatens the safety or academic environment of the campus will also be considered a violation of these Standards of Conduct.

Temporary protective measures. The Dean of Student Development, a student conduct officer, or a conduct board may direct a student to have no contact with another individual for a specified period of time. This directive may be stated in writing before, as a result of, or after the final meeting/hearing regarding the violation. In some cases, this directive may be in effect outside of the initiation of any student conduct proceedings. The University will also assist students wishing to pursue legal orders of protection. In cases of sexual misconduct, students have the right to request reasonable interim protective measures to include, but not limited to, change in class, housing, or work assignment. The University will provide these measures to the extent possible to provide a safe environment for students involved in reports of such misconduct.

Emergency authority and temporary regulations. Because situations may arise that are not fully covered by these Standards, the Dean of Student Development or designee is granted the authority to exercise good judgment in emergency situations and to issue temporary rules and regulations to prohibit inappropriate student conduct.

Summary Sanctions

The Dean of Student Development shall have the authority to suspend a student's right to attend classes or to be present on campus, or on other property owned, operated, controlled by, or affiliated with the University prior to the conduct of a formal hearing. A student so sanctioned must leave the campus immediately. The Dean of Student Development or designee may take this action if he/she is satisfied that serious misconduct has occurred and/or that the student's

continued presence on the campus presents unreasonable risk of danger to himself/herself and/or to the community. Students may have other sanctions imposed on a summary basis, as noted above, including, but not limited to, suspension from a campus position, prohibition against participation in a University activity, prohibition against presence in a residence hall, or a restriction from contacting, communicating, or otherwise interfering with the activities or privacy of another member or members of the Millikin community. Following the imposition of a summary sanction, a hearing will be conducted to determine whether the student should be reinstated and the summary sanctions removed.

Student Conduct Sanctions for Individuals and/or Groups

Individuals or groups (group of students, organization, or team) found guilty of violation(s) of these standards of conduct may receive a student conduct warning, probation, suspension, or expulsion. They may also receive additional reparative measures as outlined below. The action of expulsion shall be permanently recorded on the University transcript. The Registrar will confirm the suspension by sending a letter with the transcript stating that the student has been suspended. The Registrar will send out information about no other disciplinary action other than expulsion or suspension.

Student Conduct Warning. A student conduct warning is a written statement of a student's or group's responsibility for a violation of this code of conduct with the caution that any future incident may result in more serious action. Other reparative measures may be imposed along with the warning.

Student Conduct Probation. Student conduct probation is the conditional continuation of a student or group for a specified period of time. The period of student conduct probation shall not exceed two semesters (a semester being defined in this context as a spring or fall academic term to include any adjacent immersion periods). This status implies that further incidents may result in student conduct suspension or expulsion. Other reparative measures and additional requirements may be imposed as conditions for reinstatement in good standing.

Student Conduct Suspension. Student conduct suspension is the removal of a student or group from the University for a continuous period not to exceed seven semesters (a semester being defined in this context as a spring or fall academic term to include any adjacent immersion periods). Students or groups on student conduct suspension are not permitted to:

- participate in any University activities, academic or nonacademic
- They may not take part in any official exercise, including graduation
- They are not allowed on Millikin premises (owned, operated, or affiliated) during their suspension unless prior approval has been granted by the Dean of Student Development

Any request for the privilege of visiting Millikin University during the suspension must be received by the Dean of Student Development in writing seven days prior to the date the privilege is desired. It should be understood that submission of a request in no way guarantees approval. Students requesting permission to re-apply upon passing of the suspension period must schedule a meeting with the Dean of Student Development prior to being granted approval to apply for re-enrollment to the community. Additional requirements may be imposed as a condition for reinstatement to the community in good standing.

Student Conduct Expulsion. Student conduct expulsion is the permanent separation of a student or group from the University. Students or groups who are expelled may not be reinstated to the community.

Other Action. Additional reparative measures may be applied to cover specific conditions or situations. Measures that suspend students' privileges shall have a set time of duration indicating when and under what conditions students may regain the privilege. The following are examples

of reparative measures; however, the student conduct process allows for other measures to be applied by student conduct officers. The reparative measures below should not be perceived as an exhaustive list.

- restitution or replacement of lost, damaged, or stolen property;
- payment for damage or personal injury
- suspension of privileges to participate in any activity sponsored by the University
- suspension of privileges to use certain University facilities
- suspension of rights to represent the University
- suspension of rights to occupy a position or office in a group or organization officially recognized by Millikin University
- restrictions regarding membership in a group or organization officially recognized by Millikin University
- service learning, community service, and/or philanthropy
- work to be assigned by the Dean of Student Development (or designee)
- referral for alcohol or drug abuse assessment and/or counseling
- mandatory periodic meetings with a University staff member or counselor;
- restorative justice circle with involved parties
- mediation with involved parties
- change in or termination of residential housing assignment
- required attendance at University programs and/or events
- written reflections
- planning and implementation of programs, publicity, or presentations

Administrative Structure for Student Conduct

The Dean of Student Development has the overall responsibility and authority to supervise the student conduct process. Included in this responsibility is the training of personnel (namely the student conduct officers and hearing panel members), and the continued updating and review of all related student conduct policies and procedures. The Dean of Student Development also stewards the education of the campus community in relation to the Standards of Conduct.

The Dean of Student Development and the professional staff in the area of Student Development have been delegated the authority to counsel, guide and assist in the development of those students who have been involved in conduct which is in opposition to the student code of conduct of Millikin University.

Student conduct officers partner with Millikin University Public Safety in relation to the safety and security of persons and property on the campus. Public Safety will assist with student conduct cases primarily in the form of investigation procedures and evidence management.

Student Development staff members may be required, in specific student conduct-proceedings, to serve as the persons to present evidence and call harmed parties in an effort to provide the deciding body with all relevant information.

The Dean of Student Development has the right to decide how a case will be heard or which student conduct officer(s) will preside over a specific case. This decision will be made in the best interest of the parties involved. Under extraordinary circumstances, student conduct procedures may be revised to protect the psychological or physical needs of students.

Levels of Student Conduct

Level One involves conduct in opposition to the Standards of Conduct that occur on campus in the residence hall system or in the fraternity or sorority facilities. Level One student conduct

cases occurring in these facilities will be primarily handled by professional staff within Residence Life and Inclusion/Student Engagement. In certain cases, other staff within Student Development may assist with the Level One student conduct process. Students wishing to appeal the decision at this level may do so in writing to the Dean of Student Development.

Level Two involves repeated conduct which is in opposition to the Standards of Conduct and/or of University policies. Level Two student conduct cases are administered by the Dean of Student Development (or designee). Initial appeals of decisions are made in writing to the Dean of Student Development. In more serious cases, where suspension or expulsion may be considered, the Dean of Student Development may involve a hearing panel of three to five individuals. The structure of the hearing panel will be determined by the Dean of Student Development in consultation with other University staff. Any staff member of the Millikin University community, with the approval of their supervisor, may serve on a hearing panel.

Request for Appeal

Students found responsible for a violation, or victims involved in cases of sexual misconduct, may request an appeal of the decision made by a student conduct officer or conduct board. An appeal is not a re-hearing and must fit within the guidelines listed below. The Director of Residence Life (level 1 cases) and/or Dean of Student Development (level 2 cases) or designee will review requests to determine if there are sufficient grounds for an appeal. For cases in which the Dean of Student Development makes the original student conduct decision, the Vice President for Enrollment will act in the role described in this section. Appeals must be in writing and must clearly demonstrate one of the following:

- **New Information of a Substantive Nature:** New, significant or relevant information regarding the case becomes available that could not have been discovered through investigation prior to the time of the original conduct meeting/hearing. Information is not considered new if the student did not attend the original conduct meeting/hearing or voluntarily withheld information during the original conduct meeting/hearing and/or investigation.
- **Substantive Procedural Error:** The specified procedural error or error in interpretation of university conduct procedures may have substantially affected the conduct meeting/hearing such that the student was denied a fair conduct meeting/hearing or the error prevented the hearing officer or panel from making a fair decision.
- **Substantive Disproportionate Sanction:** The sanction appears to be significantly incongruent with the violation, given either the student's prior record or the usual action for his or her offense.

Right to be Informed

Students suspected of conduct in opposition to the Millikin University Standards of Conduct will be informed of their University procedural rights by a University representative within 14 University operating days.

Procedures for Student Conduct Meetings

Administrative Meetings

Level One: A meeting conducted by a member of the Student Development staff, usually a staff member in Residence Life or a staff member in Inclusion and Student Engagement. Level One meetings usually involve one or two of the above mentioned administrators, and in some cases in conjunction with other University officials, working directly with the parties involved in the conduct. Level One cases may require more than one student conduct meeting to repair the harm established. Additionally, involved parties shall be active participants in recommending reparative

actions.

