



EUREKA  
COLLEGE

# STUDENT HANDBOOK

*2023-2024*

# Table of Contents

## **Introductions .....1 - 2**

President's Letter .....	1
Student Body President's Letter .....	2

## **About Eureka College .....3 - 4**

History .....	3
Mission .....	3
Vision College .....	3
Core Values.....	3
Goals .....	3
Traditions.....	4

## **Student Organizations & Activities .....5 - 7**

Student Organization Handbook .....	5
Governing Organizations.....	5
Programming Organizations.....	5
Student Programs .....	5
Academic Organizations.....	6
Honor Societies .....	6
Greek Organizations .....	6 - 7
Athletic Organizations .....	7
Service/Philanthropic Organizations.....	7
Religious/Spiritual Organizations.....	7
Special Interest Organizations.....	7

## **Student Services .....8 - 10**

Ombudsperson.....	8
Melick Library .....	8
Career Services.....	8
International Student Services.....	8
Campus Police .....	8-9
Office of Student Life.....	9
Registrar's Office.....	9
Financial Aid.....	9
Health Services .....	9
Counseling Services.....	9-10

## **Expectations and Standard in a Community of Learning .....11**

Protection of Freedom of Expression and Inquiry.....	11
Protection of Due Process.....	11
Protection of the Freedom of Association.....	11
Protection of the Exercise of the Right of Citizenship.....	11

## **Student Ethics Code.....12**

## **Student Code of Conduct .....13 - 14**

## **College Policies.....15 - 34**

Non-Discrimination Statement .....	15
Alcohol and Drug Policy.....	15 - 18
Disclosure of Student Information .....	19
Request for Alternative Methods of Meeting Requirements Due to Disabilities.....	19 - 20
Involuntary Withdrawal Due to Medical, Psychological, or Social Situations/Conditions . .....	20 - 21
Academic Dishonesty Policy .....	21- 22
Harassment, Physical or Emotional Abuse, and Hazing.....	23
Specific Policy on Sexual Harassment.....	23
Specific Policy on Cyber-Bullying.....	23
Prohibition Against Unlawful Harassment.....	23 - 24
Weapons and Firearms Policy .....	24 - 25
Policy on Contagious Diseases.....	25 - 26
Immunization Requirements .....	26
Technology Policies and Procedures.....	26 - 30
Network (Eureka College Net) Acceptable Use Policy....	30 - 31
Apogee DMCA Policy .....	31 - 32
Grade Appeals Policy .....	32 - 33
Academic Suspension and Dismissal .....	33

## **Title IX Policy: Sexual Assault/Misconduct and Sexual Harassment .....34 – 41**

## **Student Conduct Procedures.....42 - 45**

Filing a Complaint .....	42
Preliminary Procedures and Investigation.....	42
Informal Disposition .....	42
Formal Procedures and Disposition – Judicial Board.....	42 - 44
Temporary Suspension.....	44 - 45
The Right to Appeal .....	45
Status During Appeal .....	45

## **Student Conduct Findings & Sanctions .....46**

## **Residence Hall Policies & Damage Charges .....47 - 51**

## **Campus Resources/Contacts.....52 - 53**

## **2023 – 2024 Academic Calendar .....54 - 55**

## **Campus Map.....56**

Dear Eureka Students,

It is my pleasure to welcome you to the 2023-2024 academic year!

Since our abolitionist and egalitarian founding, Eureka College has been committed to offering a high-quality, private education that is unique and positions you well for success. Eureka College is your kind of place. It is a tight-knit community where you belong and are known by name. It's a place where you can grow meaningful relationships and fulfill your hopes and dreams for the future. The faculty, staff and administration are committed to providing you with a real-world, 21st- century skills-based education that has practical application and endless experiential learning opportunities.

As a member of the campus community, it is your responsibility to know the policies and procedures included in this handbook – it will be an essential tool and reference for you along your college journey. Please take the time to read this handbook in its entirety and familiarize yourself with the policies and procedures. Take special note of the mission and core values that provide the foundation for your UNIQUELY EUREKA experience and serve to unite us in common purpose.

If you have any questions about the items in the handbook, please direct them to the appropriate administrative office. I hope you have a successful and productive year!

Yours 'Neath The Elms,

Dr. Jamel S.C. Wright President, Eureka College

Dear Eureka Students,

I am proud to serve as your Student Body President for the 2023-2024 academic year. The entirety of the Student Senate and I are honored to serve and represent you as you choose the paths you wish to embark on. As you look at the year before you, I wanted to remind you of the tenacity of spirit that Eureka College students have shown over these several challenging years.

Here at Eureka, there are opportunities to prove yourself, and more to find yourself. These college years you have here are meant to be a time to find your passion and pursue excellence. Here, in this handbook, you will find all the organizations with a time-honored place within the hearts of Eureka College students and faculty. I encourage you to find the right fit for you this year- remember that you are the only true measure of your own success here, so have fun and find the right fit for you. Whether this is your first year at Eureka or the end of a longer journey, I hope that you take the time to reflect on your passions and take time to reinvest your unique abilities into our unique community.

Now, it is my pleasure to introduce you to the Eureka College Student Senate. Student Senate lies at the beating heart of Eureka College, and I could not be more proud of the work that has been done by our organization over the years. Student Senators serve to make your student experience a valuable and inclusive one by listening to the needs and desires of a diverse student body. Our organization strives to steward Eureka to a better future by working directly with campus administrators and other staff members to usher your ideas into a brighter future. Senators know that public service is not always glorious, but we maintain the willingness to work for something better by prioritizing our peer feedback and intentional campus engagement in order to make for a Uniquely Eureka Experience. So please, never hesitate to reach out to your

Student Senators and remember: our meetings are always open for you to make your voice heard, thank you!

Yours, 'Neath The Elms,

**Elijah Clar**

Student Body President, 2023-2024

[eclar21@eureka.edu](mailto:eclar21@eureka.edu)

## About Eureka College

### History of Eureka College

Eureka College was founded by abolitionists from Kentucky who were members of a religious movement known as the Christian Church (Disciples of Christ) and were committed to providing young people a broad, liberal education. These pioneers believed in an education infused with values as a basis for leadership. Chartered by the Illinois Legislature in 1855, Eureka was the first college in the state and third in the nation to admit men and women on an equal basis.

Eureka College was designated by the National Park Service as a Campus Historic District in the National Register of Historic Places in June 2010.

The campus architecture spans a number of popular styles from the past 150 years, including Italianate, Romanesque Revival, Colonial Revival and Collegiate Gothic Revival. The oldest remaining building on campus, Burrus Dickinson Hall, was constructed in 1858.

### Eureka College Mission

Eureka College provides a student-centered experience that cultivates the essential skills to serve with passion, lead with purpose, pursue growth opportunities and learn for life.

### Eureka College Vision

Eureka College will be a regional model for institutional sustainability.

### Core Values

Eureka College's core values dictate our behavior, our action, and who we are as an institution. While we can't put everything we value into one simple list, our core values consist of:

- Building lifelong relationships & partnerships
- Demonstrating integrity, character & empathy
- Embracing equity, inclusion & sustainability
- Ensuring a culture of collaboration, continuous improvement & learning
- Cultivating a challenging & innovative learning environment
- Expanding students' funnel of opportunity and growth

### Goals of the College

The true purpose of education is to realize the potential of the whole person. At Eureka College, the student's potential is realized not only by the accumulation of knowledge and skills but also by challenging experiences, both in the classroom and in co-curricular activities.

The educational experience at Eureka College is designed to help the students:

1. Attain a breadth of disciplinary knowledge, methodology, and skills to best serve their profession and meet the serious challenges facing the world.
2. Pursue intellectual, cultural, and aesthetic enrichment.
3. Participate in a community of learning, leading toward the development of greater social awareness and responsibility.
4. Recognize the various influences, contexts, and experiences that shape personal and professional identities.
5. Demonstrate professionalism through resourcefulness, self-sufficiency, curiosity, accountability, and initiative

## Eureka College Traditions

There are many traditions of Eureka College, old and new. It is important that all students experience the specialness of these traditions during their stay "Neath The Elms." For it is in the experience of these traditions that the spirit of Eureka College is discovered and passed to future generations.

**Ivy Ceremonies** are an important part of the Eureka College experience. At the Opening Convocation of each college year, the new students presented to the College. Each new student places a sprig of ivy into a basket, symbolic of that which the individual student brings to the campus. The ivy, grown over the years into a continuous vine, will connect the lives of faculty and students. At graduation, the students are cut from the ivy chain, symbolic of the student's departure from this community to enter a new life. It is hoped that the student will plant the ivy (symbolic of the student's talents) to grow in a new place, beginning a new life, enriched by the Eureka College experience.

**Homecoming** is truly the experience of tradition. Homecoming features a weeklong opportunity to celebrate the unique and rich history of the college, various opportunities to champion school spirit, and a few key opportunities for current students to network with alumni and community members. Many of these events have been a part of the Homecoming tradition for many years. The campus community also looks forward to renewing old friendships and sharing a common bond as we welcome alumni to campus throughout the week and weekend.

**The Holiday Season at Eureka College** is a special time. Several annual events are planned to share the spirit and celebrate the season. The holiday season begins with the Holiday Tree Lighting Ceremony. Most of the members of the campus community meet at a large evergreen tree in the center of campus. Many organizations symbolically bring gifts to the tree and extend greetings to the community. The College President gives holiday greetings, and everyone joins in singing traditional carols. The evening concludes with a reception at the Cerf Center. The Chamber Singers host and perform during the Renaissance Dinner with all the traditional trimmings of the Christmas and Medieval Age.

**Founder's Day** - On February 6 of each year, the College celebrates its founding in 1855. The Founder's Day Convocation is the focal point of this day. Faculty members, robed in their academic regalia, lead the campus in this celebration.

**Graduation** is held on Saturday morning in Christine Bonati Bollwinkle Arena and Convocation Center followed by a reception in the Cerf Center. During the ceremony, the Senior Class President formally passes the chain and shovel to the next year's Senior Class President and challenges the new officers to find the rum cake planted in the early morning hours by the outgoing officers. The chain features one link for each graduation class in college history. Each link is engraved with the year and number of graduates.

*Statement of Origin: Approved by the Student Affairs Committee, 5/2001. Revised by Dean of Students, Approved by Student Life Committee, 4/2012*

## Student Organizations and Activities

Student organizations and activities provide opportunities for students to grow both socially and academically. Activities and organizations allow students to utilize academic theories and concepts outside the classroom. Through these opportunities, students are able to develop and hone their leadership skills, as well as appreciate the value of teamwork and cooperation.

### **Student Organization Handbook**

Specific policies and procedures that govern student organizations and activities can be accessed online.

### **Governing Organizations**

Groups that function primarily to make decisions for the campus or a specific number of groups on the campus.

#### **Student Senate**

The Eureka College Student Senate is organized to assure oversight of campus organizations and is designed to work with faculty, staff, and administration on bettering the social and academic environment on campus. Responsible to the student body, the membership of the Senate includes class presidents and senators elected at-large. Further information on the Eureka College Student Senate is defined in the Student Body Constitution.

#### **Greek Council**

Greek Council at Eureka College functions to create an atmosphere that will help develop and maintain good relations between independents and Greeks and among Greek members themselves. The Greek Council also sponsors programs that aid the development of its member organizations and the individual members. It is also responsible for helping promote the Greek system and providing service to the Campus community. The Greek Council is composed of two representatives from each of the active fraternities and sororities, both national and local, at Eureka College. The Greek Council shall also be considered a student organization under the Student Senate jurisdiction.

### **Programming Organizations**

Groups that function primarily to provide programs and events for the campus and/or community and surrounding areas.

#### **Arts and Lecture Board**

The Arts and Lecture Series is planned and governed by the Arts and Lecture Board, an organization of students appointed by the President of the Student Body and one faculty member, appointed by the faculty's Committee on Committees. This organization brings nationally-known educational and cultural events to the campus of Eureka College.

#### **Campus Activities Board**

The Campus Activities Board (CAB), Eureka College's primary programming organization, contracts, plans, and promotes over forty campus events a year. CAB events consist of concerts, comedians, movies, and novelty programs. In addition, CAB organizes and implements Homecoming Week each year from Window Painting and Royalty elections on Sunday to the events throughout the week and the parade and special events on Saturday.

### **Student Programs**

Groups that function similar to student organizations but are under affiliated with faculty and staff member responsible for the program.

#### **Chamber Singers**

An auditioned group that specializes in choral works in all styles from the 16th century to the contemporary period. The purpose of Chorale is to bring singing opportunities to the students of Eureka College. We sing a variety of songs for the singers and our audience to enjoy.

#### **Eureka College Business Society**

An organization that promotes business knowledge to its members while serving the community, develops vocational and career supportive skills, and provides opportunities for students in or business-related fields to understand their future working environment.

#### **Pegasus**

The student newspaper is now digital and includes news, sports, features, editorials, and entertainment. It represents the entire College community; the newspaper items reflect the views and activities of students, faculty, administration, and alumni. It also reports news from other colleges that affect college students.

**Academic Organizations**

*Groups that recognize superior academic achievement and leadership qualities and are usually based on professions and/or academic programs.*

**Psychology and Sociology Club**

Encourages, stimulates, and maintains excellence in scholarship in the individual members in all fields, particularly in psychology and sociology, and to advance the sciences of psychology and sociology.

**Honor Societies****Alpha Psi Omega**

Stimulate interest in theatre activities and secures for the college all the advantages and mutual helpfulness provided by a large national honor society.

**National Society of Leadership and Service (NSLS)**

The National Society of Leadership and Success (NSLS) is an organization that helps students discover and achieve their goals. The NSLS offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. The NSLS also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. Students meeting the NSLS criteria are invited to join the Eureka College Chapter of NSLS.

**Order of Omega**

A Greek Honorary that selects Juniors and Seniors that have a grade point average higher than the all-campus average. The top 15 students or 3 percent of the Greek members meeting the requirements are selected every semester.

**Phi Omega**

The goal of this sorority is the mutual advancement of its members, the promotion of a high standard of scholastic, and the social activity and the rendering of service to Eureka College and the community. Its motto is to create a special bond between friends that will be strong even after college. The sorority stresses academics, and friendliness, closeness, and a unique sisterhood.

**Sigma Zeta**

A national honorary science society. Groups affiliated with either national or local social fraternities and sororities.

**Greek Organizations****Delta Delta Pi**

The oldest Greek organization at Eureka College. The women of Delta Delta Pi are proud of their traditions and encourage involvement in all campus activities. A local sorority, Delta Delta Pi participates in several service projects each year, with the main focus on supporting the Susan G. Komen Foundation. They also assist the Heartline and Heart House, Maple Lawn Nursing Home, food drives and more throughout the community.

**Delta Sigma Phi**

The Zeta Upsilon chapter strives for a healthy balance of social activities, academics, sports, and extracurricular activities. The chapter stresses leadership, scholarship, and sportsmanship. Magdalene Hall, the chapter's house, provides the chapter space for its growing numbers and a fraternal atmosphere for the brothers.

**Delta Zeta**

Re-colonized in 1986, is the only national sorority on Eureka College's campus. Its active members represent a diversity of backgrounds, interests, and personalities. Emphasizing excellence in academics, Delta Zeta belongs to the National Panhellenic Association which consists of 26 national sororities across the United States.

**Lambda Chi Alpha**

Theta Chi Chapter, stresses leadership, character, and involvement through its brotherhood. It provides an environment for members to achieve a healthy balance of academic and social activities.

**Tau Kappa Epsilon**

Iota Chapter was granted its charter in 1917. The fraternity believes that the essential elements of true brotherhood are love, charity, and esteem. Tau Kappa Epsilon on campus boasts that its campus membership includes former President Ronald Reagan.



**Athletic Organizations**

*Groups that provide opportunities for participation in recreational and/or competitive sports teams or organizations relating to athletics.*

**Eureka College Dance Team**

Entertains the fans of Eureka College football and basketball teams during their half- time breaks, encourages interest in these athletic events, and helps promote school spirit.

**Eureka College Cheer Team**

Entertains the fans of Eureka College football and basketball teams during their half- time breaks, encourages interest in these athletic events, and helps promote school spirit.

**Philanthropic Organizations**

*Groups that function mainly to provide service to the campus and/or community and surrounding areas or seek to raise funds and/or support for a particular charity or cause.*

**Alpha Phi Omega**

Assembles College Students in a national service fraternity in the fellowship of principles derived from Boy Scouts, develop leadership, promote friendship and provide service and further freedom that is our national, educational & intellectual heritage.

**Religious/Spiritual Organizations**

*Groups representing diverse faith communities and belief systems that observe and follow religious and/or spiritual practices and traditions. These groups offer fellowship and outreach through a variety of programs, activities and services as well as provide resources and support for students seeking spiritual wellness.*

**Campus Crusade for Christ International (CRU)**

An inter-denominational Christian campus ministry. A student movement working together to spread the Word of God on campus. A group that offers fellowship, Bible study, and spiritual growth.

**Disciples of Campus (DOC)**

Open to any Eureka College student who is affiliated with the Disciples of Christ or United Church of Christ denominations, and those persons interested in joining an organization that discusses and pursues topics of faith.

**Special Interest Organizations**

*Groups that provide communities for students to discuss and share information about specific topics and common interests, raise awareness about a variety of issues, and/or cover topics that are not included in another category.*

**Eureka Alliance**

Provides support and a safe zone for ALL Eureka College students especially those who identify with the GLBTQA (gay, lesbian, bisexual, transgender, transsexual, questioning and asexual) community.

**Eureka College Democrats**

Supports the philosophy and candidates of the Democratic party.

**Multi-Cultural Student Union of Eureka College**

A cultural organization which focuses on bringing information about multi-cultural experiences to Eureka College's campus. The Multi-Cultural Union also provides information on business and academic opportunities. It exists for all those who are interested in gaining knowledge about multi-cultural experiences. The Multi-Cultural Union promotes positive values and goals, which help individuals grow within the setting of a social organization.

## Student Services

### Ombudsperson

*Location: Cerf Center, Chaplain's Office*

The Ombudsperson at Eureka College is appointed by the President from among those who are members of, or are closely affiliated with, the Eureka College community. The Office of the Ombudsperson serves as an alternative dispute resolution resource for the Eureka College community, under the ethical principles of independence, confidentiality, impartiality, informality and privilege, as described in the "Services of the Ombudsperson" document, available upon request from the Ombudsperson. Members of the College community who are considering filing a complaint or grievance are encouraged to consult the Ombudsperson.

The Ombudsperson has no authority to make decisions, nor is he/she a formal arbitrator or mediator. The Ombudsperson does not act as an advocate. The role of the Ombudsperson is to provide counsel to the complainant on the process to be pursued, and, at the complainant's request, to seek to discover and clarify facts related to the incident or incidents causing the complaint or grievance. In that process, the Ombudsperson may seek to achieve a resolution, acceptable to both parties, outside of formally established procedures. The Ombudsperson's role is limited to that described in the "Services of the Ombudsperson" document, and is referenced in the Faculty Handbook, Employee Handbook and Student Handbook.

Therefore, the Ombudsperson is available for the entire campus community, faculty, staff, and students for informal and confidential counseling on issues of concern. If attempts to achieve a resolution are not successful, or if the complainant chooses not to request the Ombudsperson's assistance, the Ombudsperson's role in the process ends.

### Melick Library

*Location: Melick Library*

<https://www.eureka.edu/academics/melick-library-resources/melick-library>

Melick Library provides print and electronic resources in support of the Eureka College curriculum. Use of the library is a privilege granted to students and members of the faculty alike. Full library privileges include: checking out circulating materials from the library as well as access to licensed resources, both on or off campus. The library maintains an online catalog of its local holdings as well as the holdings of over 70 academic libraries throughout the state of Illinois through the I-Share system ("Universal Borrowing"). This allows students and faculty to borrow additional materials from any I-Share library system at any time. Additional Inter-Library capability extends access to library holdings worldwide.

The library provides Information Literacy Instruction under the guidance of its Public Services Librarian and through the use of its Computer Study Center, which is also the most popular

open lab on campus. The library also provides multimedia services and classroom space.

Beginning in Fall of 2011, Melick Library became home to the Mark R. Shenkman Reagan Research Center and College Archives. Students and faculty alike are responsible for knowing and following all policies for library use. These policies may be found on the Melick Library homepage.

### Career Services

*Location: Cerf Center, Next to the Reagan Museum*

<https://www.eureka.edu/student-life/career-services/career-services-overview>

The Office of Career Services mission is to provide students and alumni of Eureka College with the best available resources to prepare for and find employment in today's world.

Students will prepare for their future careers through access to services such as career counseling, interest inventories, resume development, job-search workshops, career fairs, alumni mentoring, internship guidance, and more. The Office also provides resources and information for students planning to further their studies in advanced degree programs at other colleges and universities.

The Office of Career Services strives to help students take what they've learned and experienced at Eureka College and apply it towards finding meaningful work as capable professionals.

### International Student Services

*Location: Burrus Dickinson*

<https://www.eureka.edu/student-life/international-student-services/international-student-services-overview>

International Student Services works to support our international students on campus. Our primary purpose is to serve as a resource and advising center for all international students on our campus. We understand that immigration regulations can be complex, and sometimes confusing to understand.

We are here to help you! Contact Lizzie Rassi at [lrassi@eureka.edu](mailto:lrassi@eureka.edu).

### Campus Police

*Location: Cerf Center*

<https://www.eureka.edu/student-life/campus-safety>

Eureka College provides a full-time campus police officer throughout the week and coordinates services for the weeknights and weekends.