Level Two: A meeting conducted by the Dean of Student Development and/or the Assistant Dean of Student Development or designee, Level Two meetings may involve a student conduct board panel of three to five individuals. For a Level Two meeting, the involved parties will receive a written statement of harm established which will contain a summary of the facts or conduct on which the student conduct case is based, date of the alleged incident(s), and the University regulation(s) allegedly violated. In all Level Two student conduct cases, it is the University's desire to ensure the full rights of fair process. Therefore, students or groups who participate in the Level Two student conduct process are given a statement that explains these rights. Within fair process, involved parties may elect one of three courses of action:

- Involved parties may admit the alleged conduct and request, in writing, that the University official take whatever reparative measures seem appropriate.
- Involved parties may admit the alleged conduct and request a student conduct meeting or board hearing.
- Involved parties may deny the alleged conduct and request a student conduct meeting or board hearing.

At various times of the year it is difficult to call a conduct board hearing. During these times, cases are determined through a student conduct meeting. These times are:

- a. The first two weeks of each semester
- b. The last two weeks of each semester
- c. Periods between semesters (holiday and summer breaks)

Parties involved in a Level Two case are entitled to the following information prior to the student conduct meeting or hearing:

- a. Notification of the time and place of the meeting or hearing
- b. A written statement of the conduct in question
- c. Notification of the names of the witnesses to appear, if applicable.
- d. Notification of the names of the members of the conduct board

Involved parties may appear in person at the meeting or hearing and may call witnesses on their behalf. Involved parties may also elect not to appear. Should involved parties elect not to appear, the meeting or hearing will be held in the party's absence. Failure to appear will not be indicative of guilt and is noted without prejudice by the student conduct board. The following standards also apply to Level Two student conduct meetings and hearings:

- a. A member of the University faculty or full-time University administrative staff may be present with involved parties during the meeting/hearing for the purpose of support and/or advice.
- b. Under certain circumstances (as determined by the Dean of Student Development), involved parties may have the right to be accompanied by legal counsel. In appropriate cases, counsel may advise involved parties at the meeting or hearing in a reasonable and undisruptive manner. However, legal counsel is not be permitted to participate in the meeting or hearing by making statements, questioning witnesses, or making procedural objections, unless otherwise allowed by the Dean of Student Development. If involved parties would like to be accompanied by legal counsel, it is their responsibility to submit such a request (with an explanation of why legal counsel is desired) to the Dean of Student Development at least five (5) business days prior to the meeting or hearing. Within two (2) business days of receiving the request, the Dean will make a final decision regarding whether to allow the request.

- c. In hearings involving more than one student, separate or private hearings may be allowed upon request and/or determination of the Dean or designee.
- d. Involved parties may ask questions of the student conduct body or of any witnesses to the alleged conduct.
- e. Involved parties may refuse to answer questions (without implication of guilt).
- f. Involved parties are entitled to an expeditious hearing of their case.
- g. Involved parties are entitled to an explanation of the reasons for any decision rendered against them.
- h. Involved parties shall be notified of the right to appeal a student conduct decision.

Standard of Proof

During deliberations, the student conduct officer or board will determine whether it was more likely than not that a violation occurred. Neither clear and convincing evidence nor proof beyond a reasonable doubt is necessary to find a student or group responsible for conduct.

ACADEMIC INTEGRITY STANDARDS

Academic Freedom

Millikin University requires that academic freedom be exercised in harmony with the specific character and objectives of the University, which are those of an institution of higher learning. In consequence, it expects the members of the faculty to be supportive of the Mission and Vision Statement of the University.

Institutions of higher education are conducted for the common good. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and scholarly/artistic activities. Academic freedom in scholarly/artistic activities is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to protecting the rights of the faculty member in teaching and the student in learning.

The intellectual and moral integrity of an academic community depends upon an uncompromising commitment to honesty which guides the actions of all its members. Any disregard for this threatens the unrestricted and honest exchange of knowledge. It is the responsibility of every person in the academic community (students, faculty, staff, and administrators) to see that dishonesty is not tolerated. This responsibility may also include reporting known or suspected violations to the appropriate authority.

Academic Evaluation

Students are responsible for maintaining all standards of academic performance established by their professors, but they will have the right to be heard through orderly procedures against prejudiced or capricious academic evaluation. Students who believe that they have received an unfair grade or final evaluation should first confer with the instructor to resolve the disagreement. If a justifiable question remains in the student's mind, he/she may next confer with the chair/director of the faculty member's department who may investigate the matter, mediate between the student and instructor, or take any other reasonable action the chair/director believes may solve the disagreement. If there is still no resolution after meeting with the chair/director, the student may present the case to the dean of the school in which the course was offered. The dean may consult with the departmental chair/director and the faculty member. The dean will decide whether or not to begin a University investigation of the faculty member's grading practices. The faculty member reserves final judgment on all matters pertaining to

student grades. There shall be no further appeals beyond the dean. If a faculty member has left the University and is unavailable or unwilling to respond to requests for grade changes, the chair/director or dean, if necessary, shall have the power to change a grade.

Academic Integrity - Student Rights and Responsibilities

Academic institutions exist for the pursuit of truth and for development of students. As members of the academic community, students will be encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth. Free inquiry, free expression and responsible use thereof are essential to any community of scholars.

Each member of the academic community has both rights and responsibilities that derive from the agreed standards of the community. By virtue of the student's basic purpose in joining the academic community, the primary right and responsibility of the student is to cherish and exercise the freedom to learn. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. The responsibility to secure and respect general conditions conducive to freedom to learn is shared by all members of the academic community.

The Faculty has the right and the responsibility to hold students to high ethical standards in conduct and in works performed, as befits a scholar at the university. Violations of academic integrity are defined as follows:

Offenses involving academic integrity:

- a. **Cheating** on quizzes or examinations occurs when any student or group is found using or attempting to use any book, paper, article, assistance from fellow students, unapproved technology, or any other unfair or unlawful means, such use being intended to deceive the person in charge of the quiz or examination with reference to his or her work. No student may substitute for another student in any quiz or examination. No books, notes, papers, unapproved devices, or related articles shall be brought into or used at any quiz or examination unless specifically authorized by the person in charge. All such books, papers, or other authorized articles are subject to inspection, and no other use shall be made of books or papers than that authorized. The possession at any quiz or examination of any articles, the use of which is prohibited, will be regarded as evidence of violation of this standard. Conversation or other communication between students in examinations and quizzes is forbidden.
- b. **Collusion** occurs when students willfully give or receive unauthorized or unacknowledged assistance. Both parties to the collusion are considered responsible.
- c. **Electronic dishonesty** is the unacknowledged or unauthorized appropriation of another's program, or the results of that program, in whole or in part, for a computer or electronic-related exercise or assignment. Electronic dishonesty may also include utilization of technology in a way which is offensive or inappropriate during the course of academic work.
- d. **Grade falsification** is any attempt to falsify an assigned grade in an examination, quiz, report, program, grade book, or any other record, database, computer program, or document.
- e. **Plagiarism** is the unacknowledged appropriation of another's work or programs. Specifically: (1) students who use the exact words of another must enclose those words in quotation marks or show, through indentation or typestyle, that the material is quoted and indicate the source, either within the text of their work or in a footnote; (2) students who take ideas from another person or written work, but who either paraphrase those ideas in their own words or else make a few mechanical alterations (rearrange sentences, find synonyms, alter prepositions, punctuation, conjunctions, and the like) must also indicate the source, either within the text of their work or in a series of footnotes clearly indicating the extent of the material paraphrased; and (3) students

may not turn in as their own work any materials written for them by another person or any commercially prepared materials, such as computer programs and term papers, purchased on or off campus.

- f. **Misrepresentation of academic credentials** including but not limited to, (1) any attempt to knowingly falsify or misrepresent academic credentials, including degree being earned, academic discipline (major/minor/concentration/track/emphasis), date of graduation, grade point average, membership in academic honor societies, or academic scholarships earned, (2) any attempt at falsification of information to be used at any event sponsored by the Career Center including, but not limited to, career fairs, on or off-campus interviews, posting to job boards or portfolios, and/or submission of credential packets to employers, governmental agencies, or educational entities; and (3) any attempt to utilize another individual's credentials as your own.
- g. **Other forms of academic dishonesty** including (1) data falsification, fabrication of data or deceitful alteration of collected data as part of any academic assignment submitted as one's work for academic consideration; and (2) unauthorized copying of or collaborating on homework assignments and turning in as one's own work any part of another person's written exercise or computer program. Students who receive help from others on a project should acknowledge that help and specify the extent of it in the written report of that project.