Eureka College also partners with Eureka City Police Department and Woodford County Police, when additional

assistance is needed.

During the fall and spring semesters, campus police may be reached at (309) 467-6408; and Woodford County Dispatch may be reached by calling (309) 467-2375 (non-emergency) (911 for emergency).

For additional campus police information please contact Officer Loren Marion, Director of Campus Safety at [lm Marion@eureka.edu](mailto:lm Marion@eureka.edu) or by phone at (309) 467-6408.

### **Office of Student Life**

*Location: Whetzel House*

<https://www.eureka.edu/student-life/meet-the-student-life-staff>

The Office of Student Life provides services, support, and programs to create learning environments and experiences that support diversity and the ideals on which Eureka was founded. These environments are created in collaboration with various campus departments to positively impact retention. The Office of Student Life works with students to achieve the desired outcomes of individual growth, leadership development, civic engagement, and academic, personal, and professional success.

### **Registrar's Office**

*Location: Burris Dickinson*

<https://www.eureka.edu/academics/registrar/academic-forms>

The Registrar's Office is your stop for all things academic. You can add/drop courses, get a transcript, change your advisor, and get answers to all your academic questions here.

### **Financial Aid**

*Location: Whetzel House*

<https://www.eureka.edu/future-students/financial-aid/financial-aid-policies>

Eureka College provides millions of dollars of financial assistance every year, including Eureka College scholarships and grants, federal and state loans and grants, resources for alternative and private loans and veterans, and work-study awards. The staff in the Financial Aid office are available to provide counseling and direct you to resources for funding your education.

### **Health Services**

<https://www.eureka.edu/student-life/health-and-wellness>

Eureka College contracts with the Carle Eureka Hospital for health clinic services. All students may use the clinic at Carle Eureka Hospital, as long as x-rays and extensive lab work are not needed. There will be a co-pay fee charged to the student's account through the Business Office for each visit to the clinic.

Clinical Health Services provided by Carle Eureka Hospital

### **Basic Facts:**

- Hours: 6:00AM – 10:00PM, 7 days a week. The service runs the entire year.
- All services between 10:00PM and 6:00AM will be classified as Emergency Services and will not be covered by the college plan.
- Assessment of all Eureka College students – residential or commuter.
- Treatment: Minor illness, injuries and emergencies (sore throat, rashes, injuries that do not require x-ray or other diagnostic tests). Referral will be made to the physician of choice for appropriate follow-up care when needed.
- Medications: Starter packs will be provided after pharmacies are closed for the day. Starter packs will be billed to the student by the college.
- Labs: CBC, urinalysis, strep cultures are provided when needed as part of the basic services. All other labs tests are billed to the student or their insurance.
- School Sport Physical: Must be paid by student at the time of service or the college will bill the student.

**Important Notice:** When using the Health Services at Carle Eureka Hospital, YOU MUST show your college ID.

There is a co-pay fee for each visit to the Carle Eureka Hospital under the college plan. The fee is \$15 and will be billed to your student account in the Eureka College Business Office.

The student or student's insurance will be billed for all outpatient or emergency services outside of those listed above.

Payment for follow-up with a physician other than at the Health Services will be the responsibility of the student. Students will be triaged, as are all Urgent Care patients. Those requiring the most emergent care will be treated for first. You may be required to wait, but you will be cared for as quickly as possible.

### **Counseling Services** (provided by Trillium Place)

<https://www.eureka.edu/current-students/resources/category/student-health-and-wellness-resources/resource/counseling-services>

Seeing a professional counselor as a Eureka college student is easy and free. Counseling service is provided to both residential and commuter students. The service begins each year once classes begin in August and concludes the week of Finals in May.

Counselors are available to discuss a variety of issues: depression, stress, family problems, alcohol and other drug issues, anxiety, relationships, eating disorders, etc.

Sometimes it simply helps to talk to someone who is removed from the situation.

Basic Facts:

- Trillium Place counselors will meet with students in a private location on campus. They will be available to hold sessions on the following days/times: Mondays 10:00am – 2:00pm, Tuesdays 1:00-5:00pm (times are subject to change based on availability of counselors and student demand).
- Call Tazwood Center for Wellness at (309) 347- 5522 to set up an appointment.
- Identify yourself as a Eureka College student.
- Upon the first appointment, the counselor will do an assessment to see how many additional appointments will be needed. Additional appointments will be provided for free under the plan up to 6 sessions, at which point additional sessions will be discussed as the needs arise

## Expectations and Standards in a Community of Learning

Eureka College is a community of learning. Eureka College is committed to the philosophy of learning both within and outside the classroom, intellectually, physically, socially, and ethically. Respect for the rights of others is a basic ingredient of this developmental experience. Everyone at the College is expected to act in ways that support and promote the learning, growth, and development of all - students, faculty and staff. As a member of our community, you are at all times, expected to: Within the boundaries of the expectations listed above, the College has no desire or intent to place restrictions upon you or to curtail any legitimate activity of anyone acting in a mature and responsible manner. Any member of our community who violates the community expectations and standards described above may find themselves subject to disciplinary action by appropriate bodies and agencies. In addition, if violations of law have occurred, legal action may result.

### **Protection of Freedom of Expression and Inquiry**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course in which they are enrolled. Students are to act responsibly in this reasoned exception, foregoing actions, either singly or in concert with others, to obstruct or disrupt any teaching, administrative, or any other activity authorized to be held or conducted by Eureka College.

Students should be free to examine and discuss all questions of interest to them, and to express their opinions publicly and privately. It should be clear that students in their public expression, demonstrations, and inquiry into subjects of interest do not necessarily imply approval or endorsement by a sponsoring group or this institution. Institutional control of facilities should not be used as a device of censorship. As an integral part of this freedom of expression and inquiry, this institution shall allow students the right to invite and hear any person of their choice, as long as the College policy governing campus speakers, guides presentations by that speaker and the sponsoring organizations.

The discussion of ideas through student publications and the student press is a valuable aid in establishing and maintaining an atmosphere of responsible discussion and of intellectual exploration on campus. Student publications serve as means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating student opinion on various issues on the campus and in the world at large. Financial and legal autonomy of the student newspaper is not possible at Eureka College. Thus the matters related to editorial responsibility and freedom are particularly important, requiring coordination and review of published materials with the faculty advisor. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

Violations of this policy will be addressed through Judicial Policies.

### **Protection of Due Process**

Students have protection through orderly procedures against prejudiced or capricious evaluation in academic and disciplinary matters. Students are guaranteed due process and opportunities for reasonable appeals in matters of action and

concern. At the same time, students are responsible for maintaining standards of academic performance established by the college faculty (individually and collectively) and for adhering to standards of conduct established by the College. Academically, student performance should be based solely on an academic basis, not on opinions or conduct in matters unrelated to academic matters (for more specific information, see the Judicial Policies).

### **Protection of the Freedom of Association**

Students bring to the campus a variety of interests acquired previously and will develop many new interests as members of the academic community. Students should be free to organize and join associations to promote their common interests; however, such freedom does not imply college recognition.

College guidelines should not be used to censure a student's right of association or to limit a student's interest.

### **Protection of the Exercise of the Right of Citizenship**

College students are both citizens and members of an academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy. However, as members of the academic community of Eureka College, enrollment is considered an implicit declaration of acceptance on the part of the student of College regulations, both academic and social. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit the intellectual and personal development of students as is often promoted by their exercise of citizenship provided by our national constitution. It is recognized by Eureka College that students, individually and collectively, have the right to express their views on institutional policy and on matters of general interest to the students of Eureka College. The College recognizes the role of student government in voicing and representing student concerns in the formulation and application of institutional policy affecting academic and student affairs.

It is in these statements on the rights, freedoms and responsibilities of Eureka College and its students that the living and learning environment is defined, enhancing the students' total development as an educated, contributing member of society and his/her individual community.

*Statement of Origin: Reviewed and revised by the Student Life Committee, 4/2001*

## Student Ethics Code

In response to a concern for individual responsibility to demonstrate integrity and honesty in one's academic challenges, the 1988-89 Student Senate developed a statement of ethics. Written by Bret Heinrich and Phil Stiles, the following statement was passed unanimously by the Eureka College Student Senate, supported by the Eureka College Faculty, and presented to the College's Board of Trustees. It is a Code of Ethics that exemplifies the highest standard of academic excellence expected of all Eureka College students. Enrollment in Eureka College is an acceptance of the standards outlined in this statement.

### Goal

To instill high levels of academic honesty, integrity and conduct among the Eureka College community by refusing to tolerate cheating, plagiarism and collusion in any form whatsoever.

Eureka College is an institution of arts and sciences emphasizing a Christian-oriented, liberal education. A function of the College is to bring together thinking people in an atmosphere conducive to the exchange of ideas, cooperation, honesty, integrity, and respect for the ideas and research of others. Eureka College stresses the development of the individual as well as mastery of skills and the acquisition of knowledge.

Academic dishonesty severely undermines the education of the student. Areas of academic dishonesty include cheating, collusion, and plagiarism.

### Cheating

Copying from another's paper, communicating with another during a test, or giving unauthorized help to another during a test; Using any unapproved materials on a test; Sharing, using, obtaining, or trying to obtain a test or any part of a test before the testing period; Employing any unapproved methods in course work or preparation for a test.

### Collusion

The unauthorized collaboration of course work. This precludes a student from using work submitted to another instructor as original work without prior approval.

### Plagiarism

To use the ideas, words, or work of others as one's own. This precludes a student from using work submitted to another instructor as original work without prior approval.

Students, Faculty and Administration share the responsibility of promoting high moral standards and removing opportunities in which a student may be unethical. Therefore, academic integrity is an active responsibility of everyone in the Eureka College community. In sensitive situations, the individual should exercise wisdom, discretion and sound judgment.

### Statement of Compliance

Among Eureka College's proudest and most important traditions are honesty, integrity and a strong commitment to the highest ideals of moral and ethical behavior. Students agree to comply with the letter and the spirit of this document.

Additionally, students must be aware that failure to comply with any part of this document may result in negative social sanctions and disciplinary actions as described in the Student Handbook.

*Statement of Origin: Approved by the 1988-1989 Eureka College Student Senate*



## Student Code of Conduct

Students enrolling in Eureka College assume an obligation to conduct themselves in a manner compatible with the purpose and principles of the college. Student behavior should be such that concern for other persons is displayed. This principle is directly derived from the central purpose of the College. At a minimal level, this means that no conduct on the part of any individual or group should cause harm to others or seriously inconvenience others. At a more mature level, the principle of concern for others means thoughtful and helpful behavior towards other persons. The Basic Policy outlined in the Expectations and Standards in a community of Learning of the Student Handbook is central to the College's policy on student conduct and is considered an integral part of the Student Code of Conduct expected of all Eureka College Students. The following standards and procedures are College policy. All students are held accountable to this policy. Violations of the Student Code of Conduct should be addressed by the Dean of Students or his/her designee. Students have the right to seek disposition from the Dean of Students or his/her designee or seek direct disposition from the Judicial Board. Appeals of decisions of the Judicial Board are made to the Provost of Eureka College.

### **Failure to Response to Official Notice**

It is the student's responsibility to respond immediately to any official request from a College faculty or staff member. This includes requests for meetings, interviews, identification, and other reasonable directives by a College staff member, College official or faculty member in the authorized performance of his/her duties.

### **Use of Identification Cards**

All students are provided an identification card which serves as the official College identification. Lending the ID card to anyone is forbidden. Loss of the card should be reported to the Office of Student Life. There is a replacement charge that will be placed on the student's college account.

### **Dishonesty**

Dishonest actions, for example cheating, plagiarism, forgery, alteration, or misuse of College documents or records of identification are not permitted. This shall include knowingly furnishing false information to the College or College officials. It must be noted that dishonest actions relating to academic matters, for example cheating or plagiarism, will be referred directly to formal hearing by the Judicial Board without the student first being offered informal disposition by the Dean of Students.

### **Physical or Mental Abuse**

Physical abuse of any person is strictly forbidden. Conduct which threatens or endangers the health (mental or physical) or endangers the safety of any person is unacceptable for any Eureka College student.

### **Hazing**

Any action or support of action which can be deemed hazing is strictly forbidden and is not condoned by the College. "Hazing" means any intentional or unintentional act which is knowingly or recklessly committed by one person, or acting with others, directly against a student, that endangers the mental or physical health or safety of a student for the purpose of, or resulting from, pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, recognized or not recognized, whose members are or include students. The willingness of an individual to participate in such activities shall not be a consideration mitigating disciplinary action.

### **Misuse of Property**

Theft of and/or damage to property of the College or of a member of the College community or of campus visitors is forbidden. Littering or otherwise marring the appearance of College property is a violation of these guidelines.

### **Illegal Use of Drugs**

The illegal use of prescription drugs as well as the possession and/or distribution of controlled, narcotic, or illegal drugs, including marijuana, cocaine, etc. by Eureka College students are prohibited.

### **Gambling**

Gambling is prohibited on campus. This applies to games of chance for which a fee is paid for consideration, betting, internet gambling, etc. Exceptions can be made by the Dean of Students for organization raffles and fund-raisers.

### **Illegal Use of Alcohol**

Students of legal drinking age (21 years old) are allowed to possess and consume limited amounts of alcohol in residence hall rooms or at official scheduled social functions that have followed the process outlined in the College Alcohol Policy. The complete detailed alcohol policy is included in the Student Handbook.

### **Disorderly Conduct**

Disorderly conduct or lewd, indecent, or obscene conduct or expressions is unacceptable under these guidelines. Students shall not either singly or in concert with others obstruct or disrupt any teaching, administrative, or any other activity authorized to be held or conducted by or at Eureka College.

### **Possession of Fireworks/Firearms**

Students are not permitted to bring firearms to campus. The possession of any firearm or explosive on College property, including pellet guns, fireworks, etc. is not permitted on campus. See specific Eureka College Weapons and Firearms Policy pursuant with regulations under the Illinois Firearm Concealed Carry Act.

### **Misuse of Fire Safety and Medical Equipment**

Fire extinguishers, fire alarms, Automated External Defibrillator, (AED) and other safety equipment on campus are placed for the safety and security of the campus community. Misuse of this equipment is both a violation of

College regulations and of city and state laws. Disciplinary sanctions as well as civil actions can result from misuse of this equipment.

#### **Conducting Commercial Enterprises On- Campus**

No commercial enterprises shall be conducted on campus by any individual who is not a member of the campus community (faculty, staff, or student) without the written permission of the Dean of Students. Students are not allowed to collaborate with members or non- members of the campus community in solicitation or marketing programs without permission.

Commercial enterprises would include distributing literature or promotional materials on campus property inside or outside of buildings or on automobiles. Members of the campus community must follow established policies in regard to fundraising or other commercial programs.

#### **Violation of Local, State and/or Federal Law**

Students who violate federal, state, and/or local laws involving conduct on or off campus are subject to disciplinary actions. Students who are charged and/or arrested for violations of law are subject to temporary suspension from the College. This is specifically significant when it is determined by the Dean of Students that the presence of the student on campus would seriously disrupt the College community or constitute a danger to the health, safety, or welfare of themselves or others.

*Reviewed and approved by Administrative Council, Faculty Student Life Committee, Trustee Student Life Committee, and Board of Trustees, May, 2016*

#### **Party of Violations**

Students who knowingly and willingly are present during a violation of any College policy, or who are knowledgeable accessories to such violations, may be subject to disciplinary action.

#### **Violation of Other College Policies**

Campus policies and regulations, including but not limited to regulations concerning the registration of student organizations, the use of College facilities, the campus alcohol policy, and the policy on sexual harassment should be carefully followed by Eureka College students and are considered an integral part of these rules and regulations. Rules governing residence in College-owned or controlled property are also considered a part of these guidelines.

#### **Smoking in Campus Buildings**

Illinois law, as well as College policy, prohibits smoking in buildings on campus or within 15 feet of an entrance to a building. The use of any tobacco product or vaping is prohibited inside any building on the academic side of campus. This prohibition of smoking includes residence hall rooms and fraternity or sorority houses that are approved for student housing.



## College Policies

### Non-Discrimination Statement

No one shall be denied admission to any College course or program, nor denied housing, employment or promotion, nor the opportunity to study or work at Eureka College because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability, unfavorable discharge from military service, military status, status as a Vietnam- era or special disabled veteran, genetic information, citizenship, or order of protection status, in accordance with applicable law. Any questions regarding discrimination on the basis of sex or sexual orientation should be directed to the Title IX Coordinator at [Title9@eureka.edu](mailto:Title9@eureka.edu). All other concerns regarding discrimination against a student should be directed to the Provost's Office and those regarding employees should be directed to Human Resources.

*Statement of Origin: Passed by the Eureka College Faculty, 5/2000; Passed by the Eureka College Board of Trustees on 5/19/2000. Revised by Title IX Coordinator on 8/20/15.*

### Alcohol and Drug Policy

The Alcohol and Drug Policy at Eureka College is based on three essential foundations:

1. Eureka College is, first and foremost, a learning community. The improper use or abuse of alcohol and/or illegal drugs is counterproductive to learning.
2. All of our members of our community are expected to follow local, state, and federal statutes, ordinances, and laws.
3. The College has an obligation to provide education regarding the use of alcohol and/or illegal drugs and to recommend counseling and/or treatment to those in need of such services.

### Drug-Free Schools and Communities Act

On December 12, 1989, President George Bush signed the Drug-Free Schools and Communities Act Amendments of 1989 which require that institutions of higher education implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities.

The law, in addition to the Drug-Free Workplace Act-Pub L. No.100690,5151-5160 (which require applicants for federally funded grants and contracts to certify that they will institute formative steps to prohibit the unlawful manufacture, distribution, possession and use of controlled substances in the workplace), established the legal requirements of Eureka College's policy.

### Biennial Review Procedures

Pursuant to the Drug-Free School and Communities Amendments of 1989, these policies and related programs will be reviewed every two years for compliance. The materials development pursuant to these policies and the results of the biennial review will be made available to the Secretary of Education if the College is selected in a random selection by the Secretary for determination of compliance. In addition to circulating these policies to all students and employees, policies relevant to the Drug-Free Workplace Act will be posted in public areas of the College.

### Parental Notification

In accordance with federal law, the College may contact parents/guardians in cases of drug policy violations. The

College may also contact parents/guardians in cases of alcohol policy violations and/ or cases in which students are assessed for medical safety and/or transported to the hospital for acute intoxication.

### Alcohol Policy

The following applies equally to all members of our community and to their guests while on our campus or engaged in College-related functions and activities.

Violations of the federal, state and/or local laws outlined below are violation of this policy:

- Possession, consumption, or serving of alcohol by persons under 21 years of age.
- Furnishing alcohol to persons under 21 years of age.
- Disorderly or destructive behavior during or following the consumption of alcohol.
- Selling alcohol without a liquor license, including collecting money, selling cups or tickets, or charging admission where alcohol is served.

Individuals of legal drinking age (21 years of age and older) may possess and/or consume beer, wine or individually packaged alcoholic beverages containing 14% alcohol by volume or less on-campus in the following locations:  
Inside residence hall rooms with the door closed.  
In the lounge of a residence hall floor, in a glass or cup, with the maximum present not to exceed the number of residents living on the respective floor.

Open alcohol containers (i.e. bottled or cans) are not allowed in residence hall lounge spaces.

In other areas by permission of the Dean of Students. Kegs or other common sources of alcohol, tapped or untapped, are not allowed in the residence halls. If one occupant of the room is over 21 and his/her roommate is under 21, the resident over 21 is allowed to have alcohol, but the underage resident is not allowed to consume it. Individuals of legal drinking age may transport alcohol between campus locations provided it is packaged in its original containers and remains sealed.

Devices or activities that encourage binge drinking such as beer bong, drinking games, and contests are strictly prohibited on campus.

College officials and Residence Life staff members reserve the right to search College-owned furniture and can request to search personal items if there is reasonable cause to believe a student or student organization is violating this policy. College officials and/or Residence Life staff members may also request proof of identification to verify age.

### **Alcohol at Student Organization Events (On and Off Campus)**

Student groups and organizations who want to serve alcohol at an event or social function must:

- Register the function with the Office of Student Life and execute the required paperwork (Contract of Terms) at least 5 business days prior to the function. (Required event registration paperwork can be obtained in the Office of Student Life or under the Student Resource area of the Student Life webpage.)

*Note: Approval of the event by the organization advisor is required at event registration.*

- Designate one (1) organization member, per 30 attendees, to serve as Social Host(s) for the event. Social hosts must attend an alcohol education session, hosted by the Office of Student Life prior to the function, be in good standing with the college, remain sober during the event, serve as the point of contact for the event, and ensure proper protocols, as outlined in this policy, are being enacted and followed.

*Note: Social Hosts will be approved by the Office of Student Life when the event is approved.*

- On-campus social functions where alcohol is permitted may last up to 4 hours and cannot extend past 1:00 am.
- Provide and serve adequate amounts of food and non-alcoholic beverages throughout the function, free of charge.
- Present for approval check-in procedures and age verification (guest list/checking of IDs, and wristbands) to clearly identify who is of legal age to possess and consume alcohol at the event.
- Present a full list of attendees (that includes first name, last name, date of birth and Eureka Student ID #, if a current student) to the Office of Student Life within three (3) business days after the event.

In addition, the following conditions must be met:

- Social functions where alcohol is present can be restricted on campus during special events (i.e. Reagan Weekend, Family Weekend, exam week) and other times designated by the Dean of Students.
- The use of alcohol at any membership recruitment, initiation function, or new member education is strictly prohibited.