Faculty members have the responsibility to investigate all suspected breaches of academic integrity that arise in their courses. They will make the determination as to whether the student violated the Academic Integrity Policy. Should the faculty member determine that the violation was intentional and egregious, he or she will decide the consequences, taking into account the severity and circumstances surrounding the violation, and will inform the student in writing, forwarding a copy of the letter to the Registrar and to the Dean of Student Development.

This letter will be destroyed when the student graduates from the University unless a second breach of integrity occurs, or unless the first instance is of sufficient magnitude to result in failure of the course, with an XF grade recorded in the transcript. If an XF is assigned for the course, the faculty letter of explanation becomes a permanent part of the student's record. If a second violation occurs subsequent to the first breach of integrity, the Dean of Student Development will begin an investigation into the alleged conduct and determine if the conduct warrants dismissal. This decision will be made in consultation with the faculty involved and in accordance with the Student Conduct Process as outlined in the Student Handbook.

If a student receives an XF for a course due to academic dishonesty, this remains as a permanent grade and cannot be removed from the transcript. However, students may repeat the course for credit toward graduation. Some programs and majors have more explicit ethical standards, which supersede this Policy, and violation of which may result in dismissal from some programs or majors within the University.

POLICIES/STANDARDS

The University's policies and procedures should be developed within the broadest possible participation of members of the academic community; that participation should rest on the basis and aims of the University's philosophy and its stated objectives.

Alcohol Policy

For purposes of this policy, alcohol is defined as beer and wine only. Distilled spirits are expressly prohibited at student social activities and events and in the residence halls, apartments or in Greek chapter houses.

Introduction

Millikin University acknowledges that there are activities attended by students where alcohol may be consumed. So that these activities may be reasonably governed and in order to promote responsible conduct with respect to alcohol consumption, this policy is established to conform with federal and state laws and in keeping with the mission of Millikin University. This policy is designed to:

1. encourage a philosophy of moderation with respect to the use and consumption of alcohol;
2. encourage the individual to consider the potential consequences of alcohol use;
3. cultivate an environment in which choosing not to consume alcohol is socially acceptable;
4. prohibit intoxication and discourage the thoughtless use of alcohol;
5. limit the use and role of alcohol so that it is not the prime focus of campus life or social activities.

The University deplors the abuse of alcohol, intoxication, and unacceptable conduct that may result there from. Excessive drinking and intoxication will not be tolerated and will be sanctioned. Students who choose to consume alcohol will be held fully responsible for their behavior while under the influence of this drug. Loss of control due to intoxication in no way excuses or justifies violation of any University policy; federal, state or local laws; or the rights of others. For purposes of this policy; "intoxication" is defined as having a blood alcohol content of .08% or more and/or offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcohol.

Millikin University holds its students and the officers of student organizations responsible for the observance of state and federal laws with respect to alcoholic beverages. These laws prohibit consumption of alcoholic beverages by anyone less than 21 years of age. These laws also make it unlawful to sell, purchase, deliver, or furnish alcoholic beverages to anyone less than 21 years of age or to an intoxicated person, to consume them in a public place, or to misrepresent one's age to obtain alcoholic beverages. Further, it is unlawful for anyone 21 years of age or older, except a parent or guardian, to sell or furnish alcoholic beverages to anyone under the age of 21. (Illinois(235 ILCS 5/) Liquor Control Act. Federal law: Drug Free Schools and Communities Act, 1990)

A University-wide commitment to alcohol education exists. The use and abuse of, and dependence on, alcoholic beverages is an issue that is of concern to Millikin University as well as society at large. To this end, education becomes the responsibility of the entire campus community and includes an individual's peers and any student organization sponsoring an event where alcohol may be consumed. Any student organization that intends to conduct activities where alcohol may be consumed will be required to:

1. have its president and social chairperson attend a University-sponsored alcohol education seminar prior to holding such activities; and
2. conduct a University-approved alcohol education seminar for its entire membership at least once a semester.

Further, members of the University community are assured that the absence of alcohol from social events is an acceptable practice.

Policy Statements

1. Possession, use, or serving of alcohol by persons under 21 years of age is prohibited.
2. Furnishing alcohol to persons who are under 21 years of age is prohibited.
3. Being intoxicated in public or a public area and/or being disorderly or destructive during or following the consumption of alcohol is prohibited.
4. The sale of alcohol without a license is prohibited. "Sale" includes charging admission to any activity where alcohol is served, even if the beverage is provided free of charge to those who have gained admission after paying an admission fee.
5. Misrepresenting one's age for the purpose of purchasing or consuming alcohol is prohibited. This includes, but is not limited to, the use of false identification.
6. Those of legal drinking age (21 years of age or older) may possess, consume, or serve alcohol in the following University locations:
 - a. inside residence hall rooms and private apartments of students who are of legal drinking age when all those present in the room are also of legal drinking age;

- b. on fraternity and sorority premises, but only in accordance with the respective national organization policies, University policies, and federal, state, and local laws;
 - c. in other areas, by permission of the University President's Office.
- 7. Kegs (including cooler balls) and/or any other common or "community" sources of alcohol distribution in University residence halls, fraternities, sororities, and apartments are prohibited. Kegs and/or any other common sources of alcohol are not permitted at registered events unless there is an approved third party vendor.
- 8. Alcohol drinking contests shall not be included in any social event or activity.
- 9. Alcohol shall not be served at membership recruitment functions (fraternities/sororities rush, department clubs, athletic teams, special interest groups, etc.).
- 10. The University Alcohol Policy applies to all Millikin University students, guests, and employees during the time they are on campus or at student sponsored events, whether on or off campus.
- 11. Neither Millikin University's name, seal, logo, nor the names of organizations affiliated with the University may be used with any commercial sponsorship relating to alcohol: i.e., beer distributors, bars, or beverage companies without prior approval from the Vice President of Enrollment.
- 12. Student organizations may sponsor and must register with the Office of Inclusion and Student Engagement on or off-campus events at which alcohol (beer and wine) are sold and/or offered for consumption.
- 13. Any off-campus events that imply or express University affiliation are bound by this policy, this includes but is not limited to sponsorship by or use of name of any registered student organization

Implementation

- 1. All events co-sponsored or sponsored by student organizations where alcohol may be consumed, whether held on or off-campus, are to be properly registered with the Office of Inclusion and Student Engagement (lower RTUC).
 - a. completed registration form must be submitted to the Office of Inclusion and Student Engagement at least 72 hours prior to the activity. Registration of an activity does not constitute University approval of the activity.
- 2. Since many individuals choose not to consume alcohol, at any function where alcohol is served, the sponsoring organization must also provide non-alcoholic beverages in sufficient quantity to meet the needs of attendees to the activity. Likewise, a variety of non-salty foods is required and must be available to all guests throughout the activity.
- 3. Publicizing activities where alcohol may be consumed must be done in such a way as to bring credit to the sponsoring organization and the University. Such publicity must focus on the purpose of the activity and not on the availability of alcohol. The Director of Inclusion and Student Engagement must approve publicity.
- 4. At any activity where alcohol may be consumed, legal proof of age must be presented to those in charge of the event and/or alcohol distribution.
- 5. At any activity where alcohol may be consumed, University approved security must be present. The Director of Inclusion and Student Engagement and the Director of Public Safety will assist organizations in securing security officers. The sponsoring organization will be responsible for the costs of the security officer(s) attending the activity. Specific procedures and guidelines for security at registered events are available in the Office of Inclusion and Student Engagement.
- 6. Student organizations that sponsor activities where alcohol may be consumed may have only Millikin University students and their invited guests in attendance. Millikin University students must present a valid MU identification card to gain admission to the event. An official guest list must be attached to the registration form submitted to the Office of Inclusion and Student Engagement. A limit on the number of guests may be imposed by the Office of Inclusion and Student Engagement. This limit will be driven by risk management and applicable fire and life safety codes.
- 7. The Office of Inclusion and Student Engagement has the right to amend event registration policies at any time with notification one semester.

Bicycles and Rollerblades

A bicycle is a convenient form of transportation on campus as well as in the community, but it is necessary to secure bicycles with a strong case-hardened lock and tempered steel chain. Please do not park a bicycle where it may be an inconvenience or hazard to others or where it interferes with access to a building in the event of a fire. Chain it securely to a bike rack.

For safety reasons, bicycles are not permitted in residence halls or other campus buildings. For these same reasons, students are not to wear rollerblades inside any campus building at any time.

Campus Security Act

In 1990, Congress passed the Students Right to Know and Campus Security Act. The Act was most recently amended in 2008. The Act requires colleges and universities to report annually the number of designated crimes that occur on or contiguous to campus. The designated crimes and their definitions are:

Murder: The willful killing of one human being by another.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Includes incest and statutory rape.

Robbery: The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.

Aggravated Assault: An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim, suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor-Vehicle Theft: The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

Liquor-Law Violations: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Does not include driving under the influence or drunkenness violations.

Drug-Law Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment needed to produce or use them.

Weapons-Law Violations: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

Manslaughter: The killing of another person through negligence.

Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Hate Crimes: All the above and including intimidation, simple assault, and criminal damage to property

The Act also requires institutions to report the number of people referred for student conduct action for liquor, drug, and weapons law violations.

Computer Acceptable Use Policy and Policy on Information Technology Resources

Faculty, students, and staff at Millikin University routinely use University-owned computers, software, networks, and computerized information. This technology is used to further University-related research and educational activities. In addition, some individuals may have special administrative or technical responsibility for a computer, network, or database.

This policy document is an introduction to the issues of legitimate use, information security, and privacy that arise in the use of computers, software, and electronic information. These policies strive to balance the individual's ability to benefit fully from these resources and the University's responsibility to maintain a secure and reasonably allocated computing, information technology, and networked environment.

The University's Responsibilities

The University owns most of the computers and the entire internal computer networks used on campus. The University also has various rights to the software and information contained on, developed on, or licensed for these computers and networks. The University has the responsibility to administer, protect, and monitor this aggregation of computers, software, and networks.

Specifically, the purposes of the University's information technology management are to:

1. Establish and support reasonable standards of security for electronic information that community members produce, use, or distribute, and protect the privacy and accuracy of administrative information that the University maintains.
2. Protect University computers, networks and information from destruction, tampering, and unauthorized inspection and use.
3. Ensure that information technology resources are used to support activities connected with instruction, research, and administration.
4. Delineate the limits of privacy that can be expected in the use of networked computer resources and preserve freedom of expression over this medium without countenancing abusive or unlawful activities.
5. Ensure that University computer systems do not lose important information because of hardware, software, or administrative failures or breakdowns. To achieve this objective, authorized systems or technical managers may occasionally need to examine the contents of particular files to diagnose or solve problems.
6. Communicate University policies and individuals' responsibilities systematically and regularly in a variety of formats to all parts of the University community.
7. Monitor policies and propose changes in policy as events or technology warrant.
8. Manage computing resources so that members of the University community benefit equitably from their use. To achieve this, authorized staff may occasionally need to restrict inequitable computer use, including shared systems or the network. For example, the University reserves the right to restrict users from using any program that is unduly resource-intensive.
9. Enforce policies by restricting access in case of serious violations. For example, in appropriate circumstances, authorized systems administrators may find it necessary to lock a user's account. In such circumstances, if there is not a resolution within 24 hours, the systems administrator or the user should refer the matter to the appropriate official for follow-up and resolution. (See section on Sanctions for more details.)

The Individual's Responsibilities

Millikin University supports networked information resources to further its mission of research and instruction and to foster a community of shared inquiry. All members of the University community must be cognizant of the rules and conventions that make these resources secure and efficient. It is the responsibility of each member of the University community to:

1. Respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other media or communications.
2. Respect copyright and other intellectual-property rights. Unauthorized copying of files or passwords belonging to others or to the University may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing computer viruses or Trojan horses, or damaging files) is unethical, may be illegal, and may lead to sanctions.
3. Maintain secure passwords. Users should establish appropriate passwords in the first instance, change them occasionally, and not share them with others.
4. Use resources efficiently. Accept limitations or restrictions on computing resources — such as storage space, time limits, or amount of resources consumed — when asked to do so by systems administrators.

5. Recognize the limitations to privacy afforded by electronic services. Users have a right to expect that what they create, store, and send will be seen only by those to whom permission is given. Users must know, however, that the security of electronic files on shared systems and networks is not inviolable—most people respect the security and privacy protocols, but a determined person can breach them. Users must also note that, as part of their responsibilities, systems or technical managers may occasionally need to diagnose or solve problems by examining the contents of particular files.
6. Learn to use software and information files correctly. Users should maintain and archive backup copies of important work. Users are responsible for backing up their own files. They should not assume that files on shared machines are backed up. If users choose to participate in a backup service, they should become familiar with the schedules and procedures of that service. They also should learn to use properly the features for securing or sharing access to their files.
7. Abide by security restrictions on all systems and information to which access is permitted. Users should not attempt to evade, disable, or “crack” passwords or other security provisions; these activities threaten the work of others and are grounds for immediate suspension or termination of privileges and possible, additional sanctions.
8. Student-owned computers which are connected to the network are required to have an update anti-virus program installed. If any student-owned computer becomes a security or virus threat to the network, Information Technology has the right to restrict its access to the network, including file sharing or student-operated services in residences.

Millikin University extends these principles and guidelines to systems outside the University that are accessed via the University’s facilities (e.g., electronic mail or remote logins using the University’s Internet connections). Network or computing providers outside Millikin University may also impose their own conditions of appropriate use, for which users at this University are responsible for following.

Sanctions

Individuals or groups who act in a manner contrary to existing policy and accepted standards for computer use are subject to the sanctions and disciplinary measures normally applied to misconduct or lawbreaking. Computing policy violations are handled by established University channels. In the first instance, such matters will be addressed by the appropriate computing administrators. Whenever it becomes necessary to enforce University rules or policies, an authorized administrator may prohibit network connections by certain computers (even departmental and personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where policy violations are suspected; take steps to secure compromised computers that are connected to the network; or deny access to computers, the network, and institutional software and databases. Users are expected to cooperate with investigations either of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines; failure to do so may be grounds for suspension or termination of access privileges.

If the infringement is not settled in discussion with the computing administrator, a matter involving students will be referred to the Dean of Student Development; a matter involving faculty will be referred to the department chair or dean; and a matter involving staff will be referred to the immediate supervisor, the manager of the unit, or an official in Human Resources. In addition, certain kinds of abuse may entail civil or criminal action as well.

Examples of Misuse

The following list, while not exhaustive, characterizes unacceptable behavior which may be subject to disciplinary action:

- Use of any University facility in a manner that violates copyrights, patent protections, or license agreements.
- Attempts to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed

and crafted to trick other users into disclosing their passwords. It also includes electronic eavesdropping on communications facilities.

- Any violation of state or federal law.
- Any action that invades the privacy of individuals or entities that are the creators, authors, users, or subjects of information resources.
- Using electronic mail, talk or other programs as pranks or in a threatening, obscene, or harassing manner.
- Masking the identity of an account or machine or in any manner misrepresenting your identity in an email or other electronic communication.
- Sending chain letters or sending advertisements, solicitations, or mass mailings to individuals who have not agreed to be contacted in this manner.
- Posting on electronic bulletin boards materials that violate existing laws or the University's codes of conduct.
- Using the campus network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's
- files or software without the explicit agreement of the owner.
- Usage of network resources (computers, software, networks, printers, plotters, scanners, etc.) or your account for commercial purposes.
- Using the electronic bulletin board system for promotion of a personal, for profit, business Using the announcements listserv for discussions or personal opinions.

Activities will not be considered misuse when authorized by appropriate University officials for security or performance testing.

Conclusion

Additional questions relating to the computer security policy should be directed to either the Information Technology Department (217-362-6488).

Consensual Sexual Activities with Students

Given the fundamentally asymmetrical nature of the faculty-student relationship, voluntary consent by the student in an amorous relationship is suspect. In addition to the possible sexual exploitation of the student involved, other students, staff, and faculty may be affected by such relationships. Therefore, consensual sexual and amorous relationships will be considered unethical and are prohibited between a student and any member of the faculty or administrative staff who teaches, supervises, evaluates, or otherwise is in a position to exercise power or authority over the student. Efforts by members of the faculty or administration staff to initiate these relationships are also prohibited.

Consensual sexual and amorous relationships between a student and any member of the faculty or administrative staff who is not in a position to exercise direct power or authority over that student (e.g., when the student is in a different school or department) may also be inappropriate because of a perception of power or influence. Any member of the faculty or administrative staff who engages in such a relationship must accept responsibility for assuring that it does not result in a conflict of interest or raise other issues of professional ethics. In cases of doubt, advice and counsel should be sought from the dean, department chair, or administrative supervisor.