- All nationally affiliated organizations must abide by both the College policies as well as their national policies. Organizations must complete all required paperwork for any events, reports, or programs requested by headquarters staff or representatives in addition to the College related paperwork.
- A campus security officer will be made aware of all on-campus social functions where alcohol is permitted. If an officer is unavailable, the Office of Student Life professional staff member on duty will be made aware of the event.

Student activity fee funds may not be used, directly or indirectly, to purchase alcoholic beverages of any kind.

Neither Eureka College's name, logo, nor the names of any organization affiliated with the College, may be used with any commercial sponsorship relating to alcohol: i.e. beer distributors, bars, beverage companies, etc., unless approved by the Dean of Students.

The number of guests at an event cannot exceed fire code for the event space. For information about fire code regulations on-campus, visit the Office of Student Life. Contact the venue for off-campus events.

References to alcohol in all types of publicity is prohibited, without approval from the Dean of Students.

Student organizations wishing to host an event with alcohol on-campus must meet the contractual and licensure requirements of the campus food service provider. Reach out to the Office of Student Life for specifics.

### **Event Check-In and Age Verification Protocols**

Student organizations hosting an event or party with alcohol must follow the below guidance related to check-in and age verification protocols:

- One centralized location should be established for event/party check-in and age verification checks.
- Upon entrance to the event, each attendee must present a government-issued ID for age verification. Wristbands, or other easily identified markers, should be distributed to guests who are of legal drinking age.
- A list of attendees, including first and last name, date of birth, and Eureka Student ID # (if applicable) should be collected when guests arrive at the event. Following the event, the attendee list must be turned in to the Office of Student Life within three (3) working days.

### **Alcohol Policy Violations**

Violations of the College's alcohol policy are considered a serious matter and will be adjudicated pursuant to the student conduct processes and procedures specified in the student handbook. These violations are in addition to citations distributed by a law enforcement agency. If during the conduct process sufficient information is provided for a finding of responsibility, the student conduct administrator will administer sanctions based on the violation levels outlined below.

#### **Alcohol Violation Levels – Individual Students**

Level	Violation
Level 1	<ul style="list-style-type: none"> <li>• Possession and/or consumption of alcohol by a person under 21.</li> <li>• Creating a disturbance while under the influence of alcohol.</li> <li>• Possession of binge drinking devices (i.e. beer bong).</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Acute intoxication as defined by medical assessment.</li> <li>• High-risk alcohol use (harm to self, others or property, intoxication requiring medical assessment and/or transportation to medical facility).</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Hosting a gathering involving alcohol that constitutes a disruptive environment (see Community Standards - no. 19), or in which insufficient action is taken to prevent violations of college policies by those attending.</li> <li>• Possession of a keg or other community source of alcohol in a residence hall.</li> </ul>
Level 4	<ul style="list-style-type: none"> <li>• Providing or selling alcohol to a person under 21.</li> </ul>

#### **Alcohol Violation Levels – Recognized Student Organizations**

Level	Violation
Level 1	<ul style="list-style-type: none"> <li>• Providing alcohol to a person under 21 during a registered organization event.</li> <li>• Failure to end a social activity with alcohol by 1 a.m.</li> <li>• Designated social host is witnessed to be intoxicated or impaired.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Hosting an unregistered event with alcohol.</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Providing alcohol to a person under 21 during an unregistered event.</li> <li>• Inducing or forcing another person to consume alcohol, including, but not limited to hazing activities.</li> </ul>
Level 4	<ul style="list-style-type: none"> <li>• Hosting an unregistered event with alcohol where additional College policy or code of conduct violations occur.</li> </ul>

### **Sanctions for Alcohol Policy Violations**

Eureka College has established clear and specific minimum sanctions that result from violations of the Alcohol policy. In every case in which the student or student organization has violated the alcohol policy, the sanctions will consist of a sanctioning level (warning, probation, suspension, expulsion) and appropriate substance use intervention and monetary fine.

The following are minimum sanctions regarding alcohol violations corresponding to the various levels of severity outlined above:

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Level 1	\$50 and Warning	\$100 and Warning	\$150 and College Probation	\$200 and College Suspension
Level 2	\$100 and Warning	\$150 and College Probation	\$200 and College Suspension	
Level 3	\$200 and Warning	\$400 and College Probation	\$600 and College Suspension	
Level 4	\$500 and College Probation	\$750 and College Suspension		

Depending on the specifics of the case at hand, the following may also be assigned:

- Restitution
- Medical referral
- Residence hall relocation

### **Drug Policy**

The following applies equally to all members of our community and to their guests while on our campus or engaged in college-related functions and activities.

Violations of the federal, state and/or local laws outlined below are violation of this policy:

- Illegal possession, use, provision or sale of illicit drugs including but not limited to alcohol, cannabis, hallucinogens,

LSD, cocaine, depressants, methaqualone, rohypnol, GHB.

- Disorderly or destructive behavior during or following the consumption of illegal drugs

### **Drug Policy Violations**

Violations of the College's Drug Policy are considered a serious matter and will be adjudicated pursuant to the student conduct processes and procedures specified in the student handbook. These violations are in addition to citations distributed by a law enforcement agency. If during the conduct process sufficient information is provided for a finding of responsibility, the student conduct administrator will administer sanctions based on the violation levels outlined below.

#### **Drug Violation Levels - Individual Students**

Level	Violation
Level 1	<ul style="list-style-type: none"> <li>• Use of illegal, synthetic or counterfeit drugs and/or prescription medication not prescribed to the individual.</li> <li>• Use or possession of equipment, products, or material that is used or intended for use in manufacturing, growing, using, or distributing any drug or controlled substance, including but not limited to bongs, pipes, vaporizers, grinders, scales, etc.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Providing or selling illegal, synthetic or counterfeit drugs/prescription drugs to others</li> <li>• Manufacturing or producing an illegal, synthetic or counterfeit substance.</li> <li>• Manufacturing, producing or possessing an illegal, synthetic or counterfeit substance with the intent to distribute</li> </ul>

#### **Drug Violation Levels - Recognized Student Organizations**

Level	Violation
Level 1	<ul style="list-style-type: none"> <li>• Organization use of illegal, synthetic or counterfeit drugs and/or prescription medication not prescribed to the individual at a registered or unregistered event.</li> <li>• Organization use or possession of equipment, products, or material that is used or intended for use in manufacturing, growing, using, or distributing any drug or controlled substance, including but not limited to bongs, pipes, vaporizers, grinders, scales, etc. in organization designated housing facilities.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Organization providing or selling illegal, synthetic or counterfeit drugs/prescription drugs at an organization event.</li> </ul>

### **Sanctions for Drug Policy Violation**

Eureka College has established clear and specific minimum sanctions that result from violations of the drug policy. In every case in which the student or student organization has violated the alcohol policy, the sanctions will consist of a sanctioning level (warning, probation, suspension, expulsion) and appropriate substance use intervention and monetary fine.

The following are minimum sanctions regarding drug violations corresponding to the various levels of severity outlined above:

Violation	1st Offense	2nd Offense
Level 1	\$100 and Probation	\$200 and Suspension
Level 2	Expulsion	

Depending on the specifics of the cases, the following may also be assigned:

- Random drug testing
- Restitution
- Residence hall relocation

### **Medical Marijuana Policy**

While Illinois law allows limited medical marijuana use; using and possessing marijuana in any form remains a crime under federal law. Since Eureka College receives federal funding, we are required to prohibit the use and possession of all federally controlled substances, including marijuana for medical uses. The use of medical marijuana in the workplace and on campus is also restricted by the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Thus, Eureka College prohibits the use of marijuana, including for medical purposes, on campus and any known violations will be subject to disciplinary action.

*Approved by Board of Trustees, 2/2019*

### **Disclosure of Student Information**

The Family Educational Rights and Privacy Act (FERPA), as defined in 1974 and subsequently amended, is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Eureka College maintains an educational record for each student who is or has been enrolled at the College. In accordance with FERPA, all eligible students have the following rights under this act:

- The right to inspect and review the student's educational records maintained by the school.
- The right to request that a school correct record which a student believes to be inaccurate or misleading.
- If the school decides not to amend the record, the student has a right to request a formal hearing to challenge the content of the educational record. After the hearing, if the school decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- The right to prevent disclosure without consent of the student, with certain exceptions, of information from the student's educational records.

The College must receive written permission from a student in order to release any information from a student's educational record. FERPA does allow schools to disclose without the student's consent the following information to the parties or under the conditions specified:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid for a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies.

In addition, the College may disclose, with a student's consent, what FERPA defines as "directory" information (student's name, address, telephone number, date and place of birth, honors and awards, dates of attendance). A student may request that any or all of this information not be released by completing the appropriate form in the Office of Student Life.

Student files include the following:

- Student Master File. This file maintains the student's application form, admissions information, correspondence concerning these records, permanent academic record and is maintained in the Office of Registration and Records.
- Office of Student Life File. The Office of Student Life maintains a file on each student that includes information regarding student life. This may include health records, insurance claims, applications for organizations and award recognition, absence reports, disciplinary records, and other incident reporting statements. This file is maintained in the Office of Student Life and is supervised by the Dean of Students.
- Academic Record (transcript). This is a record of a student's academic progress and is located in the Office of Registrar and Records. The records are supervised by the Assistant Dean of Records.
- Financial Aid File. This file maintains the family financial statements, loan information and financial aid accounts (including student employment information), etc. This file is maintained in the Office of Financial Aid.
- Teacher Education Records. The Education Department maintains on all prospective teachers and those individuals enrolled in Teacher Education courses, files describing student performance, references, student teaching evaluations, etc.

### **Requests for Alternative Methods of Meeting Requirements Due to Disabilities**

The College seeks to have all students accomplish to their potential. It is recognized that some students may have their efforts undermined by physical and/or learning disabilities, leading to poor performance and underachievement. The resulting frustration and poor self-esteem could further exacerbate poor performance with schoolwork. We share the students' concerns on these matters.

Application for alternative methods of meeting requirements may be made in writing to the Provost who will then consult with the chair of the Division and the members of the faculty affected, and the student's advisor. In order to allow the Provost and those consulted adequate time to evaluate the student's request, such applications must be made well in advance of when the student is to begin the course or attempt the requirement for which an alternative method is requested and at least six months before the student's intended date of graduation. Exceptions to these notification requirements may occur in unusual circumstances such as the sudden onset of a disability.

The disability must be described and documented by the written opinion of a professional qualified to make such a determination, and the student must agree to a medical or other appropriate examination by a professional selected by the College if such is requested by college officials. In case of discrepancies between the opinions of experts, the College reserves



the right to rely on the opinion of the expert chosen by the College. The written opinion should state whether the condition can be remedied. It is the responsibility of the student to provide all supporting documentation which would allow Eureka College to make an informed and responsible decision about the application for alternative means.

If the disability is described and verified by expert opinion, the Provost and others consulted will determine whether assistance or modifications in examinations or requirements can be made to enable a student to overcome impaired sensory, manual or speaking skills and still demonstrate the knowledge and abilities which Eureka College deems essential for awarding the degree in question, or, if applicable, the requirements to successfully pass a required course. The Provost will then oversee any arrangements made for alternative methods of meeting requirements.

Any accommodation cannot work to the disadvantage of any other student or unduly burden staff or faculty. Other than as required by law, expenses in accommodation such as, but not limited to, special aids, tutors, equipment or modifications to the physical structure must be paid for by or on behalf of the individual and will not necessarily be borne by the College.

The alternative methods of meeting requirements can only affect courses enrolled in subsequent to the date the alternative is approved. The Academic Students & Policies Committee will hear any appeals from decisions of the Provost. Decisions of the Committee will be final.

### **Involuntary Withdrawal due to Medical, Psychological, or Social Situations/Conditions**

A student may be subject to involuntary administrative Withdrawal from Eureka College (or residential housing) by the Dean of Students when s/he determines that the person is a danger to self, to others, or to the property interest of Eureka College.

#### Implementation

The Dean of Students may initiate a temporary and/or permanent withdrawal of a student from the College or from College housing pending formal review. In cases involving the implementation of this policy, the College may require medical or psychological evaluation of the student made by a physician or mental health professional of the College's choosing. The evaluation must be paid for by the student and must be completed within 24 hours of written notice. Failure of the student to cooperate in this evaluation will result in an automatic involuntary withdrawal.

In all cases, the Dean of Students or the Provost shall conduct a full review of all available evidence and information to determine if the student's continued presence within the campus community poses a risk to the student, to other students, or to the property interest of the College. The Dean of Students may then enforce involuntary Administrative Withdrawal, may allow a student to return with specific conditions, or may allow a student's unconditional return.

The Dean of Students shall then notify the student in writing of the College's final position on the matter. If a student is involuntarily withdrawn, the College shall record the Withdrawal academically as it would any Withdrawal without failure. Reimbursement of fees and charges shall be made as any departure at this date would be. The student's Faculty Advisor shall be notified of the intent to enforce Involuntary Withdrawal by the Dean of Students or the Provost, if possible, prior to Withdrawal. In all cases, the Dean of Students shall attempt to inform the Faculty Advisor of all decisions and information involved in the case. The Provost may also withdraw a student from specific course work when in his/her judgment, medical conditions warrant such action.

If the student feels that the matter is more rightfully a student disciplinary matter, the Dean of Student's decision to hear the matter under this policy may be appealed to the Provost by submitting a written request for appropriate review within 48 hours of the notice of the Dean of Student's decision to enforce Involuntary Withdrawal. The Provost shall review the evidence to determine if there is sufficient cause to hear the matter. In all cases, the decision of the Provost shall be considered final.

#### Readmission Criteria and Procedures

A student, who has been Involuntarily Withdrawn, must complete the following readmission procedures before the student is allowed to return to Eureka College:

- The student must send a letter to the Dean of Students, requesting readmission.
- The student must send with the letter a report from the student's physician and/or mental health provider including a discussion of the current health status, course of treatment undergone during the leave, as well as any specific recommendations for the student and College with respect to the student's successful return to Eureka College.
- The student's physician and/or mental health provider must be a licensed physician if the evaluation is regarding medical concerns and must be a licensed mental health provider of evaluating mental health concerns.
- The student is responsible for any and all costs associated with the physician or mental health provider's evaluation.
- The Dean of Students, Dean of Enrollment Management, and Provost will review the information provided by the student and evaluate the appropriateness of the student's return. They may request further information from the student or health care providers. In order to ask for such information, the student will be asked to sign and return a release form so that those individuals at the College who are involved in evaluating the student's return can have access to the student's outside health care providers and have the ability to openly discuss relevant aspects of the student's

condition. Once the decision has been reached, the student will be notified by the Dean of Enrollment Management. The decision is final.

If the student is permitted to return to Eureka College, the student is required to meet with the Dean of Students to discuss terms of the student's readmission including, if appropriate, a discussion of a continuing treatment plan for the student. If the student does not follow the plan established, the College has the right to revoke its decision to readmit the student effectively immediately.

*Revised by the Dean of Students, 2/ 2012; Approved by the Student Affairs Committee, 3/ 2012; Faculty, 5/2012.*

### **Academic Dishonesty Policy**

Eureka College strives to instill individual responsibility and integrity in its students, and expects its students to behave with integrity throughout their time at the College. Any giving or receiving of unpermitted aid on tests or assignments is considered cheating. If a student is uncertain about how to document sources or incorporate materials into a paper, it is his or her responsibility to seek help by speaking to the faculty member, another professor, or a Writing Center tutor.

#### Definition of Academic Dishonesty

Academic dishonesty includes the deliberate passing off of another's ideas as one's own; any attempt to gain information about a test or exam prior to the test or exam date without the instructor's consent; and providing unauthorized assistance on a test, exam, paper, or other assignment to another student.

Specific examples of academic dishonesty include, but are not limited to, the following:

- Copying any portion of a paper off of the Internet or from another source, published or unpublished, without proper attribution.
- Paraphrasing any text found on the Internet or in another source, published or unpublished, without proper attribution.
- Claiming another's idea as one's own, regardless of the language in which that idea is expressed.
- Copying from another student's paper, communicating with another during a test, or giving unauthorized help to another student during a test.
- Sharing, using, obtaining, or trying to obtain a test or any part of a test before the test period.
- Employing any unapproved methods in coursework or preparation for a test.
- Obtaining or distributing examination materials prior to the scheduled exam without the consent of the instructor.
- Using a computer program or website to help with an assignment when the instructor has explicitly forbidden its use.
- Attempting to change answers after an exam has been submitted.
- Allowing someone or paying someone to write a paper for you.
- Purchasing a pre-written paper.

#### Academic Dishonesty: Procedures for Reaching an Informal Resolution

Academic dishonesty represents a serious breach of Eureka College's policies and ethos. When such dishonesty can be demonstrated to have occurred, therefore, it will be dealt with seriously, and all demonstrated cases of academic dishonesty must incur an appropriate penalty. A dispute resolution is considered "informal" when it is arranged without going before the Judicial Board, although students do have recourse to the Board should they disagree with the outcome of the informal resolution (see e below).

Cases of academic dishonesty initially should be dealt with according to the following procedure:

- a. If the instructor suspects a student of academic dishonesty, he or she should do whatever is reasonably possible to find evidence of plagiarism or cheating. Such measures might include locating plagiarized passages on the Internet, in course books, or in a classmate's paper. In some cases, it may be difficult to trace direct evidence of academic dishonesty, but any materials that are discovered should be carefully documented and copies made for the student to examine. It is also recommended that faculty include a statement in their syllabi that advises students to document their own work process—e.g. keeping early drafts of papers—in order to clarify cases of suspected academic dishonesty.
- b. If the faculty member has established a reasonable basis for suspecting a student of academic dishonesty, a meeting between the faculty member and the student should be called as soon as possible. Should such a meeting be impossible—e.g. the student has left campus for the summer—the discussion between the faculty member and the student can occur over the phone or through email. If the student does not respond to the faculty member's attempts to set up a meeting, then the faculty member may take the actions defined below (establishing a penalty and placing a letter in the student's file) without meeting with the student; however, every reasonable effort should be made to reach the student and the student should be informed in a letter sent to the student's home of the actions to be taken; an additional email sent from the faculty member's Eureka account to the student's Eureka account may also be appropriate.
- c. At this meeting, the faculty member will give the student an opportunity to respond to the charges made against the student and show the student any evidence that the faculty member has amassed. Upon the conclusion of the student's defense, should the faculty member remain convinced that academic dishonesty has occurred, he or she must inform

the student of the following: the penalty that the student will incur, that a letter will be placed in the student's file (see d below), and of the appeal system that the student may follow if he or she wishes (see e below).

- d. Upon conclusion of the meeting, the faculty member will write a letter that documents the incident, reports the important details of the conversation with the student, and describes the penalty that the student has incurred. Copies of this letter will be sent to the student, to his or her advisor, and to the Provost's office.
- e. Should the student wish to contest the faculty member's decision, he or she should first schedule a meeting with the faculty member's Division Chair. If the student remains unsatisfied after meeting with the Chair, he or she may speak to the Provost. If the student decides to pursue this course of action, it would be appropriate for the faculty member to share the evidence of academic dishonesty against the student with the Division Chair and, if necessary, the Provost. If, after meeting with the Provost, the student remains dissatisfied with either the charge of academic dishonesty or the punishment meted out, and an informal resolution of the problem is not possible, then he or she should initiate procedures for a Student Academic Appeal. The student will be informed of these options in his or her meeting with the faculty member (described above).

#### Penalties for Academic Dishonesty

Punitive measures taken for academic dishonesty are—within reason—ultimately up to each individual faculty member; given the serious nature of the offense, however, it is recommended that faculty deal seriously with such cases. In order to ensure consistency of expectations, all demonstrated cases of academic dishonesty could be met with one of the following penalties. Faculty should include a statement on their syllabi detailing how they will address cases of academic dishonesty, and students are responsible for reading and understanding these statements. Possible penalties are described below.

#### Failing grade for the course.

If the dishonesty is clearly demonstrated and appears to be intentional, or if the syllabus states that it will result in an F for the course, then a failing grade for the course will be issued to the student. Examples of cases in which a failing grade for the course would be appropriate include: a student's copying from or paraphrasing a website without attribution in a paper; students sharing information during a test; a student's writing part of a paper for another student; and a student's texting answers to exam questions to a classmate. In these instances, the student will not be allowed to withdraw from the course, regardless of whether the withdrawal date has passed.

#### Failing grade for the assignment.

In some cases, it may be appropriate to give the student a 0 for the particular assignment but to allow him or her to continue in the course. This measure should only be taken when the faculty member feels that the student may not have understood the requirement to document all sources, or where the intention to cheat is not clearly present. Such a case might include an instance in which a student writes the bulk of the paper him or herself, but knowingly paraphrases an idea from a textbook in one paragraph without proper attribution.

#### Opportunity to rewrite the assignment, with the possibility of an established penalty.

If the plagiarism is very minor and clearly unintentional, the faculty member may allow the student to rewrite the assignment. The faculty member may also specify that the rewritten assignment will still incur a grade penalty (e.g. a one-letter-grade deduction, or the grade on the rewritten assignment will be averaged with 0 given to the plagiarized assignment.) This option would be appropriate in the case of, for example, a student's reproducing what he or she thought to be "common knowledge" without proper attribution, but where the main argument of the paper is the student's original work. Directly copying another student's paper or exam or acquiring answers to a test prior to the test date would not appropriately fall under this category.