Disclosure

Protection against improper disclosure of information is a serious professional obligation of faculty members and administrative staff, which should be balanced with their obligation to the individual student, the institution and society. Faculty and staff members will be free to participate in such professional consultation with their colleagues as serves the welfare of the student. Information may be provided concerning a student's competence and fitness for a given task, including relevant judgments of character, to other persons within the University who have legitimate grounds for seeking information. But free inquiry and free expression, which are vital to good education, may be jeopardized by indiscriminate disclosure of information about student's attitudes, beliefs and political associates which may be acquired in the course of teaching, advising and counseling students. For additional information, please refer to the **Records Policy**.

Drug Free Schools Act

The following information is presented in compliance with the Drug-Free Schools and Communities Act Amendments of 1990.

Millikin University prohibits the possession, use, or distribution of illegal drugs on the campus property or on institutionally owned, leased, affiliated or otherwise controlled property. Millikin University permits the use of alcohol, but only insofar as such use is permitted by, and in accordance with, the University's Alcohol Policy and state and federal law.

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver or sell, or possess with intent to manufacture illegal drugs or controlled substances. The penalty imposed depends upon many factors, including the type and amount of controlled substance involved, the number or prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines.

Health risks associated with the use of illegal drugs include increased susceptibility to disease due to a less efficient immune system, increased likelihood of accidents, personality disorders, addiction, and death by overdose, anemia, and poor concentration.

The use of alcohol can lead to serious health risks, including, but not limited to the following: loss of muscle control; poor coordination; slurred speech, fatigue, nausea, headaches, increased likelihood of accidents, impaired judgment; possible respiratory paralysis, and death. Heavy drinking can lead to alcoholism; damage to brain cells; increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach; hallucinations; and personality disorders. Additional information about how the use of drugs and or alcohol affects your health is available at the health center.

Faculty, staff, and students are encouraged to familiarize themselves with resources available in the Decatur area for substance abuse, counseling, and treatment. In addition, counseling services at the University's Counseling Center are available to assist students with substance-related problems faculty and staff may have access to The Employee Assistance Program. The Health Center respects the confidential nature of information shared by participants in its programs. Members of the staff of Student Development may also be available to suggest referrals to substance abuse and/or rehabilitation agencies.

Millikin University will impose sanctions against individuals who are determined to have violated the Alcohol Policy or the University's rules prohibiting the use, possession, or distribution of illegal drugs.

Sanctions for students who use, possess, sell, or distribute illegal drugs or who violate the University's Alcohol Policy include, but are not limited to the following: warnings; disciplinary probation; and in

appropriate cases, suspension and/or expulsion from the University. Students will also be held responsible for any damages that result from their misconduct or violation of these policies. In addition, residence hall students may be removed from the housing system for the use or possession of illegal drugs. Referral for criminal prosecution may be made in appropriate cases.

All employees, including students, agree as a condition of employment to abide by this policy and the Alcohol Policy. Employees who use or possess illegal drugs or violate the University's Alcohol Policy in the workplace may be terminated. Additionally, employees are required to notify the institution of any drug conviction resulting from a violation in the workplace no later than five days after the conviction.

Freedom of Access to the University

Although the University is affiliated with the Presbyterian Church (USA), it is nonsectarian in its admission practices and welcomes qualified students who reflect a wide range of economic, social, religious and ethnic backgrounds.

University facilities are open to all students and their guests. To maintain University-community relationships the following guidelines are established:

- Millikin University facilities are first for the members of the academic community and second for their guests and visitors.
- Persons utilizing University facilities are expected to obey all University regulations and local, state and federal laws.
- On request, identification shall be shown to authorized University officials. If such a request is refused, all appropriate action will be taken, including possible detention, removal or ban from campus

Freedom of Association

Students bring to the campus a variety of interests previously acquired, and they develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests consistent with the publicly stated policies of the University.

- a. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition. At the same time, all actions of a student organization should be determined by vote of only those persons who hold bona fide membership in the University community.
- b. Campus organizations, including those affiliated with an extramural organization should be open to all students without respect to race, creed, sexual orientation or national origin. Students and student organizations will be free to examine all questions of interest to them and to express opinions publicly or privately. They also will be free to support causes by an orderly means that do not disrupt the regular and essential operation of the University. It should be clearly understood by both the academic and larger community that in their public expressions, students or student organizations speak only for themselves.

Freedom of Expression

The professor in the classroom and in conference should encourage free discussions, inquiry and expression. Students should be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students are responsible for learning thoroughly the content of any course of study, but they will be free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion.

Grievance Policy

Students should appeal academic matters through their professors, department chairs, academic Deans, and the Vice President for Academic Affairs. Non-academic appeals and grievances can be addressed through Student Development.

Guest Speaker Policy

Recognizing the fact that members of the academic community bring with them varied interests, Millikin University is determined to encourage free discussion on subjects of interest to members of our campus community. It is essential that student organizations, recognized by the University, be free to select the persons they wish to invite as guest speakers with no restrictions designed directly or indirectly to control the viewpoints of the speakers other than those specified below.

The University sets down the following guidelines to insure the University against damage or interference with its overall educational program.

1. The address of a guest speaker must not violate the restrictions on the freedom of speech that are imposed by law for public security.
2. Views presented by guest speakers should be open to free discussion. Meetings addressed by guest speakers on subjects of public interest or concern, as distinct from properly private business of the organization, should be made known to the University community prior to the appearance.
3. Scheduling of guest speakers on campus should be done as far in advance as possible. Dates and times should be cleared through the Office of Inclusion and Student Engagement. A minimum of two weeks should be allowed for this purpose. Any contracts related to the speaking events must also be reviewed by the Director of Inclusion and Student Engagement. Students may not sign contractual agreements.
4. It is recommended that student organizations select guest speakers to promote the objectives of their organization; however the student organizations are expected to use their best efforts to avoid publicity or public controversy harmful to the University. If a guest speaker is harmful to the University, the said organization may be subject to a reevaluation of the recognized standing of the organization.
5. No student organization should wish to present a speaker if reliable reports of the speaker's address elsewhere demonstrates that the speaker resorts to accusations without supporting evidence or with false evidence, or that the speaker's language is abusive, indecent, or productive of disorder rather than thought.

Infectious Disease Policy

It is the policy of Millikin University that all applicable federal, state and local laws pertaining to infectious or communicable diseases, all matters of public health, as well as those governing discrimination and privacy, should be appropriately observed and followed in the operation of the College. The University shall not discriminate on the basis that the individual has a chronic communicable disease.

Millikin University recognizes the right of every person to privacy and confidentiality and will not disclose any information regarding the health status of applicants, students, employees, or patients without prior written consent.

Members of the campus community who have questions, concerns, or need support regarding infectious or communicable diseases should contact Human Resources at 217-362-6416 or the Millikin/DMH Health Clinic at 217-424-6360.

Millikin Name and Logo Use Policy

Student organizations may request approval to use the Millikin name, and/or Logo and/or names of campus facilities and/or organizations on any material. Written requests must be submitted to the Director of Inclusion and Student Engagement and approved by the Marketing & Media Relations department before such materials are ordered or manufactured.

Noise Policy

Millikin University and affiliated group facilities are located in close proximity to other members of the Decatur community. The playing of stereos and/or loud speakers can be disturbing to our neighbors, particularly late at night. Representatives of organizations sponsoring social events are encouraged to notify neighbors of the events and to be sensitive to their privacy. In order to maintain a desirable environment, all students are expected to respect the rights of their fellow students and the faculty by maintaining a reasonable limit on noise at all hours.

Any action deemed disruptive to the academic environment, to studying, classes, or the carrying forward of the University's business or properly authorized and scheduled events, will constitute an invasion of the rights of students and faculty. This policy expects courtesy and cooperation at all times. Greater support will be given to those requesting reasonable quiet than those individuals being loud. Please refer to the following as examples of expectations.

Residence Halls

- All students in University residence halls will observe quiet hours from 10 p.m. to 10 a.m., Sunday through Thursday and 12:00 a.m. to 10:00 a.m. on Friday and Saturday.
- At no times are students allowed to play musical instruments in their rooms (with the exception of the Fine Arts LLC). This includes warming up on any instrument including vocal. Practice rooms are available for student use in the Perkinson Music Center.
- At no time are students allowed to direct sound outside their room or place speakers in their windows.

Greek Chapters and/or Campus-Approved Apartments

- All music at outdoor events must end by midnight.
- At no time are students allowed to direct sound outside their room or place speakers in their windows.

Records Policy – FERPA, The Buckley Amendment

In 1974, Congress enacted into law the Family Educational Records Privacy Act (FERPA). This act sets out requirements of educational institutions to protect the privacy of students and their records. Specifically, the act governs access to education records maintained by educational institutions and the release of information contained in those records. The act gives students enrolled in postsecondary institutions "ownership" and control of their educational records and in most circumstances information in students' educational records will not be released without their written permission. Exceptions to the release and sharing of information are specified in the following section. Questions regarding FERPA should be directed to the Dean of Student Development (SH 205).

General Principles Governing Use of Student Records

The following principles guide the professional staff of the University in the utilization of student records:

1. **Need for records.** Unless a demonstrable need for a record is established, which is reasonable and justifiably related to the basic purposes and necessities of the University, no record should be made or maintained.
2. **Confidentiality.** In its relation with students, the University will consider confidential communications and records. This policy ensures that educational and counseling processes are carried forward in the most effective possible manner. The obligation of confidentiality is relative rather than absolute since there are considerations that can alter it. This obligation may lapse when the common welfare of the individual demands revelation, for example, in the case of suicidal preoccupation, expressed homicidal thoughts, actions or similar cases. Likewise, material which is already public or can easily become so is not bound by confidentiality.
3. **Release of Information.** The University may release information of a public or directory nature without the student's knowledge or consent on an individual basis. Examples of public/directory information include the student's name; student's home and campus address and telephone

number; dates of attendance at the University; enrollment status (full- or part-time); major, degree earned, and age.

The acquisition and dissemination of information for records is based on a respect and concern for the privacy and protection of the individual student. All persons handling records shall be advised of the confidential nature of such information and their responsibilities in this regard. Evaluation and interpretative information about a student shall only be interpreted by a professional and qualified staff person.

In accordance with FERPA, students may request that directory/public information not be released. Students wishing to withhold directory information (see section 3 above) must complete and submit a written request to the Registrar by Tuesday, August 16, 2016. Forms for this purpose are available in the Registrar's Office and the Office of Student Development.

Requests for public or directory-type student data from agencies outside the University which are not considered educational institutions shall be referred to the student-faculty directory when deemed appropriate. The student-faculty directory is the private property of Millikin University and will be restricted as such. It will not be released to non-educational agencies without permission of the Dean of Student Development or the University Registrar.

Providing the following student information or material is available, it may be released without the student's knowledge or consent on an individual basis.

- a. **Request from Prospective Employers** - The University will respond to inquiries for non-public or non-directory-type information only with the written consent of the student involved. Information submitted by applicants to the Career and Experiential Education Center is considered to be confidential and will be released subject to conditions and stipulated by the applicant and the Career and Experiential Education Center at the time of registration.
- b. **Request from Other Educational Institutions** - The University will send transcripts to other educational institutions only with the written consent of the student concerned. If a present or former student applies for admission to another educational institution, the University may provide the educational institution with requested disciplinary information with the consent of the student.
- c. **Investigators Representing Private or Governmental Agencies**
 1. Unless an investigator has written authorization from the individual who is the subject of an investigation, we will disclose only public information about that individual. We require, therefore, that the investigators obtain an authorization prior to visiting the University for the purpose of investigating a student's or former student's records.
 2. If the investigator has written authorization or if there are questions of interpretation, he should be referred to the Dean of Student Development.
- d. **Requests From Faculty Members** – Faculty members may request information contained in permanent academic records when needed in discharge of their official duties. Faculty members may request confidential information (1) with the student's consent or (2) when they are mutually involved with a counselor, dean or other authorized person concerning the student.
- e. **Information about Organizational, Political, Racial or Religious Affiliation** - Organizational membership is not recorded in student records unless the student expressly requests inclusion of such information, and this information is released only if the student so requests. Information relative to an individual's race or creed may be provided under circumstances directed by law. Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors should be confidential. Protection against improper disclosure is a serious professional obligation. For the purpose of communication with the University, student organizations are required to provide the Director of Inclusion and Student Engagement with the names of the officers to whom communications are to be directed.
- f. **Academic Achievement** – Academic eligibility of students being considered for

- admission or re-admission to the University,
- participation in intercollegiate athletics,
- membership in honor societies or for honors, awards or scholarships, and
- campaigning for student government positions may be furnished to the individuals or committee responsible for making such decisions. Students involved in or seeking involvement in Greek social organizations may sign a consent form permitting the organization to receive academic information for eligibility requirements and chapter scholastic reports.

- g. **Research Information** – Researchers have the right to study human phenomena and the responsibility to seek the cooperation of individuals and the University in a manner which clearly respects the right of privacy and the protection of anonymity. The confidentiality of the individual’s record is paramount. When there is any doubt about the identity of the student or the consent of the data being safeguarded, the person’s consent to use it should be formally obtained.

NOTE: Any student whose name or address is changed must report such changes to Telephone Services, Shilling 105, (217-424-5066) within five business days.

Residence Hall Safety Procedures

Emergency Procedures

In event of any emergency in a residence hall—fire, illness, accident, etc.—**notify Public Safety at 217-464-8888.**

Fire

Review the emergency fire evacuation information provided by your Resident Assistant. Whenever a fire alarm sounds in any residence hall, you are required to evacuate the building immediately. **Failure to evacuate is a violation of the Millikin University Student Handbook and subjects you to a possible fine and/or student conduct action.** Every attempt should be made to close and lock your door and turn off your lights. You are encouraged to carry a towel to protect your face. State fire laws prohibit the use of elevators for fire evacuation.

When the fire alarm sounds:

- close your windows
- open drapes
- leave lights on
- close your room door (unlocked)
- calmly proceed to the nearest exit and leave the building
- do not re-enter the building until instructed to do so by a staff member

False alarms and genuine fire alarms are indistinguishable. Therefore, students should follow the fire procedures whenever the alarm sounds. Failure to evacuate appropriately may result in injury and will result in student conduct action.

Tornado

Tornado watch – When atmospheric conditions are such that severe weather or a tornado could develop, a tornado watch is in effect. Stay indoors, stay alert for warning sirens, and listen to weather, radio, TV and/or internet site for updates on the weather situation.

Tornado warning – When a funnel cloud has been sighted in the area or when radar indicates that there is a possibility of a tornado forming, a tornado warning is in effect. In the instance of a tornado warning, sirens will be sounded for three to five minutes with a solid blast.

When notified that a tornado has been sighted in this area:

- close room windows
- close drapes
- leave room and close door (unlocked)
- move to the basement. If there is no basement, sit in the corridor away from windows on the lowest floor of the building. (Hall staff will provide specific safe locations for each building)
- listen to a transistor radio for weather information.
- do not re-enter room until danger is past and the "all clear" is provided by a staff member.

When the "all-clear" is announced, you may return to other areas of the hall. (The sirens will not be used to announce the "all-clear." This information will be phoned in and broadcasted on the radio.) The tornado sirens are tested at 10 a.m. on the first Tuesday of each month.

Hall Security Guidelines

As a student attending Millikin University, you are extended the privilege of self-regulated hours to enter and leave your residence hall. Residence hall security ultimately depends on the responsible actions of each resident. Security begins with you. Your room door should be locked at all times. Do not prop open stairwell or outside doors. To allow ONLY residents of the building and their invited guests in the halls, all entrances will be locked at all times. Each resident will be issued. Your Millikin student I.D. serves as your hall entry key. Your guests will also have self-regulated hours. You will be responsible for your guests (i.e., informing them of hall and University policies and regulations). Your guests will be admitted to the residence hall only if accompanied by you or a resident of that particular living unit. Failure to comply with these regulations could result in charges being filed with the Office of Residence Life and subsequent student conduct action.

Buildings Locked

All residence hall entrances will be locked at all times. The loss keys will result in the cost associated with re-coring the room and possibly the building. Cost ranges from as low as \$30.00 and could cost as much as \$3000.00 to re-core the entire building. Please be certain the doors remain secure after entering or leaving. Propping doors open may result in a fine. Please be security conscious.

Reporting of thefts

You should report all thefts, regardless of value, as soon as possible to residence hall staff. You may go to Public Safety in person to complete the report or call Public Safety at 217-464-8888.

Your Student ID Card

Your student identification card is a card with your picture on it and identifies you as a currently enrolled student. You will use your ID card for meals in the cafeteria and at other dining outlets. You will also need your card to access the university library, campus computer labs, the DISC, and a host of other services. You should carry it with you at all times while you are on campus. Your card also serves as the entrance key to your residence hall and/or floor.