#### Stated Course Policies Regarding Academic Dishonesty

It is recommended that faculty include a statement on each syllabus that explains his or her policy on academic dishonesty. A sample statement is below: "Academic dishonesty constitutes a major breach of the trust that exists between the instructor and the student. It includes passing off another's ideas as one's own, any attempt to gain information about a test or exam prior to the test or exam date without the instructor's consent, and providing unauthorized assistance on a test, exam, paper, or other assignment to another student. Cheating on a test, exam, quiz, paper, or other assignment will result in a failing grade for the course. Students who fail for academic dishonesty will not have the option of withdrawing from the course. If you are in doubt about what plagiarism means, or about how to appropriately document sources in your work, please contact me; I will be happy to help." Disciplinary Letters and Multiple Infractions All letters sent to the Provost's office regarding cases of academic dishonesty will be kept on file for the duration of the student's enrollment at Eureka College. If a student receives two letters testifying to academic dishonesty, the Provost will review his or her case and determine whether the letters provide evidence of a pattern of dishonest behavior that should be dealt with more seriously. If the Provost decides that the student's case warrants more attention, then it will be brought before the Judicial Board. The Judicial Board will then determine whether the student's case warrants academic suspension or another punitive measure.

*Approved by Faculty in April, 2009*



**Harassment, Physical or Emotional Abuse, and Hazing**

Harassment and bullying are a violation of basic human rights and is inconsistent with the principles and purposes of an academic community. Words or acts which humiliate, intimidate, or abuse an individual or a group of individuals will not be tolerated. Harassment is defined as aggressive pressure or intimidation. Bullying is defined as to use influence or intimidate an individual to do what one wants.

Individuals who are found in violation of our standards against harassment, bullying, or abuse, will be subject to immediate suspension from the College. Organizations or groups that participate in hazing of new members, candidates or pledges are subject to having their Eureka College charters revoked and being banned from campus. Individuals who participate in hazing activities will be subject to the most severe disciplinary actions prescribed in this section.

*Revised and approved by the Board of Trustees May, 2016*

**Specific Policy on Sexual Harassment.**

Eureka College prohibits all forms of sexual harassment. Sexual Harassment in higher education is any unwelcome sexual advances or requests for sexual favors made by an executive, administrative staff, or faculty member to a student, or any conduct of a sexual nature that substantially interferes with the student's educational performance or creates an intimidating, hostile, or offensive educational environment.

Sexual harassment can include, but is not limited to, sexually-oriented jokes, flirtation, obscene letters or notes, inappropriate compliments, sexual propositions or advances, "cat calls" or whistling, possession or display of sexually- explicit objects or pictures, exchange of sexual "gag" gifts, inappropriate discussion of one's sexual experiences or desires, comments about an individual's body or appearance, sexual gestures, physical contact such as patting, pinching, or purposely rubbing up against another's body, demands or pressures (actual or implied) for sexual favors, continuing to express sexual or romantic interest after being informed the interest is not welcomed, making promises or suggestions (actual or implied) of preferential or adverse treatment as a result of one's acceptance or rebuttal of sexual advances, and retaliating against a student for refusing sexual advances.

Harassment of any form may be prohibited even if the person to whom it is directed appears to welcome this behavior or reciprocate it.

**Specific Policy on Cyber-bullying**

Cyber-bullying is defined as the use of digital media by a group or individual which is intended to, or has the effect of, embarrassing, harassing, disturbing or otherwise harming another individual and will not be tolerated. The use of digital media which is intended to, or has the effect of, embarrassing, harassing, disturbing or otherwise harming another individual will not be tolerated.

'Digital media' includes social networking sites (Facebook, Twitter, Email, etc.), text messaging and other related forms of electronic communication. Students who take sides in cyber-bullying cases may be considered participants and investigated for misconduct. An example of taking sides is hitting the thumbs-up 'like' button on Facebook in reaction to an alleged inappropriate remark deemed as cyber-bullying, but other ways of being a participant may exist and will be investigated.

In making appropriate use of Eureka College computing resources students are not permitted to use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, or sending unwanted mail. If the Office of Student Life staff is made aware that cyber-bullying/harassment is taking place through the use of Eureka College IT Services and/or personal technological devices, such actions will result in disciplinary action. The disciplinary actions taken by the College does not shield from any criminal charges that may be taken against the harasser.

**Prohibition Against Unlawful Harassment**

Eureka College also expressly prohibits any form of unlawful harassment based on race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship or order of protection status.

Harassment is prohibited whether it occurs in person, in writing, by telephone, facsimile, e-mail, via the Internet, or through any others means of communication.

Prohibited Harassment can be physical, verbal, or visual. Examples of prohibited physical harassment include, but are not limited to, unwelcome physical contact, invading one's physical space, damaging one's personal property, offensive gestures, or any other offensive act directed at someone because of her/his race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability, unfavorable discharge from military service, military status, status as a Vietnam- era or special disabled veteran, genetic information, citizenship or order of protection status. Examples of prohibited verbal or visual harassment include, but are not limited to, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that

demean, stigmatize, intimidate, or single out a person because of her/his race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, disability, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship or order of protection status.

#### Complaint Procedure

A student who believes s/he has experienced any form of aforementioned harassment should promptly report the matter to the Dean of Students. The Dean of Students may pass on the report to the appropriate campus administrator.

#### Investigation

Eureka College takes all complaints of harassment seriously. All complaints will be investigated promptly and thoroughly. Information obtained during the investigation process will be kept confidential to the extent possible under the circumstances.

#### Retaliation Prohibited

Eureka College strictly prohibits retaliation against any individual on the basis of her/his good faith report of harassment or participation in an investigation related to alleged harassment.

#### **Weapons and Firearms Policy**

Eureka College is committed to providing a safe and supportive campus environment for our campus community and our visitors. The Eureka College establishes the Eureka College Weapons and Firearms Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act and its enabling regulations (430 ILCS 66).

#### Persons Covered by this Policy

This Policy applies to all employees, students, persons conducting business, or individuals visiting the Eureka campus. Visitors include, but are not limited to, prospective students, former students, and their respective families.

#### Weapons or Firearms

Eureka maintains a Weapons and Firearms-Free Campus. No person covered by this policy, unless authorized by law or specifically exempted by federal or state law or Eureka College regulation, is authorized to possess a weapon or firearm while engaged in Eureka College-related business or activities.

#### Definitions

A "firearm" is defined as a loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.

A "weapon" is defined as:

- Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare, or any other projectile including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including, but not limited to, firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than 3 inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument where the blade of which is exposed.

#### Locations at Which Policy Applies

This Policy includes any vehicle, parking lot, building, classroom, laboratory, artistic venue, or entertainment venue whether owned, leased, or operated by Eureka College, and any real property, including parking areas, sidewalks, and common areas under the control of Eureka College.

#### Exceptions

The provisions of this Policy do not apply to the possession of weapons or firearms by Eureka College Police Department or the Eureka College City Police Department Officers while on duty, or at any Eureka College-sponsored activity if the possession of weapons or firearms is relation to one of the following exceptions:

- The weapon or firearm is used in connection with a course or weapons education course offered in the regular course offered in the regular course of business or approved and authorized by Eureka College
- The weapon or firearm is carried by a full-time law enforcement officer required to carry a weapon or firearm as a condition of his or her employment; the weapon or firearm is carried by an 108 enforcement officer from an external agency conducting official business at Eureka College; or any other exception is deemed necessary as determined by the Eureka College in consultation with the Eureka City Police Department/Chief of Police.

### Signage

Eureka College shall determine placement of clearly and conspicuously posted signs at all buildings and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.

### Enforcement

Eureka College, in consultation with local law enforcement, shall be responsible for the development and promulgation of procedures and protocols for storage and confiscation of weapons. The Dean of Students shall be the designee of the President of Eureka College responsible for reporting to the Department of State Police any student or visitor who is determined to pose a clear and present danger.

Any student found to have carried a weapon or firearm onto the property of Eureka College, or found to be carrying a weapon or firearm under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to disciplinary action including but not limited to suspension or immediate dismissal from Eureka College.

Any employee including faculty or staff member found to have carried a weapon or firearm onto the property of Eureka College, or found to be carrying a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual visiting or conducting business on the property of Eureka College found to have carried a weapon or firearm onto the property of Eureka College, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from Eureka College immediately.

### **Policy on Contagious Diseases**

Because Eureka College believes in protecting the rights and welfare of its students, faculty, administration, and staff, it has developed an AIDS and Infectious Diseases policy which allows the college and its members to achieve further education of its members and promote responsible and ethical behavior. Reference to the entire Eureka College AIDS and Infectious Disease Policy can be given upon request.

Acquired Immune Deficiency Syndrome (AIDS) and any form of HIV disease is a fatal disease that affects the proper functioning of especially the patient's immune and nervous systems. It is transmitted only by intimate sexual contact between infected partners, administration of infected blood and blood components, use of contaminated needles and other invasive instruments and from an infected mother to her child before, during or after birth. This policy also concerns the prevention and introduction of sexually transmitted and vaccine preventable diseases such as measles, mumps, rubella, diphtheria, tetanus, and pertussis. All incoming students and employees shall be informed of the provisions of this policy. Existing students and employees shall be educated periodically.

Eureka College shall comply with the Family Educational Rights and Privacy Act as it pertains to AIDS as well as other applicable state and federal statutes and regulations concerning this subject. In cases of HIV disease in which the infected student has allowed that information to be posted on his/her College Medical Record, the Dean of Students shall consult with the student upon his/her enrollment in the College. The Dean of Students shall also consult with an appropriate administrator although such consultations shall not breach the confidentiality of the student. Such consultations shall allow the infected student and the Dean of Students to plan his/her education so that the student will be assured of confidentiality and appropriate medical and counseling services from the College and Chaplain's Office respectively. Further consultation shall be required to ensure safe and healthful participation of the infected student in a total Eureka College experience. The HIV infected student/employee is encouraged to seek confidential assistance from the College Chaplain and the Dean of Students. Eureka College shall not discriminate in admission policies on the basis of HIV infection. Each HIV-infected student shall be allowed to attend class or any other Eureka College sponsored activity. The HIV-infected student shall have equal and unrestricted access to theaters, libraries, athletic facilities, recreational facilities, and eating facilities which are common to all students. No HIV-infected student will be required to withdraw, be suspended, or be denied a proper leave of absence due to his/her infection.

Eureka College shall continue to comply with the College Immunization Code from the Department of Public Health, State of Illinois: 77 Ill Admin. Code 694.

Eureka College shall not discriminate housing availability or accommodations on the basis of HIV infectivity. Eureka College reserves the right to restrict the visitation availability of its campus and facilities. Laboratory Science classes at the College in which human vital fluids are handled shall follow accepted safety procedures as described in detail in the entire policy statement. Eureka College shall cooperate with sponsors of those student/employees conducting internships to arrange for the proper responsibility, protection and treatment of our community members.

Non-discrimination, on the basis of HIV-disability, shall be pervasive at Eureka College in all aspects of employment including

hiring and in providing reasonable accommodation for the special needs of the HIV infected employee. All HIV- infected employees shall be granted the same rights towards due process and grievance as any other College employee under their respective contracts and policies. If HIV-disease has caused undue strain on the employee and the adverse effect of the same is noted on his/her job by a respective administrator, the administrator shall have the responsibility to consult with the HIV-infected employee. The administrator shall also consult with the HR Coordinator of Eureka College. Such consultation shall not breach the confidentiality of the HIV-infected employee unless prior written approval is received from the employee.

If the consideration of such cases concerns the employee's continued employment at this position, the consulted parties shall investigate if the individual's physical/mental ability is related to the essential job functions has been adversely affected, and if the infectious disease presents a health risk to the college community. If the HIV-infected employee cannot qualify physically or mentally for the job he or she is performing, the employee has the opportunity to apply for alternative employment at the College according to established procedures. The fellow employees of an HIV-infected person shall not have the right to demand the College change or terminate the job of the HIV-infected employee, or in any way hinder the HIV-infected employee from performing a job for which he or she is capable.

The HIV-infected employee or the employees related to or caring for a victim of HIV disease shall have the same privileges towards sick leave, leaves of absence, disability insurance, pension, life insurance, unemployment insurance and medical benefit plans as granted for any other employee under their respective contracts.

*Statement of origin: This statement was established by the AIDS and Contagious Disease Task Force, approved by the Administration, the Student Life Committee of the Board of Trustees, and the full Board of Trustees. Proposed alterations in this document require consultation with the Student Life Committee and the Eureka College Faculty.*

### **Immunization Requirement**

In order to register for classes at Eureka College, the Immunization Sheet must be completed and in the possession of the Office of Student Life. A student cannot attend classes or participate in or practice for intercollegiate or intramural competition unless this record is on file in the Office of Student Life. Because of Illinois State Department of Health requirements, it is important that these instructions be closely followed. Should it be necessary to provide further clarification, please attach additional information as necessary.

This form is to be completed by a physician (or health care professional licensed to provide immunization verification). The actual signature of the health care provider is required.

#### Diphtheria, Pertussis, and Tetanus (DPT, DT, or Td vaccine):

The student must have received three doses, with the most recent dose within the years of enrollment. Eureka College strongly prefers that the most recent dose be within six years of enrollment (Tetanus Toxoid vaccination does not meet this requirement).

#### Measles (Rubella):

Students must have had two immunizations and must have been immunized on or after their first birthday with the LIVE measles virus vaccine. Month, day, and year must be documented to leave no doubt that the person was immunized on or after their first birthday (laboratory evidence of measles or physician's signed confirmation of disease history is acceptable). Individuals vaccinated prior to 1968 must show proof that a LIVE virus vaccine, without gamma globulin, was administered.

#### Rubella:

Students must have received the rubella vaccine on or after their first birthday. Laboratory confirmation is acceptable. A history of disease is not acceptable as proof of immunity.

#### Mumps:

Students must have been immunized on or after their first birthday (physician confirmation is acceptable; laboratory confirmation is not acceptable).

#### Meningococcal Vaccine:

Beginning Fall term 2016-2017, all new admissions under the age of 22 shall show proof of having at least one dose of Meningococcal conjugate vaccine on or after 16 years of age.

#### TB Skin Test:

Required of all international students. Test must be within six months prior to entrance to Eureka College.

*Important Note: The actual signature of the health care provider is REQUIRED. A signature stamp is not acceptable for proof of immunization. The certificate of Child Health examination from the student's high school or Public Department of Health is acceptable for review by Eureka College. It is not necessary for student born before January 1, 1957 to demonstrate immunity.*

## **Technology Policies and Procedures**

Below are current technology-related practices and procedures associated with Eureka College Network (ECNet) and ResNet including additional information on Email, Microsoft Office 365, Eureka College (Eureka College) IT Services provide technical assistance for technology services provided by the College and maintain campus- owned technology-related equipment. Eureka College reserves the right to restrict types of devices that can be connected to the ECNet. Users may connect their personal devices to the ECNet after going through a device registration process. No self-provided wireless services or networking equipment are allowed on ECNet.

For more information on IT policies and other ECNet services including account deactivation, visit the policy section of the IT website ([it.eureka.edu](http://it.eureka.edu)), or appropriate sections of Eureka College website and Handbooks. Users may also contact the IT Staff for any assistance with IT Policy-related matters.

### Assignment of User Accounts

Student applicants with an enrollment deposit will be issued an email account and other necessary login accounts. Upon employment, Faculty and Staff will be assigned ECNet and other necessary accounts when the Human Resources Office sends a request to IT Services (via [helpdesk@eureka.edu](mailto:helpdesk@eureka.edu)) and additional access is assigned as the appropriate administrative unit submits a written request.

All login accounts issued to an individual are intended for the sole use of that individual and are non-transferrable. The owner of the account is responsible for all network activities on that account including activities via registered personal devices on ECNet. It is not acceptable for a user to share any login account, to share its password, or to use accounts of other users.

Users are encouraged to use strong passwords consisting of a mix of lower and upper case letters, digits, and special characters. A minimum password length of 8 characters is recommended. Please do not use dictionary words, easily identifiable personal data, or passwords that can easily be guessed. The users are responsible for protecting their own accounts.

### When You Separate from Eureka College

Network accounts for students will generally be deleted fifteen (15) days after separation or graduation from Eureka College. For faculty and staff, ECNet and other administrative accounts will generally be deleted or disabled seven (7) days after separation from Eureka College. The College reserves the right to delete or disable accounts at any time. Eureka College is not responsible for moving or exporting any personal data from any Eureka College account.

Your Microsoft Office 365 account is subject to the following conditions:

- For withdrawn students, the email account will be deleted fifteen (15) days after separation from the academic program.
- For Eureka College graduates, your email account will remain active 12 months after graduation but will be removed from the global address book.
- For those faculty members granted faculty emeritus status, please reference the faculty handbook.
- For other faculty/staff;
  - Upon termination of employment at Eureka College, your email account will generally be deleted seven (7) days after termination of the appointment at Eureka College. The College reserves the right to delete or disable accounts at any time.
- Any email account that is inactive for more than three (3) months is subject to deletion from the email system.

### Network and other accounts

For withdrawn students, network accounts will be deleted after fifteen (15) days of exit based on the information available in the Student Information System (SONIS).

For Faculty and Staff, network and other related accounts will be disabled or deleted based on the information provided by the Offices of the Provost and Human Resources regarding faculty and staff separation or resignation.

### Data Security and Network Shares

User assigned network shares must be used for any important institutional data. Users should not save their own personal data (ex. vacation photos, games) or unknown files on any network share. The College reserves the right to restrict space and access rights on network shares.

The College uses necessary security measures to protect data with sensitive information. Users are also expected to use sensitive information in a responsible manner. For example, email or free online services are not appropriate for sensitive information. Any unknown or user-owned programs or applications are not allowed on campus-owned computers. Users may contact Eureka College IT Services to discuss any data security concerns or to report any potential data-related issues.



### Copier/Printer Usage

Students may use printers available in computer labs for their copy/print needs. At the beginning of each semester, each student is assigned a copy/print quota as a monetary value. The fall and spring quota is equivalent to 300 single black and white pages at the current single side cost. The summer quota is equal to 150 pages. Double-sided copying/printing is considered as two pages. Color copying/printing is five times more expensive than black and white copying/printing.

Copying/printing in excess of these quotas will result in an extra cost for students, and this charge will be added to the student's bill. Students have options to monitor their copying/printing costs.

For faculty and staff, the actual copy/print costs are charged as a departmental expense at the end of each billing cycle.

### Email and Microsoft Suite Guidelines

Your Microsoft account, which includes your email account, is generally assigned to you with your ECNet login account and is subject to the same privileges, restrictions, and penalties outlined in the ECNet Acceptable Use Agreement.

Adherence to these guidelines is intended to prevent tarnishing the public image of EC. The general public and the EC community tend to view any email messages with eureka.edu domain as an official statement from the College.

Even though EC IT Services manage user accounts associated with Microsoft Suite, all student data are stored on OneDrive servers and subject to the Microsoft Data protection and privacy policies.

### Systems Information

EC utilizes Outlook as our campus email system. Additionally, EC reserves the right to enable only selected additional MS services, as appropriate, to support its mission. Users are expected to manage their email quota and use other selected applications in a responsible manner to support the mission of the College. Microsoft Suite of applications should only be used for Eureka College academic and Eureka College business related activities.

Users are expected to use a personal account or any other email account for their personal activities. EC is not responsible for moving or exporting personal data from OneDrive.

Your EC-assigned email account comes with a subscription to the appropriate group to which you belong: student/staff/faculty (see Campus-wide Distribution Lists below). This email account will be considered your official EC email address. Do NOT unsubscribe from these official groups in order to receive official email communications from the College. Please contact [helpdesk@eureka.edu](mailto:helpdesk@eureka.edu) if you are not receiving emails intended for you.

### OneDrive

With OneDrive and SharePoint, one can create a document and share and edit with others online. OneDrive provides file backup on OneDrive storage systems.

Files and documents should **not** contain sensitive information (Ex. individuals' social security number, credit card information, birth date, unpublished addresses and phone numbers). Be selective when sharing documents with OneDrive.

OneDrive is not to be considered a permanent storage for record retention or archiving purposes. All important documents should be kept on a college-maintained network folder for record retention and/or archiving.

Faculty and Staff should retain ownership of their documents within OneDrive. If a student or alum is the owner of a document that a faculty or staff member uses, and that account is removed, then the document will permanently be deleted.

Faculty and staff documents that serve as Eureka College records, should be retained on network drives and shared through SharePoint (MS Teams environment).

When a faculty, staff or student separates from EC, the College reserves the right to migrate any OneDrive document that the faculty, staff, or student owns to another user at the College.

### Campus-wide Distribution Lists

There are system-wide email distribution lists available for intra-campus communications. Use of these lists is limited to communication necessary to support normal academic and administrative operations of EC. System-wide email distribution lists should only be used for critical and timely information concerning EC.

1. Faculty and staff authorized by the Provost or the CFO shall have access to the system-wide email lists based on their specific roles and job related duties. They should use these system-wide email lists only for their specific work-related communications. Personal or other types of mass emails should not be distributed via system-wide email lists.
2. Faculty and staff members may request approval for any communication of campus-wide interest as follows:

- On academic matters: send your request to the Provost
- On business matters: send your request to the CFO
- On all other matters: send your request to the Director of Marketing and Strategic Communication. If approved, the requested communication will be distributed.

Email communications **not** suitable via system-wide email lists include, but are not limited to

- Messages intended for a small fraction of the email list
- Chain email (any email asking others to forward or re-send the received email)
- Buying/selling personal items
- Trips/events not sponsored by EC or its administrative/academic units
- Commercial advertisements of any type
- Any communications not related to duties associated with the faculty/staff/student member's position at EC

Mass email distributions or email schemes that can disrupt other network services or email servers are prohibited. Private email lists should not be used to cause excessive network traffic or other email disruptions. All community members/organizations are encouraged to compile and use private mailing lists as appropriate.