Replacement procedures

- You must immediately report the loss of your ID card to Public Safety at 217-464-8888 to protect yourself and your community.
- The report of a lost card means the account is deactivated and no longer valid. It will remain invalid until the card is reported as found or until a replacement card is acquired.
- There is a \$15 replacement charge for a lost ID, which is billed to the student's University account. The replacement process takes about five minutes.
- There is no charge for revalidating a lost card if it is found before a replacement ID card is made.
- The University is not responsible for flex dollars lost or used when a card has been lost.

Smoke Detectors/Sprinkler System

Each residence hall room is equipped with a smoke detector. These detectors are furnished for student protection and assist in early detection of smoke and possible fire. Due to the crucial safety purpose these detectors serve, tampering with a room smoke detector and/or removal of the supplied battery will result in a fine and possible student conduct action. In addition, tampering with the sprinkler system will result in student conduct action. The smoke detectors will be checked periodically and at break periods by the housing staff.

Weapons

Weapons, explosives, or other hazardous objects are strictly prohibited to insure the safety of our students. Weapons prohibited by this regulation shall include, but not be limited to, the following:

- All handguns, rifles, and shotguns;
- All longbows, crossbows, and arrows;
- All knives having a blade length of three inches or more
- All BB guns, pellet guns, air/CO2 guns, or blow guns;
- All fireworks;
- All explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
- Any martial arts weapons, e.g., numb chucks and throwing stars; and
- Any item used as a weapon in the commission of a crime;

Residence Hall Policies & Procedures

Please see the **Residence Life Website** or the **"Everything you need to know about Living at Millikin"** publication for these standards.

Sexual Misconduct

Sexual assault is a heinous act of violence and abuse of power. Millikin University deplores behavior which intrudes upon the most personal and private rights of another. Such behavior will not be tolerated and will be sanctioned.

For purposes of this policy sexual assault is defined as rape, attempted rape, unwanted touching of intimate parts of another person, or subjecting a person to physical sexual contact against his/her will or without his/her consent. A person who is unable to make a reasonable judgment concerning the nature of harmfulness of the activity because of his or her intoxication, unconsciousness, mental deficiency or incapacity, is considered incapable of giving consent.

Consent is defined as a clear expression of assent to an act. Consent will not be implied by silence, mere passivity, from a state of intoxication or unconsciousness. Lack of consent is implied if there is a threat of violence; if violence is, in fact, used; or if the accused has taken advantage of a position of influence which that person has over the victim.

Reporting Sexual Misconduct and Gender-Related Violence

In addition to the offenses of sexual misconduct discussed earlier in this handbook, Title IX governs Millikin’s response to gender-related violence. Gender-related violence is defined by any action (sexual or not) that is motivated by the gender-identity of the victim. Gender-related violence includes domestic violence, dating violence, and stalking. The sexual misconduct guidelines outlined govern these offenses as well.

All university employees are mandated reporters, which means that each employee has an obligation to report the names of the alleged victim(s) and perpetrator(s), as well as other individuals involved, to include all relevant facts regarding the alleged incident. You have the right to request that Millikin maintains your confidentiality as much as possible. You may report any instance of sexual misconduct as follows:

- Student concerns should be directed to Raphaella Prange, Dean of Student Development and Title IX Deputy Coordinator in Lower RTUC 121
- Faculty, Staff, Visitor, and Other concerns should be directed to Tammy Maxwell, Assistant Director of Human Resources and Title IX Deputy Coordinator in Shilling 212
- An anonymous report can be expressed to the Campus Conduct Hotline at (866) 943-5787.
- To make a confidential report contact Growing Strong Sexual Assault Center 217-428-0770.
- Electronic reports can be submitted to TitleIX@millikin.edu. Electronic reports will be responded to within 12 hours.
- Individuals can file a Title IX complaint with the Office for Civil Rights (OCR) either along with or instead of filing a complaint with the University.

Retaliation

Title IX protects students and alleged victims by prohibiting retaliation from other parties or the alleged accused. The Student Conduct process protects students who have made a complaint of sexual harassment, or who have participated in the investigation as a witness. Millikin University will respond to any report, or fear, of retaliation.

Seeking Medical Attention and Support

The University’s initial concern is for the survivor’s physical well-being. Students who have been victims of sexual misconduct or gender-related violence are strongly encouraged to seek medical treatment immediately at the emergency room at Decatur Memorial Hospital or St. Mary’s Hospital. The hospital staff will contact the Growing Strong Sexual Assault Resource Agency and a Growing Strong survivor advocate will meet the survivor at the hospital. The Decatur Police Department may also be called. Since sexual misconduct and gender-related violence are serious crimes, medical staff will identify and preserve evidence that a crime occurred.

Before a survivor seeks medical assistance, the following precautions are advised.

- Do not bathe or douche.
- Try not to urinate.
- If oral contact occurred, do not eat, drink, smoke, or brush your teeth.
- If you change your clothes, place the clothes worn during the assault in a paper bag (plastic destroys evidence).

Since it is very important to check for internal or other injuries and sexually transmitted diseases, survivors who choose not to go to the emergency room are strongly encouraged to seek medical attention from the Millikin/DMH Health Clinic & Counseling Services or a private physician.

Survivors access University resources and support by contacting staff members in the offices listed below:

- Office of Student Development, Lower RTUC424-6395
- Millikin/DMH Health Clinic, Corner of Wood St. and Fairview Ave.424-6360
- Public Safety, Walker Hall464-8888
- Office of Residence Life,1135 W. Wood362-6410

LOCAL AREA SUPPORT SERVICES

Al Anon and Alateen (for relatives/friends of problem drinkers).....	423-8214
Alcoholism Division Heritage Behavioral Health Center.....	362-6262
Ambulance Service.....	428-8641
American Civil Liberties Union	312-201-9740
Centers for Disease Control.....	800-311-3435
Heritage Behavioral Health Center.....	362-6262
Decatur Memorial Hospital	876-8121
Growing Strong Sexual Assault Center	428-0770
Legal Assistance Foundation.....	423-0516
Macon County Health Department.....	423-6988
New Life Pregnancy Center	872-5556
Planned Parenthood	877-6474
Rape Hotline.....	428-0770
St. Mary’s Hospital	464-2966

Adjudication of Sexual Misconduct Violations

The University will conduct a prompt, fair and impartial investigation and resolution of all reports of sexual misconduct. When a written complaint is filed with the University, it will be investigated and adjudicated according to the Procedures for Student Conduct Hearings and Sexual Misconduct Policy described earlier in this handbook with the following exceptions:

In conducting investigations of and in facilitating student conduct proceedings of sexual misconduct violations, the University will:

- Provide interim protective measures as outlined earlier in this handbook.
- Protect the survivor from having to confront the accused during student conduct hearings.
- Employ fair process considerations for both the complainant and respondent.
- Use the preponderance of evidence standard to prove responsibility.
- Ensure investigations are conducted by individuals who receive annual training related to such complaints and in a manner that protects the safety of victims, provides equity, and promotes accountability.
- Provide information regarding confidentiality.
- Permit both parties to have an advisor or support person of their choice at the proceedings and any related meeting.
- Provide prompt written notice of the outcome to both parties simultaneously.
- Provide information to those reporting covered offenses.
- Provide written notice of appeal to both parties.

As long as sexual assault survivors remain enrolled at Millikin University, there is no time limitation for them to report complaints and receive services from the University. While there is no time limit for filing a complaint of sexual assault, survivors are reminded that the University retains jurisdiction over individuals only so long as they remain enrolled or employed by the University.

If the sexual assault survivor is a student but the alleged perpetrator is not an MU student or employee, the staff members of the Division of Student Development and the staff of Growing Strong will provide the survivor with information and support through the civil or criminal justice process. University resources are available to survivors of sexual assault regardless of the alleged perpetrator’s connection or lack of connection to the University.

Students who feel they may have committed sexual assault may contact any of the resources listed above for referral to campus or off-campus support services.

Students are advised that some acts of sexual assault as defined here may constitute a violation of Illinois statutes. Survivors may choose to pursue their complaints through the criminal and/or civil courts in addition to or instead of through the University's Student Conduct system. Legal procedures and proceedings can often be complex, puzzling, and time consuming. Survivors are encouraged to utilize the resources available through Growing Strong (legal advocates) and may wish to consult with an attorney.

Smoking Policy

All buildings at Millikin University are smoke-free. This includes private offices and all residence hall rooms and common areas. Additionally, all University owned residence halls are smoke-free and tobacco-free. Smoking policies may vary in affiliated housing facilities.

Solicitation and Demonstration by Non-University Affiliated Individuals, Groups, or Organizations

For purposes of this policy:

Solicitation is defined as offering for sale, barter, or gratuitously goods, materials, or services. Solicitation also includes asking for donations, attempting to obtain members, or seeking support for an organization/group by request, persuasion, or entreaty.

Harassment is defined as behaviors or actions which annoy, intimidate, impede the progress of, have the effect of provoking anger, or otherwise interfering with the rights of members of the Millikin University campus community and their guests.

Non-University affiliated is defined as individuals, groups or organizations with no recognized relationship or connection to Millikin University.

- a. **Non-University affiliated:** Individuals, Groups, or Organizations not affiliated with Millikin University may not engage in demonstrations, distribute literature, advertise or otherwise solicit customers, seek donations, or make sales on campus without written authorization from the Dean of Student Development (or designee.) The written authorization shall be available to present to a member of the Millikin University Department of Public Safety or other University official upon request, during the time the individual or group is on campus.
- b. **Commercial Sales:** Non-University affiliated businesses may conduct solicitations and sales only with authorization from the Dean of Student Development (or designee). A recognized University student, faculty, or staff organization must request authorization for such activities. The authorization, when given, will be subject to such limitations as the Dean of Student Development (or designee) may prescribe.
- c. **Charitable, Political, or Religious Demonstrations and Solicitations:**
As a general rule, representatives of off-campus political, religious or charitable groups will not be permitted to engage in demonstrations or solicit on campus. However, individuals acting on behalf of candidates for public office or of bona fide political, charitable, or religious organizations may obtain permission to demonstrate and/or sell or distribute their political, religious or charitable literature under the following guidelines:
 1. Authorization from the Dean of Student Development (or designee) during normal University business hours at least four business days prior to the event.
 2. If authorized, public demonstrations and/or sale or distribution of political, religious, or charitable literature may be restricted to certain locations designated by the Dean of Student Development (or designee).
 3. As a general rule, demonstrations and/or the sale or distribution of political and religious literature will be allowed during the hours of 9:00 a.m. to 4:00 p.m. seven days a week.
 4. The number of non-University affiliated persons who, at any time, will be authorized to demonstrate and/or sell or distribute literature for any particular political candidate or religious group will generally be limited to two at any one location and to six on the

campus as a whole. The number of times which non-University affiliated persons will be permitted to demonstrate and/or sell or distribute literature will generally be limited to four times per month. In special situations, such as an approaching election, more frequent visits may be authorized by the Dean of Student Development (or designee).

5. The total number of people demonstrating and/or distributing or selling literature at any one time will be limited. When several non-University affiliated groups wish to demonstrate and/or sell or distribute literature at the same time or in the same location, in accordance with general University policy, preference in use of campus facilities will be given to members of the University Community. In acting on requests from non-University affiliated members of political, charitable, or religious groups and representatives of candidates, the individual or groups sponsored by members of the University community will be given preference.
6. Harassment of members of the University community by those demonstrating and/or selling or distributing literature or any activity/behavior outside the specific permission given by the Dean of Student Development will be cause for the immediate revocation of the authority to demonstrate and/or for the sale or distribution of literature. Upon revocation, such persons will be required to leave the campus in a timely and reasonable fashion. If such persons fail to leave the campus as requested, the University reserves the right to take legal action to remove such persons from the campus.

Decisions regarding requests under these guidelines will take into account any special circumstances relating to University activities or events, and the burden that authorization to demonstrate and/or sell or distribute literature may place on the University's Department of Public Safety and administrative staff.

Withdrawal From Millikin University

Voluntary Withdrawals/Exits from Campus

Students who are seeking to withdraw from their classes should review the academic calendar and applicable refund and withdrawal policies found at the Office of the Registrar. Students enroll for one semester at a time. Students who leave the University during or at the end of the semester must report to the Office of the Registrar to complete the necessary procedures and forms.

Students who withdraw their registration prior to the first day of classes will not be charged tuition, fees or room and board. Current students who do not withdraw officially from the University prior to the start of classes may be liable to pay all tuition and fees owed for that term. Depending on the date of withdrawal, a student may be issued a "W" (withdrawal) on their transcript or may be issued the earned grade at the time of withdrawal. After the 8th week of the semester, students are no longer eligible to receive Ws. Please see the withdrawal schedule for more information.

Standard for Involuntary Withdrawal

1. A student will be subject to involuntary administrative withdrawal from Millikin University, or from University housing, if it is determined, by a preponderance of the evidence, that the student is suffering from a mental or emotional disorder, and, as a result of the mental or emotional disorder:
 - a. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others;
 - b. Engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others;
 - c. Engages, or threatens to engage, in behavior which significantly disrupts or diminishes the academic process or the reasonable rights or expectations of other University students; (For purposes of this policy, "academic process" includes, but is not limited to, the following activities: studying; teaching; classroom discussions; and research.)
 - d. Engages, or threatens to engage, in behavior rendering the student unable to meet reasonable University standards.

2. These standards do not preclude removal from the University, or University housing, in accordance with provisions of the residence hall occupancy agreement, or other University rules or regulations.
3. The Dean of Student Development may refer a student for evaluation by a licensed medical professional, if it is reasonably believed that the student may meet the criteria set forth in part one, or if a student subject to student conduct charges wishes to introduce relevant evidence of any mental or emotional disorder.
4. A student subject to an administrative withdrawal shall be given written notice of the withdrawal either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Dean of Student Development, or a designee, within two business days from the effective date of the interim withdrawal, in order to review the following issues only:
 - a. The reliability of the information concerning the student's behavior;
 - b. Whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others; causing significant property damage; directly and substantially impeding the lawful activities of others; causing significant disruption or diminishment of the University's academic process or the reasonable rights or expectations of other University students; or rendering the student unable to meet reasonable University standards; and/or
 - c. Whether or not the student has completed an evaluation, in accordance with these standards and procedures.
5. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Dean of Student Development, or a designee. The following guidelines will be applicable:
 - a. Students will be informed of the time, date, and location of the informal hearing, in writing, either by personal delivery or certified mail, at least two business days in advance.
 - b. The entire case file, including an evaluation prepared pursuant to part three of these standards and procedures, and the names of prospective witnesses, will be available for inspection by the student in the Dean of Student Development office during normal business hours. The file need not include the personal and confidential notes of any institutional official or participant in the evaluation process.
 - c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. Legal counsel shall not attend or participate in the hearing unless the Dean of Student Development otherwise reasonably believes that the attendance of legal counsel is warranted under the circumstances. In the event the student is allowed to have legal counsel, the role of counsel will be limited to providing legal advice to the student. Legal counsel will not be permitted to ask questions of any witnesses or make any statements at the hearing.
 - d. The Dean of Student Development or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
 - e. The student may choose to be assisted by a family member and a licensed medical professional or, in lieu of medical professional, by a member of the faculty or staff of the institution.
 - f. Those assisting the student (except for legal counsel), will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.
 - g. Whenever possible, the student will be expected to respond to questions asked by the Dean of Student Development or designee. Students who refuse to answer on the grounds of the Fifth Amendment privilege may be informed that the Dean could draw a negative inference from their refusal which might result in their dismissal from the institution, in accordance with these standards and procedures.
 - h. The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.

- i. The Dean or designee shall render a written decision within five business days after the completion of the informal hearing unless additional time is reasonably necessary as determined by the Dean. The written decision shall be mailed or personally delivered to the student, and it shall contain a statement of reasons for any determination leading to involuntary withdrawal. The student will be told when a petition for reinstatement will be considered, along with any conditions for reinstatement
 - j. The decision of the Dean, or designee, shall be final and conclusive and not subject to appeal.
6. The Dean or designee may expand or reduce the amount of time allowed to complete any portion of the withdrawal or hearing process, if the Dean or designee reasonably determines such deviation is necessary or in the best interests of the University or student.
7. Other reasonable deviations from these procedures will not invalidate a decision or proceeding unless clear and significant prejudice to a student may result.

In circumstances where the emotional or physical welfare of a student or other members of the campus community is in jeopardy, it may become necessary to suspend or withdraw that student regardless of the time of year or the student's class standing. Under such circumstances, the University may seek appropriate medical advice to support the action.

Medical Exceptions to the Withdrawal Policy

Students who are forced to leave school due to a significant medical diagnosis, and who have exited after the last date of withdrawal per the academic calendar, may be eligible for a Medical Exception to the Standard Withdrawal Policy. Student seeking a medical exception must provide evidence from a medical provider that a specific medical condition has prohibited the student from their physical attendance in class. Additionally, students approved for a medical exception must be cleared by a physician to return to the University. For more information regarding Medical Exceptions to the Withdrawal Policy, please contact the Office of Student Development at 217-424-6395.