Common courtesy should be extended to all communications. Fraudulent, harassing, threatening, and obscene messages are not acceptable on the ECNet. Communications associated with personal financial gains shall not be permitted.

If a user sends emails to a group of email recipients at regular intervals (ex. daily or weekly), recipients should have a way to subscribe/unsubscribe to these frequent email communications. The sender is responsible for managing this task. The Faculty, Staff, and Students email lists under the eureka.edu domain should not be used for this type of regular email communications.

#### **Departments and Organizations Requesting MS Teams**

Individuals can request a Team or private channel within a Team through the Microsoft Team Request form. Teams should be created to support project teams or new services. Teams will not be created for personal purposes.

#### **Alumni and Employee Transitions**

If a former student of the College becomes an employee, the user will be issued a new eureka.edu email account for business/employee use. The naming convention for the new account will follow the standard for faculty and staff. The user must separate personal and business use of the two active email accounts.

If an employee of the College becomes alumnus/alumnae while employed, and then separates from the college, the business/employee email account will be removed from the system per policy and a new alum account will be created for the user if desired.

#### **Wireless Access Guidelines**

Wireless access is available within all buildings on campus. The goal of these procedures is to protect EC technology-based resources (such as data, computer systems, networks, databases, etc.) from unauthorized use that could result in loss of information, damage to critical applications, loss of connectivity, and damage to our public image. Therefore, all users employing wireless methods of accessing EC technology resources must adhere to campus-defined processes for doing so, using wireless access points provided by our Apogee partner.

#### **Mobile Access**

EC is committed to providing authorized users with wireless access to the Internet, and selected internal network resources. In order to make this service available to end users, IT Services or its designated agents must install "access points" in and around the premises wherever wireless access to the ECNet is designated.

- Students and employees must register their mobile devices before using them via wireless technologies available at EC. The registered user is responsible for any activity associated with the registered devices under his or her username.
- Authorized users may register their own mobile devices, but they should not share the passwords or register mobile devices for others.
- EC IT Services sets a limit on the maximum number of registered mobile devices per user based on resources available.
- Guest access is available upon request, for a limited duration for users identified as EC guests. The sponsor is responsible for any activities of the guest(s) on the campus network
- A Rogue device is anything with wireless capability and installed without the knowledge or permission of EC IT Services; used by internal or external users to gain unauthorized access to the ECNet and the Internet. Rogue devices are prohibited on the ECNet.
- All wireless access points connected to the ECNet will be centrally managed by Apogee and will utilize authentication, authorization, and other security methods at its discretion. Non-sanctioned installations of wireless equipment, and use of unauthorized equipment within the EC campus, are strictly forbidden.

- All access point broadcast frequencies and channels shall be set and maintained by EC IT Services. Any device or equipment found to be interfering with wireless signals may be subject to relocation or removal, including wireless printers, cordless phones, microwave ovens, cameras, any other user-owned equipment, etc.
- The EC IT Services may conduct sweeps of the wireless network to ensure there are no unauthorized devices present on the ECNet.
- The EC IT Services reserves the right to turn off, without notice, any device connected to the network that may cause EC computer systems, data, users, and ECNet resources at risk.
- Users are expected to report to the EC IT Services any incident or suspected incidents of unauthorized device installation and/or disclosure of campus resources, databases, networks, and any other related components of the organization's technology infrastructure.

*[Updated in December 2016 and approved by President's Council on December 21, 2016]*

### **Network (ECNet) Acceptable Use Policy**

This policy, referred to as ECNet/Resnet Acceptable Use Policy, contains general guidelines applicable to all technology-related services provided by the Eureka College Network (ECNet/Resnet), including, but not limited to, wireless services provided by Apogee. All students, faculty, staff, and other EC agents or guests receiving any ECNet/Resnet service constitutes acceptance of this policy.

This policy and other Information Technology (IT) policies and procedures are included in the employee and student handbooks. The ultimate responsibility for any policy violation lies with the user who originates such a violation. When a personal device is involved, user is defined as the registered user associated with the device.

### **Mission Statement**

The purpose of the ECNet/Resnet is to facilitate the exchange of information that furthers the instructional, scholastic, and service goals and mission of EC in a secure networking environment. In support of this purpose, EC requires its faculty, students, staff, and guests to practice behavior that is ethical, responsible, and legal in their use of the network and its services.

### **Scope**

This policy applies to all EC students, employees, guests, and other EC agents who have any device connected to ECNet/Resnet, including, but not limited to, desktop or laptop computers, mobile devices, and any other device that is capable of network access. This policy covers campus-owned devices as well as any personal devices that connect to the ECNet/Resnet. For a personal device, the registered user is the owner of that device and the user responsible for any policy violation.

### **Device Registration**

All personal devices connected to the ECNet/Resnet must be registered. Users may need to install a registration agent on their personal device during the registration process. EC reserves the right to limit types of devices that can connect to the ECNet/Resnet as well as the maximum number of devices allowed per user. Devices that can interfere with services provided by the ECNet/Resnet are not allowed. The registered user is responsible for any policy violations associated with the registered device.

### **Security**

EC reserves the right to use appropriate security measures to protect the ECNet/Resnet and connected devices and users. Devices with security risks are blocked or removed from the network immediately.

Users are responsible for respecting the security policies of the ECNet/Resnet and all connected networks, and they are responsible for applying available security measures for protecting their connected devices. (e.g., Users are responsible for applying security patches and anti-virus updates on their personal devices connected to the ECNet/Resnet; users should select passwords that cannot be easily surmised). Users are expected to take all reasonable steps to insure the integrity, authenticity, and security of the information that they compile or use.

For network and application access, users need a password. Password requirements can vary by application. These passwords typically meet certain requirements (minimum 12 characters, a mix of uppercase, lower-case, special characters, etc.) with forced password changes at regular intervals. Users are encouraged to change passwords more frequently, as needed.

Acts that disrupt the operation of the ECNet/Resnet or any connected network are prohibited. Such acts include, but are not limited to, the propagation of computer malware such as viruses and spyware, and transmission of information that degrades the performance, functionality, or reliability of any system. In order to maintain system operations, it may be necessary for the system administrators to monitor account and system activities, and to maintain activity log files. The network hardware, software, and any other user-assigned devices along with IT resources are the College's property and users must treat them as such.



### **Unacceptable Use**

Users are expected to respect the values, individuality, productivity, and rights of other network users. Activities that interfere with this standard constitute a violation of this policy. These activities include, but are not limited to:

- vandalizing data of another user
- impersonating another user
- posting personal communications without consent of the author
- distributing unsolicited advertising or recruiting materials for non-educational purposes
- sending chain mail or excessive messages not desired by the recipient
- attempting unauthorized access to other accounts
- intentional disruptions to ECNet/Resnet or its services
- using ECNet/Resnet or its resources for any personal gains
- using the network in illegal, wasteful, threatening, harassing, obscene, or prejudicial ways

### **Email and MS Suite**

EC utilizes MS Outlook as our campus email system. Additionally, Eureka College reserves the right to enable only selected additional services, as appropriate, to support its mission. All email accounts are subject to current guidelines applicable to Microsoft and EC. Users are expected to manage their email quota and use other selected applications in a responsible manner to support the mission of the College. The MS Suite applications under the eureka.edu domain should only be used for EC academic and EC business related activities.

Even though EC IT Services manage email accounts associated with EC, users should not include any sensitive information in emails or store any sensitive information in other areas such as OneDrive.

### **Copyright and Legal Issues**

Web page developers, both official and personal, are responsible for respecting all copyright and trademark rules. Items such as graphics, video, and documents may not be placed on a page without proper consent of the owner of those items.

The College is also required in compliance with the Family Educational Rights and Privacy Act (FERPA). Users with access to sensitive data should take additional precautions when using electronic communications. (Ex. sensitive data should not be sent by email.)

The use of the ECNet/Resnet to transmit information whose content, meaning, reception, or distribution violates applicable local, state, and federal laws (including export laws) is strictly prohibited.

### **Network Use and Resource Management**

Some network services such as streaming video, peer-peer networking, and distribution of very large data files can cause network disruptions due to excessive use of network bandwidth. EC reserves the right to restrict non-essential applications such as online game playing, peer-peer networking, music sharing, and to manage the Internet bandwidth in support of essential services related to its mission. The use of any networking device that could interfere with the campus network is also a serious policy violation.

### **Misuse of Network Devices and Resources**

Institutionally owned network devices and resources are College property. Misuses and physical equipment damages are handled according to established policies included in employee and student handbooks.

### **Penalties for Policy Violations**

Investigations of policy violations will be handled through the following channels: Faculty - Chief Academic Officer  
Staff - Chief Financial Officer Students - Judicial Committee

If a violation is viewed as excessive (e.g. email or network disruptions), illegal (e.g. threats, harassment, spreading malware), or any other network activity that is disruptive to campus or campus network, it may be necessary for the system administrators to immediately suspend the user's connection and/or the account, and inform the Chief Academic Officer, Chief Financial Officer, or Chair of the Judicial Committee with supporting evidence of the connection or account suspension within 24 hours.

### **Other Related Information**

Additional institutional guidelines related to ECNet/Resnet, MS Suite n, and wireless access can be found in the document titled EC Technology Policies and Procedures. All IT-related policies and procedures are included in the employee and student handbooks. These policies are reviewed and updated annually.

### **Policy Non-Compliance**

Failure to comply with the ECNet/Resnet Acceptable Use Policy may result in the suspension of access privileges, disciplinary action, termination of student status or employment, and possibly legal actions. Please see the EC employee family of

handbooks or the student handbooks for details.

*[Updated in August 15, 2023]*

## **Apogee DMCA Policy**

### ISP of Record

As the ISP of record, Apogee receives email notifications of alleged copyright infringement cases from various companies such as RIAA, MediaSentry, HBO, Paramount, Universal Studios, etc. It is our responsibility to pass these notices along to the end users.

### Notification Matching

End users are matched against the IP address, date and timestamp provided in the notification. An email is then sent to the email address(es) provided on the end user's account; this email includes the actual notification as well.

### Process Involvement

Eureka College will be notified when the 3<sup>rd</sup> offense is sent to the student. The Dean of Students and the Provost office should be notified.

### Process

The process outlined below is a standard method for compliance in processing DMCA notifications. This policy will apply to end users unless otherwise noted and can be changed as needed.

- 1<sup>st</sup> Offense
  - Forward DMCA notice on to the end user and request that, if he/she is sharing copyrighted information, to cease and remove the specified files
  - Warning only
  - Account remains active
- 2<sup>nd</sup> Offense
  - Forward DMCA notice on to the end user and request that, if he/she is sharing copyrighted information, to cease and remove the specified files
  - Second warning
  - Account remains active
- 3<sup>rd</sup> Offense
  - Forward DMCA notice on to the end user and request that, if he/she is sharing copyrighted information, to cease and remove the specified files
  - Account shut off for three (3) days
- 4<sup>th</sup> Offense +
  - Forward DMCA notice on to the end user and request that, if he/she is sharing copyrighted information, to cease and remove the specified files
  - Account shut off for seven (7) days

*Note: It is not often that end users reach the point in the process of receiving a fourth notification.*

*Add July 2019 – Policy required by network provider.*

## **Grade Appeals Policy**

Students who voice complaints to the Provost of the College are generally instructed to take up any problems with the individual instructor first and then with the division chair. If a situation is not handled to the satisfaction of the student by the instructor or chair, the student can then direct his/her concern to the Provost in writing and a conference will then be scheduled. Should a hearing be requested by the Provost, the College's Academic Standards and Policies Committee will be the hearing body.

### Procedures

Students who voice complaints regarding a course grade to the Provost of the College are generally instructed to take up any problems with the individual instructor first and then with the division chair. If an equitable resolution to the complaint cannot be reached with the instructor and chair, the student can then direct his/her concern to the Provost of the College in writing and a conference will then be scheduled. At the request of the Provost, a formal hearing before the Academic Standards and Policies Committee will be held.

A student who has a grievance related to academic problems shall have the right of appeal.

A student who wishes to appeal shall confer with the Provost of the College.

An aggrieved student shall file an appeal with the Provost of the College within thirty days after receiving notification of the decision from which appeal is taken. The ombudsman is available to assist the student in the appeals process.

The appeal shall be in writing and shall include a summary of the factors for which the student asks reconsideration in the appeal process.

In the event of a prolonged absence of the Academic Provost, the student may exercise these privileges in consultation with the President or other executive officers of the College who can properly act to refer the appeal.

The Provost will confer with the student directly and may ask the appropriate division chair to investigate the matter being appealed further. The Provost may request the instructor to provide additional information for use in considering the appeal.

After all inquiries have been completed, the Provost will rule on the appeal. If in the Provost's opinion, the student establishes a reasonable probability that the grading was not in accord with stated policy or other special circumstances (such as an appeal in a case where the Provost is the instructor) warrants a hearing, the appeal shall be referred to the Academic Standards and Policy Committee for a full hearing. The decision of the Provost is final, unless the Provost determines that referral to a full hearing is warranted.

Appeals referred to the Academic Standards and Policy Committee will be heard at the next available meeting of the Committee. Appeals filed in the summer may need to be heard in the first semester of the following academic year. The time and place for the hearing shall be set and advanced notice given to the student. Any member of the Academic Standards and Policies Committee who has served as advisor to the student or has served as a member of a committee having acted on the decision being appealed shall not participate in deliberative portions of the hearing procedure or vote in the decision by the Academic Standards and Policies Committee. The student shall have an opportunity to present a defense at such hearing and may be represented by counsel.

A fair procedure for the hearing shall be established by the Committee, but it shall not be a full adversary proceeding. There shall be no right to cross-examination. However, the student may request the chair to direct questions to a witness. An orderly procedure shall be maintained by the chair of the committee, who has full authority over the proceedings. It shall not be required that a complete stenographic report of the proceedings be made or preserved, but a written report in summary of the evidence presented shall be prepared by the Academic Standards and Policies Committee and such summary together with a written statement of the findings and decision of the committee shall be presented to the student. The committee may, if it wishes, continue its deliberations without the presence of the parties to the dispute after all appropriate information and clarification have been received.

*Amended September 22, 2004.*

### **Academic Suspensions and Dismissals**

Students who are placed on Academic Suspension or Dismissal by the Academic Status Committee have the right to appeal the action. The process shall be as follows:

- a. The Registrar will review student status as soon as grades are available at the end of each semester and the Summer term. The Registrar will make decisions on academic status in accordance with the guidelines published in the Eureka College Catalog. All students suspended or dismissed will be notified of the action as soon as possible.
- b. Students suspended or dismissed shall be provided an explanation of their right of appeal when notified of the action.
- c. An appeal must be made to the Academic Standards and Policies Committee in writing within the time limits stipulated.
- d. The written appeal shall include the reasons for its consideration including a description of extenuating circumstances and a review of reasons to believe that the student will succeed if continued enrollment is to be allowed.
- e. The appeal shall be heard and decided by the Academic Standards and Policies Committee which may grant continued enrollment if it deems that there is a reasonable chance that the student will succeed and that extenuating circumstances warrant.
- f. All decisions on appeals by the Academic Standards and Policies Committee are final.
- g. Residential students whose appeals are denied must move out of the residence halls within 24 hours unless approval is granted by the Dean of Students.

*Revised by Academic Status Committee (1997-1998) and approved by the Provost.*

## Title IX Policy: Sexual Assault/Misconduct and Sexual Harassment

### General Policy

Sex discrimination, including sexual assault, sexual misconduct and sexual harassment infringe on the rights of others, violate the standards of acceptable behavior at Eureka College and may be illegal in the State of Illinois. Eureka College expects all members of the College community and their guests to conduct themselves in a responsible manner, showing respect for others and for the community. Eureka College is subject to, abides by, and supports Illinois statutes and local ordinances regarding criminal sexual assault and sexual contact.

Students, staff, faculty, volunteers or guests who experience, witness or have information about sex discrimination of any kind (e.g., assault, misconduct or harassment) are required to report, within 24 hours, the information to the College's Title IX Coordinator and urged to report sexual assault to the Eureka City Police Department as well.

Unequal pay based on gender, discrimination on the basis of pregnancy, unequal distribution of athletic funds, unequal admissions and financial aid are also forms of sex discrimination and students, staff, faculty, volunteers, or guests who have concerns about those issues are likewise urged to report those concerns to the College's Title IX Coordinator. Such persons should not wait to report conduct of concern until the discrimination or harassment becomes sufficiently serious (i.e., severe, pervasive or persistent) to create a hostile environment. The Title IX Coordinator and other College officials can take proactive steps to prevent harassment from escalating and to protect or otherwise assist the person being harassed.

Eureka College will do all that is reasonably possible to offer safety, privacy, sensitivity, and support to persons reporting sexual assault and sexual misconduct, as well as require training and educational programming to decrease the risk of sexual assault and sexual misconduct on campus. The College urges all campus constituents to learn about the steps that can be taken to prevent all forms of sex discrimination. Should the College believe that a threat exists to the safety or security of a person filing a complaint, or to others, it will take reasonable steps to attempt to mitigate that threat.

Conduct that violates this policy, but occurs off-campus, may nonetheless be the subject of a complaint if it occurred in the context of one of the College's programs or activities, has continuing effects that create a hostile environment on campus, or would reasonably interfere with a person's ability to access the College's programs or activities.

Because this policy and many of its procedures are required by regulations adopted by the United States Department of Education Office for Civil Rights, this policy and its procedures supersede any conflicting provisions of the Student Handbook, Faculty Handbook or Employee Handbook.

### Definitions

#### Sexual Harassment

Sexual harassment can include unwelcome (1) sexual advances, (2) requests for sexual favors, or (3) other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. Specific examples of sexual harassment include, but are not limited to: sexually-oriented jokes, flirtation, obscene letters or notes, inappropriate compliments, sexual propositions or advances, "cat calls" or whistling, possession or display of sexually-explicit objects or pictures, exchange of sexual "gag" gifts, inappropriate discussion of one's sexual experiences or desires, comments about an individual's body or appearance, sexual gestures, physical contact such as patting, pinching, or purposely rubbing up against another's body, demands or pressures (actual or implied) for sexual favors, continuing to express sexual or romantic interest after being informed the interest is not welcomed, making promises or suggestions (actual or implied) of preferential or adverse treatment as a result of one's acceptance or rebuttal of sexual advances, and retaliating against an individual for refusing sexual advances.

Consistent with the law, this policy prohibits two types of sexual harassment:

#### Tangible Employment or Educational Action

This type of sexual harassment occurs when (a) the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a College activity are conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or (b) such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or

participation in a College program or activity. Generally, perpetrators will be agents or employees holding some position of authority from the College.

### Hostile Environment

Hostile environment harassment exists when the harassment is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the College's programs, services, opportunities, or activities. A hostile environment can be created by anyone involved in a College program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient. In determining whether harassment has created a hostile environment, consideration will be given not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive.

### Sexual Assault

Sexual assault means actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Any sexual contact when the victim is unable to consent.
- Any intentional and non-consensual touching of, or coercing, forcing, or attempting to coerce or force another to touch, a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast).
- Any sexual penetration (including oral, vaginal or anal), however slight, without consent, including acts commonly referred to as "rape."

### Consent

Consent must be informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired such that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption or being asleep or unconscious. Only a non-intoxicated, verbal, mutually understood "Yes" is sufficient for sexual contact or intercourse to be considered consensual.

Non-verbal actions should not be considered invitations for intercourse or sexual contact. Consequently, returning to an individual's room or office, being physically aroused, removing clothing, stroking, assenting to dancing or cuddling, obtaining contraception, etc. are not the same as a non-intoxicated, verbal, mutually understood "Yes" and therefore do not constitute consent.

Silence does not constitute consent. Past consent to sexual activities does not imply ongoing future consent. Persons with a known mental illness or deficiency that impairs their ability to think or reason, or who are physically unable to communicate, are assumed to be incapable of giving consent.

### Sexual Misconduct

Sexual misconduct includes inducing incapacitation for sexual purposes, sexual exploitation, and relationship violence.

Inducing incapacitation for sexual purposes Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means for the purpose of affecting the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

### Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage, benefit or arousal of anyone other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, videos, audio recordings or details of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting a sexually transmitted disease to a sexual partner without first disclosing your STD status;
- Exposing one's genitals to persons who have not consented to such exposure, or inducing another to expose his or her genitals;
- Possessing, distributing, viewing or forcing others to view illegal pornography.

### Relationship Violence

Relationship violence is abuse or violence between partners or former partners involving one or more of the following elements: Intentional and unwelcome physical contact that is reasonably likely to cause bodily injury or property damage; Purposely or knowingly causing the reasonable apprehension of bodily injury or property damage; or Repeated telephonic, electronic, or other forms of communication – anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten

### Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

For the purpose of this definition:

- “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;
- Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim; and
- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### Retaliation

Retaliation is any intimidation, threat, coercion or discrimination by an accused individual or a third party against any person because that person has opposed any actions prohibited by this policy, or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop any actions forbidden under this policy.

### Complainant Party

The Complainant is the person who initiates a complaint under this policy. The Complainant need not necessarily be the victim of conduct alleged to violate this policy.

### Respondent Party

The Respondent is the person alleged to have violated this policy.

### **Mandatory Employee Reporting of Sexual Assault, Sexual Misconduct and Sexual Harassment**

Any employee or volunteer of the College who learns of a sexual assault, sexual misconduct or sexual harassment must, within 24 hours of receiving the information, report it to the Title IX Coordinator. Employees who are statutorily prohibited from reporting such information, such as licensed health-care professionals, licensed clinical counselors, and the Chaplain/Ombudsperson are exempt from this requirement.

### **Amnesty for Drug or Alcohol Possession and Consumption Violations**

Eureka College strongly encourages students to report instances of sexual assault, sexual misconduct or sexual harassment involving students, and to cooperate in investigations of such incidents. Therefore, students reporting such incidents, or who provide information during the investigation of an alleged incident, will not be disciplined for any violation of the College’s drug or alcohol policies which they acknowledge in the course of such a report or investigation.

### **Free Speech and Academic Freedom**

Eureka College has a long tradition of, and a deep commitment to, academic freedom. To that end, the College recognizes and protects the full freedom of inquiry, teaching, research, discussion, study, publication and (for artists) the creation and exhibition of works of art. In the spirit of a true university environment, individuals are encouraged to invite, rather than discourage, legitimate discourse on ideas without fear that their point of view will result in a violation of this policy. Therefore, while the College will vigorously protect students’ and employees’ rights against sex discrimination, this policy shall not be construed to interfere with the legitimate exchange of ideas that are the hallmark of a university setting, nor to prohibit or abridge the use of particular textbooks or curricular materials.

### **Title IX Coordinator**

The President of Eureka College shall appoint a member of the College community to serve as the Title IX Coordinator, to serve indefinitely until he or she resigns that position or is replaced in accordance with this policy. Removal of the Title IX Coordinator during the term of appointment may be initiated by the President in collaboration with the President’s Council. The Title IX Coordinator oversees the College’s centralized review and investigation of sexual assault/misconduct/harassment complaints. The coordinator also oversees the College’s compliance with Title IX. Eureka College’s Title IX Coordinator can be used by any community member as a resource for understanding and navigating the investigative and judicial process. This includes



explaining policies and procedures, providing contact information for internal and external support resources, answering procedural questions from the Investigation Team, etc. However, reports or complaints to the Title IX Coordinator may not necessarily remain confidential, if the matter is one upon which the Title IX Coordinator is required by law to act.

### **Deputy Title IX Coordinator**

The Deputy (s) Title IX Coordinator assist the College's Title IX Coordinator with various Title IX implementations activities that include students, staff, and faculty. Deputy(s) Title IX Coordinator receive reports of sexual assault/sexual misconduct, sexual harassment, and sexual violence. The Deputy(s) Title IX Coordinator also serves as a designated Title IX Investigator, with responsibilities to lead investigations complaints of sexual assault/ sexual misconduct, sexual harassment, and sexual violence.

### **Investigation Board and Investigation Team**

The President shall appoint by July 1 of each year ten members of the Investigation Board, to serve one-year terms, from which each Investigation Team shall be drawn. The Title IX Coordinator should be consulted in all appointments to the Investigation Board. Members of the Investigation Board may be re-appointed to one or more additional one-year terms. Each Investigation Team shall consist of three persons selected from the Investigation Board by the Title IX Coordinator. Each Team must have members of both sexes and must include a minimum of one faculty member. The Title IX Coordinator may appoint an external investigator (s). If the term of a Team member will expire while the investigation or appeal of a complaint is in progress, that member's term shall ordinarily be extended solely for the purpose of completing the investigation or appeal of that particular complaint. Unless that member of the Team is reappointed for another one-year term, his or her successor's term shall commence on July 1, but the successor shall be involved only in investigations or appeals initiated after the commencement of his or her term. Criteria for appointment to the Investigation Board shall include demonstrated impartiality, integrity, and respect for confidentiality. Removal from the Investigation Board during the term of appointment may be initiated by the President in collaboration with the President's Council and the Title IX Coordinator. Because of the potential that the Investigation Board may adjudicate alleged sexual assaults, students should not ordinarily be appointed to the Investigation Board. Any member of the Investigation Board shall recuse himself or herself from serving on an Investigation Team for a particular case if reasonable grounds exist to show that the member has a conflict of interest or was directly involved (as a party or a witness) to the incident in question. In such a case, the Title IX Coordinator shall appoint a replacement member for that case only.

### **Support Resources and Reporting Sexual Assault/Misconduct/Harassment to Eureka College**

Support Resources Eureka College provides support to all individuals who have been involved with a sexual assault/misconduct incident. The following resources are not required by law to report sexual assault, sexual misconduct or sexual harassment, unless the sexual assault victim is under the age of 18, so any reports to them may remain confidential at the option of the Complainant:

Campus Ombudsperson/Chaplain  
Cerf Center  
309-467-6429

Trillium Place  
Cerf Center  
(309) 347- 5522

Other licensed health-care professionals and licensed clinical counselors are also confidential options if the Complainant so chooses. The following resources are required to report, within 24 hours, sexual assaults, sexual misconduct and sexual harassment to the Title IX Coordinator, regardless of the age of the victim, but will otherwise maintain confidentiality:

- Eureka College Security Officers (309-339-0331)
- Eureka College Faculty and Staff
- Eureka College Student Employees (including Resident Advisors)

### **Investigation Processes and Procedures**

#### Immediate Action and Interim Measures

Following every report of sexual assault, sexual misconduct or sexual harassment, the Title IX Coordinator will make an immediate assessment of any potential risk to individuals or to the campus community while the complaint is being adjudicated. After consulting with the Complainant Party, the Title IX Coordinator must consider steps to eliminate these risks. These steps may include interim protective measures to provide for the safety of the Complainant Party and the campus community, such as: arranging for changes in class schedules or living arrangements, issuing no-contact orders, obtaining counseling, and modifying test schedules or other class requirements on a temporary basis. A College employee alleged to have violated this policy may also be temporarily reassigned or placed on administrative leave.

#### Confidentiality of Complaints and Reports

Parties to a complaint, including the Complainant Party, the Respondent Party, and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this policy. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality.

The Title IX Coordinator, Investigation Team and Appellate Authority will keep confidential the complaint, report, witness statements, and any other information provided by the Complainant Party, Respondent Party, or witnesses and will disclose the information contained in them only to the Complainant Party, Respondent Party, or witnesses, as necessary to give fair notice of

the allegations and to conduct the investigation or the appeal; to law enforcement consistent with state and federal law; to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the College's compliance with federal law.

Any investigation report generated by the Investigation Team will be disclosed only to persons who are responsible for imposing sanctions against any person found in violation of this policy, and to college officials as necessary to prepare for subsequent proceedings (e.g., Appellate Authority, College President and College Legal Counsel). Members of the Investigation Team have the same strict obligations to keep all information they learn confidential. Information about complaints and reports, absent personally identifiable information, may be reported to college officials, and external entities for statistical and analysis purposes pursuant to federal and state law and College policy.

The outcome of any investigation or appeal will be communicated to the Complainant Party and the Respondent, but this does not necessarily mean that they will be entitled to review the entire investigation report or written decision. Generally, the Complainant Party will be notified whether the alleged conduct was found to have occurred, whether it was found to have violated this policy, any individual remedies offered or provided to the Complainant Party or any sanctions imposed on the Respondent Party that directly relate to the Complainant party, and other steps taken to eliminate the effects of any misconduct on the Complainant Party and to prevent its recurrence. The Respondent Party will be notified whether the alleged conduct was found to have occurred, whether it was found to have violated this policy, and any remedies or sanctions that are being imposed against the Respondent Party. The Respondent Party will not be notified of the individual remedies offered or provided to the Complainant Party.

Compliance with the above provisions regarding confidentiality does not constitute a violation of section 444 of the General Education Provisions Act, commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### Role of the Title IX Coordinator

The Title IX Coordinator is not an advocate for either the Complainant Party or the Respondent Party. The Title IX Coordinator shall have the following duties when a complaint is filed:

- Explain to both parties the informal and formal processes outlined below and the confidentiality provisions as outlined above.
- Provide a copy of this policy to both the Complainant Party and Respondent Party.
- Provide both parties information about options for obtaining medical and counseling services, information about making a criminal report, information about receiving advocacy services, and information about other helpful campus and community resources.
- Offer to coordinate with other campus officials, when appropriate, to implement interim remedial measures such as no-contact orders, rearrangement of living arrangements, or academic accommodations.
- Describe to the Complainant Party and the Respondent Party the investigatory process of a fair and impartial investigation, including (1) the right of the Respondent Party to learn about the allegations and evidence against him or her; (2) the right of both parties to have a person of support present during their interviews and during the hearing stage of these procedures.
- Answer procedural questions raised by members of the Investigation Team or Appellate Authority. Explain to a Complainant Party who does not wish to pursue a complaint that while the College may be limited in the actions it can take without the cooperation of the Complainant Party, the College may nonetheless be obligated to investigate the complaint.
- Explain to parties and witnesses that retaliation for reporting alleged violations of the policy, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be immediately reported and will be promptly addressed.

#### Resolution Procedures

If a Complainant Party chooses to file a complaint, there are two avenues for resolution of an alleged policy violation: formal and informal resolution. The Complainant Party has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant Party and Respondent Party indicate a preference for informal resolution. At the request of law enforcement, Eureka College may agree to defer its investigation until after the initial stages of a criminal investigation. The Title IX Coordinator will nevertheless communicate with the Complainant regarding his or her Title IX rights, procedural options, and the implementation of interim measures to ensure safety and well-being pending the criminal investigation.

Eureka College will promptly resume its fact-gathering as soon as law enforcement has completed its initial investigation.

#### Informal Resolution Process

If the Complainant Party, the Respondent Party, and the Title IX Coordinator all agree that an informal resolution should be pursued, the Title IX Coordinator shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the Title IX Coordinator shall be required only to conduct such fact-finding as is useful to resolve the conflict



and as is necessary to protect the interests of the parties, the College and the community.

Typically, an informal resolution will be completed within 60 calendar days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. If at any point during the informal process, the Complainant Party, the Respondent Party, or the Title IX Coordinator wishes to cease the informal resolution process and to proceed through the formal resolution process, the formal process outlined below will be invoked. Any resolution reached through the informal process shall be documented and agreed to in writing by the Complainant Party, the Respondent Party, and the Title IX Coordinator. The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent Party and the overall objective of the College to stop, remedy and prevent policy violations. Informal actions might include but are not limited to: targeted or broad-based educational training or programming; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination or a hostile environment, harassment; or having a confidential conversation with a supervisor or instructor. In cases that do not involve sexual assault, mediation and other restorative justice programming may be an appropriate form of informal resolution; provided, however, that a Complainant Party may not be required to directly confront a Respondent through that process.

#### Formal Resolution Process

- **Step 1:** The complaint is referred to the Investigation Team, which determines, in collaboration with the Title IX Coordinator, whether it has jurisdiction to investigate the matter. The Investigation Team only has jurisdiction to investigate complaints alleging sex discrimination, sexual harassment, sexual misconduct, sexual assault, and retaliation.
  - **Option 1:** If the Investigation Team determines that there is no jurisdiction, it shall refer the matter back to the Title IX Coordinator, who will offer to assist the Complainant Party and, as appropriate, the Respondent Party, in finding appropriate campus and off-campus resources for addressing the issue of concern.
  - **Option 2:** If the Investigation Team determines that it has jurisdiction over the complaint, it will proceed to Step 2.
- **Step 2:** The Investigation Team conducts a fair and impartial investigation of the alleged policy violation and proceeds to Step 3. Typically, an investigation will be completed within 60 days of receipt of referral to the Investigation Team. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

The following process will generally be used in conducting the investigation:

- Complainant Party provides a verbal or written account of the event, and any documents relevant to the complaint, to the Investigation Team. Complainant Party identifies any potential witnesses.
- Investigation Team meets with Respondent Party, reviews rights, and obtains a verbal or written account of the incident, along with any documents relevant to the complaint. Respondent Party identifies any other potential witnesses.
- Investigation Team meets with any witness(es) believed to have knowledge about the incident and obtains any documents they may have that are relevant to the complaint.

If necessary, Investigation Team conducts follow-up meetings with Complainant Party and Respondent Party, or witnesses, to clarify information gained through the investigation, and to determine if Complainant Party or Respondent Party wish to offer any additional witnesses or evidence.

No fewer than two members of the Investigation Team shall be present during any interviews of the Complainant Party, Respondent Party or witnesses. Preferably though, all members of the Investigation Team will be present for all interviews.

Investigation Team proceeds to Step 3.

- **Step 3:** The Investigation Team determines whether a “preponderance of the evidence” shows that that an individual violated the policy. This means that it is more likely than not that the alleged conduct occurred and that it violated the policy. It is not proof beyond a reasonable doubt.
  - **Option 1:** If the Investigation Team finds that this policy was not violated, the decision is documented through a written summary.
  - **Option 2:** If the Investigation Team finds that this policy was violated, that decision shall be documented in a written report that summarizes the basis for the decision, and which shall include recommendations for steps to take to prevent recurrence of any such violation, and as appropriate, remedies for the violation and sanctions against the Respondent.

#### **Remedies for Violations of Policy**

If a Respondent Party is found to have violated this policy, any written report will be provided to the appropriate disciplinary authority for a determination of appropriate sanctions. Typically, a decision by the disciplinary authority will be rendered within 10 days of receipt of receiving the findings and recommendations from the Investigation Team. If it becomes necessary to extend

the process, both parties will be notified of a revised expected resolution timeframe.

If the Respondent Party is a student, the disciplinary authority will be the Dean of Students. If the Respondent Party is an employee of the College, the disciplinary authority is the Vice President of the department to which the employee is assigned. If the Respondent Party is the Vice President of a department, the Provost, or the Title IX Coordinator, the disciplinary authority is the College's President. If the College's President is the Respondent Party, the disciplinary authority is the Chair of the College's Board of Trustees, acting in consultation with the Board's officers. If the Respondent Party does not fall into any of these categories, the disciplinary authority shall be determined by the Title IX Coordinator, who may consult with any of the disciplinary authorities listed above in making that determination.

The designated disciplinary authority must inform the Respondent Party and the Title IX Coordinator of the ultimate sanctions imposed upon a Respondent Party. The Title IX Coordinator will inform the Complainant Party of the sanctions imposed to the extent permitted by applicable Title IX regulations and privacy laws.

Disciplinary sanctions possible for students found to have violated this policy include, but are not limited to, expulsion from the College, suspension, probation, counseling/training, deferred suspension, removal from student housing, reprimand, or any combination of these.

Disciplinary sanctions possible for employees found to have violated this policy include, but are not limited to, termination, suspension without pay, demotion, probation, counseling/training, deferred suspension, reprimand, or any combination of these.

Disciplinary sanctions possible for other persons found to have violated this policy may include, but are not limited to, permanent or temporary bans from College property or events (whether on or off-campus), a requirement of written preclearance from a College employee before attendance at a College event, no-contact orders with one or more members of the College community, termination of contracts between the College and the Respondent or businesses associated with the Respondent, or any combination of these.

When determining appropriate disciplinary action, the disciplinary authority will consider the disciplinary background of the Respondent Party, and the totality of the circumstances surrounding the complaint, including the nature of the conduct and the context in which it occurred.

In addition to disciplinary sanctions against the Respondent Party, the Title IX Coordinator shall have the authority to implement any other measures necessary to remedy the effects of the misconduct on the Complainant Party or other members of the College community, to prevent its recurrence, and/or to improve or protect the educational climate of the College. The Title IX Coordinator shall not impose any additional disciplinary sanction against the Respondent Party beyond those determined by the disciplinary authority.

## **Appeal Process**

### Limited Bases for Appeal

Either the Complainant Party or Respondent Party may appeal the findings and/or sanctions, but such appeal rights are limited to one or more of the following bases:

- "New Evidence." Previously unavailable relevant evidence has been discovered that could significantly impact the outcome of the case. Information that was known or available during the investigation will not be considered.
- "Procedural Error." A procedural error occurred in the conduct of the investigation. Such error may include, but is not limited to, any conflict of interest by a member of the Investigation Team that warranted his or her recusal.
- "Disproportionate Response." The sanction is substantially disproportionate to the findings (either too severe or not severe enough).

### Appellate Authority

The individual responsible for reviewing and deciding an appeal, the Appellate Authority, shall be as follows:

- If the basis for the appeal is the reason set forth in Section A.1 above ("New Evidence"), then the Appellate Authority shall be the Investigation Team that investigated the complaint.
- If the basis for the appeal is the reason set forth in Section A.2 above ("Procedural Error"), then the Appellate Authority shall be the Title IX Coordinator. If the specific basis for the appeal is that the Title IX Coordinator had a conflict of interest, then the Appellate Authority shall be appointed by the President.
- If the basis for the appeal is the reason set forth in Section A.3 above ("Disproportionate Response"), then the Appellate Authority shall be the immediate superior of the disciplinary authority (as set forth herein). If the disciplinary authority is the President, then the Appellate Authority shall be the Chair of the College's Board of Trustees, acting in consultation with the Board's officers.

### Filing an Appeal

An appeal is initiated by filing a written notice with the Title IX Coordinator and the Chair of the Investigation Team within seven

calendar days after the appellant's receipt of the Investigation Team's findings. The notice of appeal must set forth the basis for the appeal, provide all details and evidentiary support (if applicable) for such appeal, and describe the appellant's desired outcome. As soon as practicable, the Title IX Coordinator will provide the nonappealing party and the Appellate Authority with a copy of the notice of appeal. The non-appealing party shall submit to the Appellate Authority within seven calendar days of such notice any response to the appeal.

#### Interim Measures Pending Appeal

The imposition of any sanctions rendered by the disciplinary authority will be stayed, but any interim measures will remain in place (or will be reinstated), pending the outcome of the appeal. The Title IX Coordinator shall have the authority to modify the interim measures pending the appeal, as deemed appropriate in the Title IX Coordinator's discretion.

#### Decision of the Appellate Authority

The Appellate Authority will independently review the appeal, any response to the appeal, as well as all information submitted with the same. The Appellate Authority will also review, as appropriate, the documentation relating to the complaint and the investigation.

If the basis for the appeal is the reason set forth in Section A.1 above ("New Evidence"), the Appellate Authority may approve, overturn or modify the findings. If the Appellate Authority decides that different sanctions may be appropriate in light of any revised findings, it shall refer the decision on the appropriate sanctions to the disciplinary authority. If the basis for the appeal is the reason set forth in Section A.2 above ("Procedural Error"), the Appellate Authority may approve, overturn or modify the findings and sanctions, or require that a new Investigation Team make new findings and recommendations to the disciplinary authority.

If the basis for the appeal is the reason set forth in Section A.3 above ("Disproportionate Response"), the Appellate Authority may approve, overturn or modify the sanctions imposed by the disciplinary authority. Any such decision is final. If the appeal is based on multiple grounds, each Appellate Authority identified above will decide the issues allocated to it under this policy. If the findings or sanctions are revised as a result of an appeal based on the reason set forth in Section A.1 ("New Evidence") and/or the reason set forth in Section A.2 ("Procedural Error"), then any subsequent appeal is limited to challenging the revised sanction for the reason set forth in Section A.3 ("Disproportionate Response"). The decision of the Appellate Authority shall generally be made within 21 calendar days after receipt of the appeal. Written notice of the decision of the Appellate Authority shall be provided to the Complainant, Respondent, and Title IX Coordinator.

#### Retaliation

Eureka College considers both retaliation and the malicious filing of false allegations to be serious ethical violations. A person bringing a complaint founded in good faith will suffer no recrimination. It is a violation of this policy to retaliate against a person for complaining of or reporting alleged misconduct covered by this policy, and for assisting, participating or cooperating in an investigation of such misconduct. Retaliation is a very serious violation which can subject the offender to sanctions independent of the merits of the underlying allegation. False and malicious accusations, however, are harmful to the personal and professional reputations of the accused person. Eureka College regards false and malicious complaints to be a very serious matter and may subject the person bringing them to appropriate sanctions. Any such concerns will be adjudicated under the applicable provisions of the Student Handbook, the Faculty Handbook or the Employee Handbook.

#### External Complaints

Any person who believes that (a) the College's response to a complaint was inadequate, (b) the College has discriminated against them on the basis of race, color, national origin, sex (including sexual harassment), disability, or age, or (c) that they have been retaliated against, may file a complaint with the Office for Civil Rights of the U.S. Department of Education based in Chicago, or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Department of Justice. Complaints alleging discrimination on the basis of religion must be directed to the EOS.

## Student Conduct Procedures

Eureka College recognizes the student's right as a citizen of the United States of America to respect and consideration and the constitutionally guaranteed freedoms of speech, assembly, and association. The College further recognizes the student's right within the institution to freedom of inquiry, and to the reasonable use of the services and facilities of the College which are intended for the student's education.

The College has the responsibility and authority to establish specific standards and regulations that clarify its expectations of personal behavior. Since it is not intended to mimic or replace the criminal law code, the Expectations and Standards in a Community of Learning is not to be construed as an exhaustive or all-inclusive list of prohibited behavior. Similarly, the College has the responsibility and authority to establish judicial bodies and procedures that affirm its values, remediate offenses, and assist in the resolution of disputes. These bodies and their procedures represent a commitment to treat all individuals with equal fairness and dignity.

Appropriate due process safeguards have been built into the judicial procedures so that no permanent or recorded penalty shall be meted out until the student accused shall have a fair chance to be heard. An appeals procedure is also established to allow the student an opportunity for review of his or her case in situations where the student believes the decision to have been reached in violation of due process.

### Filing a Complaint

The Office of Student Life, acting through the Dean of Students and staff, is responsible for the administration of discipline for conduct that is unacceptable or involves an infraction of College rules and regulations. The authorized representative will be appointed by the Dean of Students, referred to as the Judicial Officer, and will initiate judicial action in accordance with these regulations. Any student, administrative official, faculty, or staff member of the College Community may file a complaint against a student of the College for violation of the student code of conduct. The incident report form can be accessed online at: <https://bit.ly/2XmdM1v>

### Preliminary Procedures and Investigation

The Judicial Officer shall investigate any reported student misconduct before initiating an official opportunity for the accused student to present a personal version of the incident or occurrence. The Judicial Officer may discuss, consult and advise in person with any student whose conduct is called into question, and the student shall attend consultations as requested.

### Informal Disposition

An informal disposition occurs in order to address the complaint without a formal hearing. This occurs in order to provide adequate intervention to the student (in case of mental health) or to streamline the process. The Dean of Students or Judicial Officer, after investigation, shall have the authority to impose appropriate discipline. It should be noted, however, that the Dean of Students may forgo the informal disposition and refer cases to the Judicial Board. The "official" complainant may request that a case be referred directly to the Judicial Board. Should a student fail to respond to the request by the Dean of Students for conference, discussion, or for hearing of a judicial matter, the Dean of Students has the right to initiate informal disposition, at which a plea of "not responsible without comment", shall be registered on behalf of the student. Prior notice of an intent to hold such a hearing shall be forwarded to the student, when the student has failed to respond to reasonable requests for a conference or interview, defining a specific time and date of such a decision.

A student may appeal the decision from an informal disposition (to the College Provost) using the process stated in the Right to Appeal section below.

### Formal Procedures and Disposition – Judicial Board

The Judicial Board shall consist of five members: two students, two faculty members, and one member of the staff. An alternate is selected for each position. Faculty members, one named as Chair, are elected to alternating two-year terms by the Faculty from nominations made by the Faculty Cabinet; staff members are chosen by and serve at the pleasure of the President of the College; student members are elected by the Student Senate to alternating two year terms.

Alternates will be called by the Chair of the Judicial Board to hear a case only if needed because of absence or disqualification of a regular member. The student accused has the ability to substitute for an alternate member of the Board if they have a close relationship with someone on the Board. A Board member also has the ability to substitute in an alternate on their behalf if they have a close relationship with the student accused. The student accused and the Board members will be notified of the names of those that will be present at the hearing at least 48 hours in advance and must immediately notify the Chair of the Board to arrange an alternate. All parties must make a conscious effort to avoid contact before the Hearing. Board members must be present for the entire hearing in order to rule on a specific case.

A quorum of two faculty members and one student must be present to hear a judicial case. During vacation periods, this Board may be comprised of three faculty or staff members available, appointed to hear a pending case by the College President or Provost.

#### General Statement of Procedures

The procedures set forth below shall be interpreted and administered to accomplish fairness and due process and shall provide prompt consideration of student conduct cases. Judicial proceedings are not to be construed as judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.

#### Notice of Hearing

The Judicial Officer shall initiate judicial hearing by arranging with the Chair of the Judicial Board and by giving written notice of that hearing to the student charged. This notice of hearing shall include the statement of charges, as well as the time and place for the hearing. Notice of hearing shall be given to the student at least 72 hours before the hearing. At this time a copy of this notice shall also be presented to the academic advisor and the Chair of the Judicial Board. Judicial hearings will not be scheduled to conflict with academic commitments. Except for good cause shown, any witness to be used by either party must be identified no later than 48 hours prior to the hearing so that he/she may be contacted and his/her attendance mandated by the Judicial Officer. Copies of any documents that the Judicial Board is expected to use to base a decision must be approved by the Judicial Chair no later than 48 hours prior to the hearing as well.

Any request for continuance shall be made in writing to the Chair, who shall have the authority at his/her discretion to continue the hearing if it is determined the request is timely and made for good cause. The Chair shall notify the Judicial Officer of the new date for the hearing, and the Judicial Officer will notify all parties involved.

After receiving notice of the charges and being informed of the possible sanctions if found in violation of the Code of Conduct, students accused of misconduct may admit responsibility in writing to the Chair, thereby waiving a hearing except to establish sanctions. The Chair may agree to convene the Board in executive session to determine sanctions or may decide to submit the admission to the Board members for consideration. In the latter case, the Board will determine by a majority vote whether a hearing is necessary to fulfill its responsibility of affirming community standards of behavior.

#### Conduct of the Hearing

All Judicial Hearings shall be closed to the public. The Chair shall preside at the hearing, call the roll of the Board in attendance, ascertain the presence of the Judicial Officer, and ascertain the presence or absence of the accused student and the complainant. (If the charges are being brought solely by the complainant, and he/she is not present at this time, the complaint will be dismissed.) If the student accused is not present, the hearing shall proceed without them. Witnesses for both the College, (and/or the complainant) and the accused student will be identified at this time. All other visitors shall be identified and only if these individuals have a vested immediate interest in the outcome of the hearing (e.g. the student's faculty advisor) as determined by the Chair, may these individuals remain. The accused student may be accompanied at the hearing by an advisor. However, this individual may not participate in the hearing.

The following procedures shall be followed thereafter:

- The Chair will ask the Judicial Officer to read the charges against the accused student(s). (If more than one student is charged with the same offense, it shall be at the discretion of the Judicial Officer and the Chair of the Judicial Board to determine whether in the interest of fair play to the accused and the College, the cases should be heard separately or together.)
- The Chair will ask the student to plead responsible or not responsible to each charge presented by the Judicial Officer.
- The accused student(s) and the complainant will both be given opportunity to present his/her version of the incident to the Board.
- The Chair will then call for the testimony of the witnesses identified through the presentation.
- The Chair will then call for the witnesses identified by the student accused.
- The Chair will then ask for questions from the Board. (However, the Board may ask questions prior to this time of those presenting information or having already presented information to the Board). Questions may be asked of any participant in the room by any Board member.
- The Chair shall then ask for summary statements from the student.
- The Chair shall then ask for summary statements from the Judicial Officer or the student in complaint.
- The Chair shall then clear the room and the Board shall begin its deliberations.



### Rights of the Judicial Board

The Judicial Board shall not be bound by the rules of evidence applicable in court proceedings, but shall exclude immaterial, irrelevant, or unduly repetitious information or testimony.

If any Board member is involved in an incident or hearing before the Board, he/she must recuse himself/herself from the case. Board members will be expected to excuse themselves where a conflict of interest or the appearance of one is present. The Board through the Chair may dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chair or the Board. Such shall be considered a judicial offense which may result in immediate judicial action, which may include suspension from the College, initiated by the Judicial Board.

### Rights of the Student upon Hearing

A student appearing before the Judicial Board may have an advisor of the student's choosing to examine evidence presented and to consult with during the hearing. However, only the student may question witnesses present and testify before the Board. To further ensure fairness and impartiality, both the Initiator and Respondent will have the uncontested right to substitute as many as two alternates for original Board members; the composition of the Board (two faculty, two students, one staff member) is to be unchanged. This request must be made in writing to the Chair not less than three calendar days before the hearing is scheduled to take place.

The student may make a statement to the Board in explanation of his/her conduct. He/she may also present evidence by witnesses. The student has the right to appeal any decision reached by the Judicial Board if they feel the decision was based on a process that did not follow policy.

### Determination

After all testimony is heard, the Judicial Board shall deliberate in Executive Session. Only members of the Judicial Board may be present, unless the Board invites individuals back for clarifying statements. At such time, the Judicial Officer is also to be present. No penalty shall be imposed on the student unless a majority of the Board present is reasonably convinced by the evidence that the student has committed the violation as charged and should be disciplined.

### Official Report of Findings

The Board shall return from Executive Session and make known its findings. If the student is found not responsible, the decision shall be communicated orally to all parties. The Judicial Officer shall officially communicate the Board's findings in writing thereafter to the student.

If the student is found responsible for the charges, the following procedure will be initiated.

- (1) The Chair shall read the findings of the Board
- (2) The Judicial Officer shall be requested to provide the following information:
  - a. The student's prior judicial history (positive or negative) and any sanctions given;
  - b. Damage done to property, restitution made, and;
  - c. Other factors which the Judicial Officer thinks will assist the Board in defining the student's relationship with the Eureka College Community.
- (3) The student may present information and/or witnesses he/she feels will assist the Board in adjudicating sanctions.
- (4) The Board will return to Executive Session for determination of sanctions to be assessed. The Board may, at its discretion, invite individuals to assist in this Executive Session (e.g. the Dean of Students, the Student's Academic Advisor, etc.)
- (5) On the completion of this determination, the Judicial Chair will communicate to the Judicial Officer the Board's findings.
- (6) The Judicial Officer will communicate the official findings of the Board in writing to the student and the student's academic advisor and copy of such notice to the Chair of the Judicial Board. This should be done within 24 hours after the hearing is adjourned.
- (7) Thereafter, the Judicial Officer must insure that sanctions assessed by the Board are fulfilled, reporting back to the Board periodically the status of these cases, if requested.

### Record of Hearing

The Judicial Chair shall tape record all student judicial hearings, except the Board's Executive Sessions. The tapes will be kept for purposes of review in case of appeal. The Judicial Officer shall keep a file for each student against whom judicial action has been taken. This record shall include all written communications, statements of findings, and any appeals which are initiated. This file will be available for the student's inspection and will be kept on hand for a minimum of seven years.

### Temporary Suspension

The Dean of Students, in consultation with the Provost, may temporarily suspend a student or deny readmission to the College pending formal procedures when it is believed from substantial information coming to his/her attention that the presence of the student on campus would seriously disrupt the College community or constitute a danger to the health, safety, or welfare of the College or the student. The Judicial Chair, at the direction of the Judicial Officer, may be asked to convene the Judicial Board after a temporary suspension to determine if the student shall remain on temporary suspension pending the judicial hearing (if



there is a hearing).

### **The Right of Appeal**

The student accused, the student in complaint, the Judicial Officer, the Dean of Students, or any member of the Judicial Board may appeal any decision reached through the formal procedures of the Judicial Board by filing a written notice of appeal with the College Provost within 48 (weekday) hours after notification of the decision. The appeal notice shall be specific as to that which is to be appealed; the basis for the appeal; and the evidence cited in support of said appeal.

Decisions may be appealed only if:

- judicial procedures were not adhered to;
- the deviation in procedures prevented the student's ability to refute the finding of guilt;
- the degree of penalties assessed is not commensurate with the degree and extent of wrongdoing.

A copy of the letter of appeal shall be given by the person appealing to the Judicial Officer who will forward a copy to the Chair of the Judicial Board and to the Provost. Upon receipt of the letter of appeal the Provost shall review the basis of appeal and determine if the person appealing has adequately and reasonably presented evidence to justify a review of the case.

If the appeal is judged to be inadequate, the decision of the Dean of Students or the Judicial Board shall be considered affirmed by the Provost. If the basis for the letter of appeal is judged to be valid, the Provost shall review the records of the case. He/she may affirm, reverse or lessen the decisions of the Dean of the Students or the Judicial Board. However, if the Provost determines that the previous decisions were not commensurate to the severity of the case, the Provost may impose more severe judicial sanctions. In cases where the Provost desires more deliberation, discussion or investigation, he/she may stay any decision until a specified time to allow further consideration of the matter.

The decision of the College Provost is final. Notification of this decision shall be given to the student, the Judicial Officer, Dean of Students, the Faculty Advisor, and the Chair of the Judicial Board.

### **Status During Appeal**

In cases of suspension or dismissal where Notice of Appeal is filed within the required time, the student may petition the Provost in writing to attend classes pending final determination of the appeal. The Provost may or may not permit a student to continue in school. The Provost's decision will take into account whether or not the student's presence would seriously disrupt the College or constitute a danger to the health, safety or welfare of the College or its students. However, with the exception of suspension or dismissal, any judicial action taken will be waived until the appeal process has been concluded.

*Revised and approved by the Chair of the Board of Trustees Student Life Committee (July, 2016)*

## Student Conduct Findings & Sanctions

Students are notified in writing of sanctions imposed as a result of judicial action. One copy will be provided to the student found in violation of college policy and the other copy will be placed in the student's permanent file. More than one sanction may be imposed for any single violation. Failure to satisfy a sanction will result in the case being returned to the Chair of the Judicial Board or Dean of Students and could result in additional conduct action.

By way of example, if found responsible, potential sanctions for individual students may include, but are not limited to, one or more of the following:

Assessment	Assessment and recommended treatment – referral for assessment and treatment to counseling or another agency at the student's expense.
Community/College Service	Required completion of a specified number of hours of service to campus or general community.
Educational Activities	Required attendance at educational programs, meetings with appropriate officials, written research, online program completion, or other educational activities at the student's expense.
Fines	Alcohol or drug violations may result in a financial penalty.
Loss of Privileges	Temporary or permanent restrictions placed on a student's participation in College activities. These include, but are not limited to, restriction of the privilege to participate in student activities or student organization, represent the College on athletic teams, student organizations or in other leadership positions; access to residence halls or other areas of campus; use of College resources and/or equipment; or contact with a specified person(s).
Residence Hall Probation	Reprimand for a violation of Residence Life policies or procedures. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to violate any Residence Life policy during the probationary period.
Residence Hall Suspension/Expulsion	Temporary or permanent separation and eviction from the residence hall.
Restitution	Payment made for damage or loss caused by the responsible student.
Expulsion	Permanent separation of the student from the College.
Probation	A written reprimand for a violation of the code of conduct. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to violate any institutional regulation(s) during the probationary period.
Suspension	Separation of the student from the College for a definite period of time, after which the student is eligible to return upon approval by the Dean of Students. Conditions for readmission may be specified.
Warning	A student conduct sanction in writing notifying a student that the student's behavior did not meet College standards. All student conduct warnings will be taken into consideration if further violations occur.
Sanctions as Deemed Appropriate	Other or additional sanctions not listed here may be assigned as appropriate for the violation.

The College also reserves the right to discipline student groups and organizations for violations of college policies. Such violations may result in one or more of the sanctions listed above. In addition, the following collective sanctions may be imposed:

- Probation: The group may continue to act as such under conditions established by the Board. One condition that may be applied is that the group may be partially or completely restricted from representing the College in any capacity. Probation is for a designated period of time and includes the probability of more severe judicial sanctions if the group is found to be violating any institutional regulations during the probationary period.
- Deactivation: Loss of all privileges including college recognition, for a specified period of time, after which the organization is eligible to reapply for college recognition. Conditions for recognition may be specified.

A College recognized group or organization will be held collectively responsible when:

- Actions which lead to the misuse of persons, property, or College funds have received the tacit or overt consent or encouragement of the group or of the organization's officers;
- In the course of its activities, an incident is the result of the failure on the part of the group or its officers to take reasonable precautions against the misuse of persons, property, or College funds;
- A policy or practice of a group is directly responsible for a violation.

## Residence Hall Policies & Damage Charges

A high standard of conduct is expected at all times. Residence Hall life is an experience in-group living; therefore, residents must respect the rights of others. Students should abide by the College's expectations and standards in a community of learning and by these additional regulations upon matriculation into the College and upon residence hall check-in.

### General Provisions and Conditions of Occupancy

Students are responsible for observing all regulations contained in the Housing Services Contract, Student Handbook, Contract for Community, and notices from the Student Services, Engagement, and Leadership Office.

### Alcoholic Beverages

The State of Illinois law provides that any person less than 21 years of age who attempts to purchase, possess, consume, or transport any alcoholic beverages within Illinois and any person 21 years of age or over who sells or gives any alcoholic beverages to any person under 21 years of age in Illinois is subject to fine or imprisonment or both. The College does not condone violation of the law with respect to underage drinking. For further information on the Eureka College alcohol policy, please refer to the Eureka College Student Handbook.

### Custodial Areas

Custodial service is provided for all common areas only, which includes lobbies, lounges and common bathrooms. Student interference with service may result in disciplinary action. Cleaning of student rooms and suite bathrooms is the responsibility of the individual occupants. If a room becomes a health hazard due to not being cleaned, custodial service may be provided and the resident(s) of the room may be charged.

### Damage Assessments

The student is responsible for Eureka College property in his/her room and elsewhere in the residence hall. If your living space must be cleaned for health or safety reasons by the College, you will be assessed all fees associated with repairs, labor, and/or fines. Damage charges for furnishings or equipment in a resident's room or suite will be assessed to the identifiable occupant. If damage cannot be attributed to any one individual, charges will be assessed equally among all room occupants. If there is loss/damage to common areas of any residence hall and Eureka College cannot identify responsible individuals, the College may require several or all of the hall's residents to pay a prorated group charge covering the cost of common area repair/replacement/installation.

### Designated Room Assignment

Students are assigned to a specific room and may only occupy that room in the housing system. Any change in room assignment must have prior approval from the Director of Residence Life. All students involved in unauthorized room changes may be assessed a \$50.00 fine, may be required to move back to original room assignment, and may be subject to disciplinary action. Specific room change procedures can be obtained from the Director of Residence Life.

### Drugs

Eureka College views the use or possession of any unprescribed hallucinogen, narcotic, or stimulant (exclusive of legal non-prescription drugs) contradictory to the welfare of the College community. Federal and state laws prohibit the illegal use, possession, or sale of such drugs. The illegal use, possession, or sale of drugs as defined by federal, state, or local laws is considered a violation of college regulations and will be subject to disciplinary action.

### Smoking/Vaping

Neither smoking nor vaping is permitted in any residence hall or any other building on campus. Students are permitted to smoke outside but must be at least 15 feet from the building. The use of any tobacco product is prohibited inside any building on the academic side of campus. Smoking receptacles are located near most buildings on campus.

*Reviewed and approved by College Administrative Council. Faculty Student Life Committee, Trustee Student Life Committee, and Board of Trustees, May, 2017*

### Entrance to Student Rooms

The College reserves the right for authorized individuals to enter student rooms, with or without prior notification, for the purposes of verifying occupancy, housekeeping, repairs or maintenance, health or safety reasons, periodic routine checks, and to assure compliance with all federal, state, or College regulations. Checks of student rooms may take place during the semester as well as during breaks when the residence halls are closed.

*Revised and approved by the Board of Trustees May, 2016*

**Fire Safety**

Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in college buildings as a safeguard for lives and property.

The rendering of a false alarm is prohibited by college regulations and Illinois law. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, sprinkler systems, and other equipment is punishable by a \$100 fine and/or additional disciplinary action up to and including expulsion from the College.

Under the direction of Residence Life Staff, regular fire drills may be held. Students receive instructions for their specific living unit at the beginning of the school year. Failure to respond to, or in any way inhibit, a fire drill will result in disciplinary action. Running electrical cords under carpeting, or around/through doorways is strictly prohibited. It is strongly recommended that students use only extension cords that are of a multiple outlet type with their own built-in fuse and built-in surge protector. The extension cord must be UL approved. Running additional extension cords and/or surge protectors from a surge protector or extension cord is prohibited.

Failure to comply with fire safety rules and regulations may result in termination of the housing contract (along with applicable criminal or civil charges), as well as any of the following: damaging or disabling fire safety or fire alarm equipment; intentionally activating a heat or smoke detector; turning in a false fire alarm; failure to evacuate or reentering buildings during a fire alarm or fire drill; setting a fire; or other safety violations.

**Guests (responsibility for)**

Students are welcome to have guests at any time as long as they receive prior consent from their roommate. However, guests are not allowed to stay for more than three (3) consecutive nights. Students may request an exemption to this policy during special circumstances from the Director of Residence Life. Students are responsible for the actions of their guests (overnight or not) if the guest is not a student of Eureka College. Therefore, students should only be inviting guests to campus that they trust will uphold the policies on campus. Students will be held accountable for any misconduct, vandalism, or other obstructive behavior caused by their guest. Cohabitation is strictly prohibited.

**Noise Level**

Eureka College upholds "quiet hours" on every residence hall floor on campus from 11pm until 7am. During this time, residents must keep music and all other noise to a minimum. If the residents of a floor want to change these hours, they may elect to do so with a floor vote as long as 100% of the floor is in agreement of the change. "Courtesy hours" exist 24 hours a day. Therefore, residents are welcome to ask each other to quiet down at any time if they feel someone on their floor is being disruptive. If a student fails to honor this request, a student should address this with their Resident Advisor.

**Pets**

Students are not permitted to have pets in residence halls at any time, with the exception of fish in a 20-gallon or smaller aquarium. Students found in violation of this policy will be warned, fined \$50, and could face further disciplinary action if their pet is not immediately removed.

**Prohibited Items**

The following are not permitted anywhere in any College residential building: space heaters (unless provided by the College or with prior approval from Residence Life), sun lamps, waterbeds, hot plates, deep fryers, electric skillets, sandwich cookers, camp stoves, convection ovens, grills, refrigerators larger than four cubic feet, paintball guns, street signs or other public signs, toasters, toaster ovens, broilers, weapons of any kind, candles or any open flames, halogen or torchiere lamps, and any other materials or items representing a danger to the College community. Such items are subject to confiscation and the bearer subject to disciplinary action.

**Prohibited Behavior**

Any of the following constitutes a violation of College regulations and the terms of this contract: vandalism; any form of threat to other persons or property; excessive noise or disruptive behavior; misuse of the residential or College computer networks; tampering with facilities or equipment; being on roofs and ledges; removal of window screens; throwing objects from buildings; leaving or storing bicycles in stairways, stairwells, hallways, entryways, or other public areas; and any other behavior which constitutes an actual danger or perceived threat to property or persons. Additional rules and regulations are contained in the Student Handbook, College Catalogue, and the Housing contract, and other notices from Residence Life.

**Reasonable Requests**

It is the resident's responsibility to respond immediately to any official request from a college staff member. This includes requests for conferences, interviews, identification, and other reasonable directives (such as opening one's door) given by a college staff member, Resident Advisor, or Campus Security, when it is in the authorized performance of that staff members responsibility.

**Release of Information**

Students living in residence halls are presumed to be "dependent students." Residence Life professional staff may contact dependent students' parents or guardians in circumstances involving a serious accident, illness, or other emergency or crisis situation.

**Room Condition**

You (and your roommate(s), if any) are responsible for leaving your space in the same condition in which it was found upon moving in (as stated on your Room Condition Report completed at check-in). Charges will be assessed for repair or replacement of damaged or missing furnishings and equipment; special cleaning necessary due to misuse of facilities; removal of any extra furniture or abandoned property, or large quantities of trash; or other unusual conditions requiring correction. You are responsible for notifying Residence Life immediately upon discovering any deteriorated or altered room condition. During scheduled College breaks, all students will be required to follow specified checkout procedures. If checking-out (or changing rooms) of the residence halls, students must follow all checkout procedures. Occupants are expected to keep their rooms in a clean and orderly condition at all times. Refuse and recyclables are to be placed in the appropriate receptacles. Failure to comply will result in fees assessed or disciplinary action. Damage assessments will be conducted at the end of the spring semester and students will be charged for any damage not previously indicated on the Room Condition Report.

Furnishings provided by the College may not be removed from resident rooms, suites, or common areas without the approval of Residence Life. Furniture is not to be disassembled. Charges for moving furnishings back to their proper location and for the loss or damage of furnishings are assessed against the resident(s) responsible.

You are **NOT permitted** to move furniture from public areas into your living space, nor may you remove furniture from your living space. A service charge will be assessed to return furniture removed from student rooms and common areas at \$50 per item per room. Beds placed on desks, radiators, windowsills, etc., constitute a safety violation and are strictly prohibited.

Mutilation of walls by use of pins, tacks, nails, stickers, adhesive tape, etc.; marking of walls with chalk, crayon, or other materials; damage to room furnishings or any abuse to a resident's room and/or College owned contents of that room which exceeds the limits of normal wear is prohibited. Students will be held responsible for all fees associated with the repair/replacement of any damaged items.

**Room Keys**

Each student receives a key to his or her room and building at the beginning of the school year. Keys are issued by a member of the Residence Life Staff upon the student's signing into the residence hall. Upon termination of residence, the key must be returned. In the event that keys are lost or not returned, locks will be changed, and the student charged accordingly. No student shall knowingly possess, duplicate, copy or make a facsimile of any key to a lock of any residence hall. A replacement fee will be charged to any resident who requires a duplicate key.

**Security**

Security is everyone's responsibility. Actions which compromise the security of residents or living areas, will subject the individuals responsible to fines and/or disciplinary action. Solicitation The residence halls may not be used as sales rooms or for the storage of merchandise. Door-to-door sales in the residence halls are not permitted at any time without prior approval from Residence Life.

**Storage**

Storage space is not available in the residence halls for personal belongings or for the removal of college furnishings. Bed frames and mattresses may be removed (in limited locations) for those residents with prior approval to be stored at the Eureka College Physical Plant. There is a storage fee if this service is utilized.

**Unauthorized Areas**

Students are not permitted in maintenance areas, boiler rooms, roofs, storage areas, or custodial areas of the buildings, and are subject to disciplinary action if such violations occur.

### Residence Hall Damage Charges

Residents are responsible for leaving rooms and common areas in the same condition in which they were found upon moving in. Damage assessments will be conducted at the end of the spring semester and students will be charged for any damage not previously indicated on the Room Condition Report.

A maintenance labor charge will be billed at \$35.00 per hour (1 hour minimum).

Note: All charges include Labor unless otherwise specified. Prices are subject to change without notice.

### Lock Charges

Key or Key Card (Broken or Damaged)	\$ 50.00
Core Change (Lost Key or keycard)	\$ 65.00
Plunger Bolt Assembly	\$ 65.00
Latch Bolt Assembly	\$ 60.00
Complete Lock Assembly	\$ 225- \$ 1200
Panic Bar Assembly	\$ 900.00
Panic Bar Assembly Repair	*

\*As determined

### Door Charges

Wood Solid Door	\$ 425.00
Metal Door	\$ 900.00
Hollow Core Door	\$ 170.00
Paneled Door	\$ 275.00
Metal Door Jam	\$ 350.00
Wood Door Jam	\$ 90.00
Door Hinges	\$30.00 each
Spring Door Hinges	\$45.00 each
Door Closer	\$ 200.00
Door Closer Repair	*

\*As determined

Note: Any splitting, gashes, or other damage will result in the installation of a new door.

### Window Charges

Entire Window	\$ 425-\$1500
Glass Replacement	\$ 260- \$ 600
Window Screen	\$ 45.00
Removable Storm Window	\$ 65.00
Mini Blind	\$ 95.00
Shade (Single)	\$ 35.00
Shade (Double)	\$ 55.00

### Furnishing Charges

Each room and/or lounge is equipped with furnishings which are common to the building. These furnishings must be in the room upon departure, or a replacement charge will be assessed.

Re-Assemble Bed	\$ 65.00
Other Repairs	*

\*As determined

### Miscellaneous Charges

Smoke Detector	\$ 45.00
Electrical Outlet or Switch	\$ 15.00
Room Light Fixture	\$ 75.00
Telephone Jack	\$ 30.00
Internet Jack (broken box)	\$ 30.00
Internet Cable Raceway	\$2.00/foot
Internet Line (2-4 lines per box)	\$100.00/port
Mirror	\$ 30.00
Ceiling Tile	\$10.00 each





Towel Bar	\$ 15.00
Hall Light Lens	\$ 30.00
Lighted EXIT Sign	\$ 120.00
Emergency Light	\$ 100.00
Fire Extinguisher	\$ 200.00
*Halon	\$ 300.00
Recharge Fire Extinguisher	\$ 50.00
Cabinet Glass	\$ 20.00
Extinguisher Cabinet	\$ 60.00
Shower Curtain	\$ 20.00
Bulletin Board	\$ 45.00
Mattress Cover	\$ 30.00

**Custodial Charges**

Room Cleaning	up to \$100.00
Carpet Cleaning	\$ 40.00
Other charges	\$35/hour/person

**Painting Charges**

Room preparation and paint	\$ 250.00
Wall Repair (holes)	*

\*As determined

# Campus Resources

Department	Services Provided	Location	Contact Information
Admissions	<ul style="list-style-type: none"> <li>Meet your admissions counselor</li> <li>Apply for admission</li> </ul>	Cerf Center	309.467.6825 admissions@eureka.edu
Athletics	<ul style="list-style-type: none"> <li>Athletic programs</li> <li>Intramurals</li> <li>Athletic events</li> </ul>	Reagan Athletic Complex	309.467.6825 athletics@eureka.edu
Bookstore (Red Devil Depot)	<ul style="list-style-type: none"> <li>Pick up your textbooks</li> <li>Course related supplies</li> <li>Eureka College apparel</li> <li>Toiletries</li> </ul>	Cerf Center	309.467.6426 bookstore@eureka.edu
Business Office	<ul style="list-style-type: none"> <li>Pay your tuition and fees</li> <li>Check cashing services</li> </ul>	Burrus Dickinson, Room 101	309.467.6305 businessoffice@eureka.edu
Campus Police	<ul style="list-style-type: none"> <li>Safety and security patrol</li> <li>Parking passes</li> </ul>	Cerf Center	309.467.6408 ecpolice@eureka.edu
Career Services	<ul style="list-style-type: none"> <li>Resume and cover letter development</li> <li>Mock/practice interviews</li> <li>Developing job search strategies</li> <li>Internship search</li> <li>Career search and application</li> </ul>	Cerf Center	309.467.6431 careerservices@eureka.edu
Chaplain & Inclusive Excellence	<ul style="list-style-type: none"> <li>Explore your faith</li> <li>Diversity/inclusion programs &amp; services</li> <li>Counseling/ombudperson</li> </ul>	Cerf Center	309.467.6420 studentservices@eureka.edu
Financial Aid	<ul style="list-style-type: none"> <li>Help renewing your FAFSA</li> <li>Questions about loans &amp; scholarships</li> </ul>	Whetzel House	309.467.6310 financialaid@eureka.edu
Food Service	<ul style="list-style-type: none"> <li>Check to see how many meals you have left on your plan</li> </ul>	Dickinson Commons	309.467.6538
Health & Wellness Services	<ul style="list-style-type: none"> <li>Mental health resources</li> <li>Counseling services</li> <li>Other health-related resources</li> </ul>	Whetzel House	309.467.6420 studentservices@eureka.edu
IT Services	<ul style="list-style-type: none"> <li>24/7 Network connectivity</li> <li>Help Desk Assistance with all technology related issues</li> </ul>	Vennum Binkley, Suite 46	309.467.6831 helpdesk@eureka.edu
International Student Services	<ul style="list-style-type: none"> <li>Visa advisement</li> <li>Employment, CPT &amp; OPT Authorizations</li> <li>Tutoring</li> </ul>	Burrus Dickinson, Third Floor	309.467.6744 lrassi@eureka.edu

# Campus Resources

Department	Services Provided	Location	Contact Information
Learning Center	<ul style="list-style-type: none"> <li>• Student success coaching</li> <li>• Disability services &amp; accommodations</li> </ul>	Burgess, First Floor	309.467.6592 jzimmerman@eureka.edu
Library	<ul style="list-style-type: none"> <li>• Print &amp; e-resources</li> <li>• Collections</li> <li>• Multimedia services</li> </ul>	Melick Library	309.467.6380 kfisher@eureka.edu
Mailroom	<ul style="list-style-type: none"> <li>• Mailbox access</li> <li>• Printing services</li> <li>• Outgoing mail service</li> </ul>	Cerf Center	309.467.6425 mailroom@eureka.edu
Marketing & Communications	<ul style="list-style-type: none"> <li>• Logo use approvals</li> <li>• Design approvals</li> </ul>	Jacob House	309.467.6345 marketing@eureka.edu
Provost and Registrar's Office	<ul style="list-style-type: none"> <li>• Academic Advising</li> <li>• Transcript requests</li> <li>• Course registration questions</li> <li>• Add and drop courses</li> </ul>	Burrus Dickinson, Room 102	309.467.6301/309.467.6303 provost@eureka.edu registrar@eureka.edu
Student Employment	<ul style="list-style-type: none"> <li>• Campus job postings and hiring processes</li> </ul>	Burrus Dickinson, Room 101	309.467.6305 hr@eureka.edu
Student Life	<ul style="list-style-type: none"> <li>• Student Leadership programs</li> <li>• First Generation Program</li> <li>• Greek Life</li> <li>• Campus Activities &amp; Student Events</li> <li>• Community Service programs</li> <li>• Housing operations</li> <li>• Residential programs</li> <li>• Student IDs</li> </ul>	Whetzel House	309.467.6420 studentservices@eureka.edu
Study Abroad	<ul style="list-style-type: none"> <li>• Explore study abroad opportunities</li> </ul>	Burrus Dickinson, Room 301	309.467.6679 kharlin@eureka.edu





## 2023-24 Academic Calendar

### Fall Semester 2023

EarlyStart Move-In Day  
 EarlyStart Classes begin  
 Welcome Week  
 Move-In Day  
 Faculty in-service day  
 Opening Convocation  
 Classes begin  
 Last day to Add classes (5<sup>th</sup> Day)  
 Last day to Drop classes (10<sup>th</sup> Day)  
 Labor Day (no classes, offices closed)  
 Family Day  
 Midterm Week  
 Fall Break (no classes, offices open)  
*Midterm Grades Due*  
 Homecoming Week  
 Last day to Withdraw from classes  
 Thanksgiving Break  
 Classes Resume  
 Last day of classes  
 Final Examinations  
 Study Day  
 Final Examinations  
 Commencement  
*Final Grades Due*

Tuesday, August 1  
 Wednesday, August 2  
 Saturday-Tuesday, August 12-15  
 Saturday, August 12  
 Monday, August 14  
 Tuesday, August 15, 10:30am  
 Wednesday, August 16  
 Tuesday, August 22  
 Tuesday, August 29  
 Monday, September 4  
 Saturday, September 16  
 Monday-Friday, October 2-6  
 Monday-Tuesday, October 9-10  
*Wednesday, October 11, 12:00pm*  
 October 11-14  
 Wednesday, November 1  
 Monday-Friday, November 20-24  
 Monday, November 27  
 Friday, December 1  
 Monday-Tuesday, December 4-5  
 Wednesday, December 6  
 Thursday-Friday, December 7-8  
 Saturday, December 9, 10:00am  
*Wednesday, December 13, 12:00pm*

### Winter Term 2023- 2024

Registration  
 Classes Begin  
 Last day to Drop classes  
 Last day of classes

Wednesday, November 1-Friday, December 8  
 Monday, December 11 (depends on course)  
 Wednesday, December 13 (depends on course)  
 Friday, January 5 (depends on course)

### Spring Semester 2024

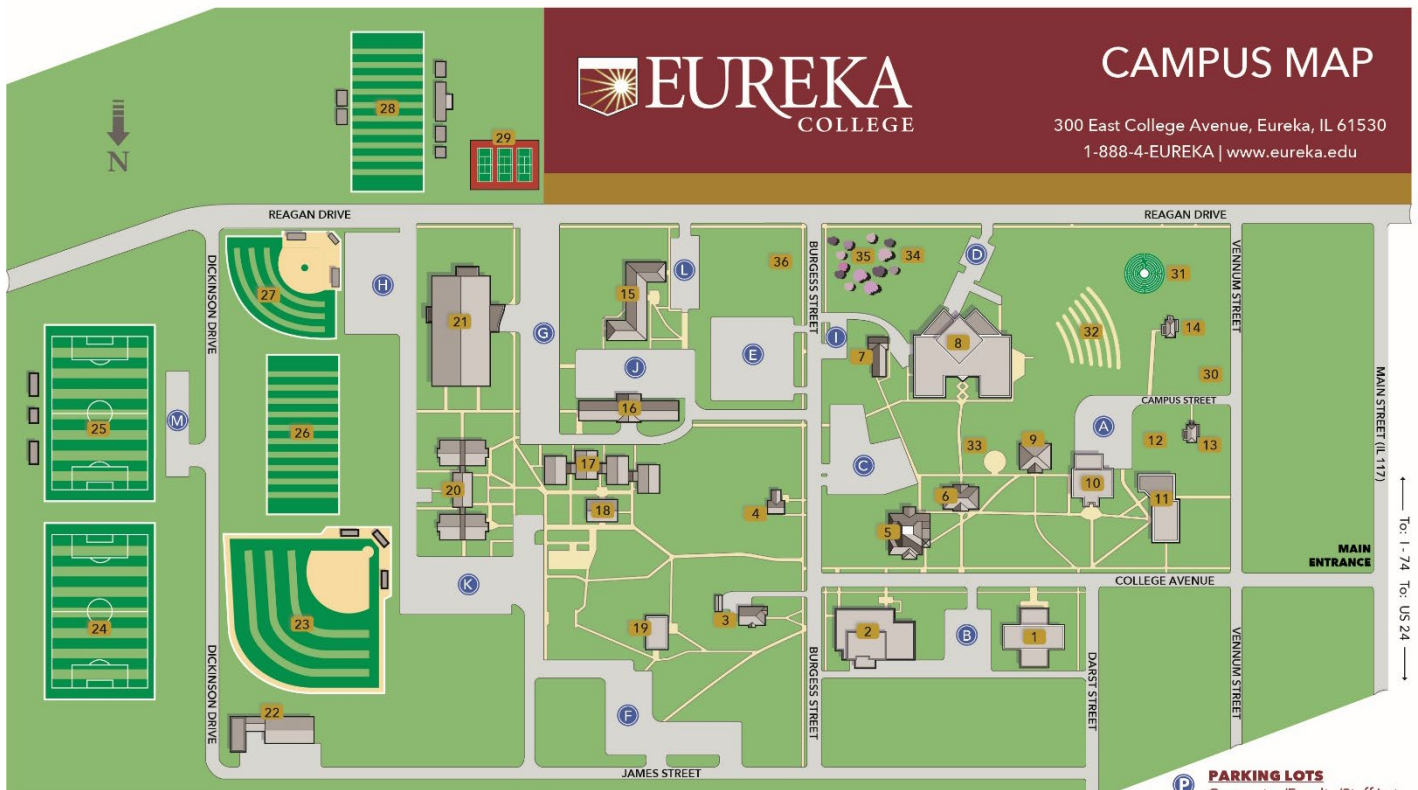
Move-In Day  
 MLK Jr. Day; Campus Service Day (no classes, offices closed)  
 Orientation  
 Classes begin  
 Last day to Add classes (5<sup>th</sup> Day)  
 Last day to Drop classes (10<sup>th</sup> Day)  
 Midterm Week  
*Midterm Grades Due*  
 Spring Break  
 Classes Resume  
 Good Friday (no classes, offices closed)  
 Easter Monday (no classes, offices open, faculty in-service day)  
 Last day to Withdraw from classes  
 Honors Ceremony  
 Last day of classes  
 Study Day  
 Final Examinations  
  
*Graduating Senior Grades Due*  
 Commencement  
*Final Grades Due*

Sunday, January 14  
 Monday, January 15  
 Tuesday, January 16  
 Wednesday, January 17  
 Tuesday, January 23  
 Tuesday, January 30  
 Monday-Friday, March 4-8  
*Wednesday, March 13, 12:00pm*  
 Monday-Friday, March 11-15  
 Monday, March 18  
 Friday, March 29  
 Monday, April 1  
 Monday, April 8  
 Sunday, April 28 4:00pm  
 Wednesday, May 1  
 Thursday, May 2  
 Friday-Saturday, May 3-4 and  
 Monday-Tuesday, May 6-7  
*Thursday, May 9, 12:00pm*  
 Saturday, May 11, 10:30AM  
*Tuesday, May 14, 12:00pm*

## Summer Semester 2024

May Term begins	Monday, May 20
Last day to Add May Term classes	Monday, May 20
Last day to Drop May Term classes	Tuesday, May 21
Memorial Day (no classes; offices closed)	Monday, May 27
Last day to Withdraw from May Term classes	Tuesday, June 4
May Term ends	Friday, June 7
8-Week Term begins	Monday, June 10
June Term begins	Monday, June 10
Last day to Add June Term classes	Monday, June 10
Last day to Add 8-Week Term classes	Wednesday, June 12
Last day to Drop June Term classes	Wednesday, June 12
<i>May Term Grades Due</i>	<i>Friday, June 14, 12:00pm</i>
Last day to Drop 8-Week Term classes	Monday, June 17
Juneteenth (no classes; offices closed)	Wednesday, June 19
Last day to Withdraw from June Term classes	Thursday, June 27
June Term ends	Wednesday, June 3
Independence Day (no classes; offices closed)	Thursday-Friday, July 4-5
July Term begins	Monday, July 8
Last day to Add July Term classes	Monday, July 8
Last day to Drop July Term classes	Wednesday, July 10
<i>June Term Grades Due</i>	<i>Friday, July 12, 12:00pm</i>
Last day to Withdraw from 8-Week Term classes	Thursday, July 18
Last day to Withdraw from July Term classes	Thursday, July 25
8-Week Term ends	Wednesday, July 31
July Term ends	Wednesday, July 31
<i>8-Week and July Term Grades Due</i>	<i>Wednesday, August 7, 12:00pm</i>

## Campus Map



1. Melick Library
2. Dickinson Commons
3. President's Alumni and Guest House
4. Whetzel House
  - Student Life
  - Financial Aid
5. Burgess Memorial Hall
  - President
  - Advancement
  - Provost
  - Registrar
  - Business Office
7. Jones Hall (not in use)

8. Donald B. Cerf Center
  - The Burgo
  - Ronald Reagan Museum
  - Admissions
  - Red Devil Depot
  - Terrill Rooms
  - Becker Auditorium
9. Chapel
10. Pritchard Hall
  - Radio/TV Studios
  - Theatre
11. Sanders Hall / Vennum-Binkley Hall
12. Jacob House
13. Burklund House
14. Rinker House

15. Arnold Hall
16. Langston Hall
17. Founders' Court
  - Darst Hall
  - Deweese Hall
  - Ford Hall
  - Myers Hall
18. Ben Major Hall
19. Gunzenhauser Hall
20. Alumni Court
21. Reagan Athletic Complex / Christine Bonati Bollwinkle Arena and Convocation Center / Bonati Fitness Center
22. Operations and Facilities Management

23. Henry Sand Baseball Field
24. Future Pickleball and Basketball Courts
25. Traister Soccer Field
26. Football Practice Field
27. Sweitzer Softball Field
28. McKinzie Football & Soccer Field
29. Tennis Courts
30. Lincoln Historic Marker
31. Labyrinth
32. Rinker Amphitheatre
33. Ronald W. Reagan Peace Garden
34. The Old Spring
35. Lilac Arboretum
36. Prairie Restoration

- P** **PARKING LOTS**  
Commuter/Faculty/Staff Lots
- A. Pritchard
  - B. Melick Library
  - C. Burgess West
  - D. Cerf South
  - All Campus Lots
  - F. Wood/Gunz
  - G. Reagan West
  - H. Reagan East
  - Residential Student Lots
  - I. Jones
  - J. Langston
  - K. Alumni Court
  - L. Arnold Hall
  - M. Dickinson