

# Eureka College Student Handbook

# 2018-19

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All documents contained in the Student Handbook have been reviewed and approved by the Student Life Committee and reviewed by the Trustees of Eureka College. Individual sections will note if additional approvals are needed.

The college reserves the right to implement changes at any time. All changes are applicable to all students when and as announced.

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## **Letter from Eureka College President**

Dear Students,

Welcome to another great year at Eureka College!

This handbook is an essential tool and reference source for all students.

New students, please take the time to read the entire handbook and familiarize yourself with the policies and procedures of student life and to learn more about the great history of the College.

Returning students, please consult the handbook for any issues of concern and to learn about new or revised policies and procedures this year.

Please note our core values that provide the foundation for your uniquely Eureka experience and serve to unite us in common purpose.

If you have questions about the items in the handbook, please direct your questions to the appropriate administrative office.

I hope you have a successful and productive year!

"Yours 'neath the elms,"

Dr. Jamel Santa Cruze Wright, President

## Letter from the Student Body President

Eureka College Students,

My name is Jack Cascone and I have the distinct privilege of serving as your Student Body President. Welcome to Eureka College! To my peers who are returning, I welcome you back and wish you nothing but success as we move forward.

Like many of you are probably experiencing, I was excited about the journey ahead of me when I arrived on campus three years ago. I have experienced that same feeling every single year since then because every year, every semester, and every day there are countless resources and opportunities that are afforded to Eureka College students that are not available anywhere else in the world.

Throughout your tenure at Eureka College, you will interact with professors, coaches, and advisors who are capable of providing you with an experiential education that is unique to you. Take advantage of their guidance. You'll also have the opportunity to join our student organizations that will help refine your professional and leadership skills. Whether it's Greek life, athletics, Student Senate, or any other of the 40+ organizations we have on campus, I strongly encourage all students to take a risk and diversify your interests. College is the first time in our lives where we can explore, make mistakes, and begin to define ourselves; please do not limit that definition by staying within your comfort zone.

Finally, the duty of Student Senate is to represent student interests. Our goal is to make your college years as educational, fun, and transformative as we can by working with administrative councils, faculty, staff, and the Board of Trustees. Please express your concerns and suggestions- no matter how big or far fetched the topic- to any Student Senate representative or by coming to our weekly meeting that are open to the campus community. Again, I give you my warmest welcome to the place that so many before us, and so many after us, call home.

Yours 'neath the elms,

Jack Cascone  
Student Body President, 2018-2019  
[jcascone15@eureka.edu](mailto:jcascone15@eureka.edu)

**Vision**

To empower every individual to reach his or her full potential through intentional programming that focuses on learning, service, and leadership opportunities.

**Mission**

Eureka College, affiliated with the Christian Church (Disciples of Christ), is a liberal arts and science institution, which also provides professional programs with a liberal arts emphasis. The College exists to cultivate excellence in learning, service, and leadership through the mutual development of intellect and character to enable graduates to lead meaningful lives and have successful careers.

**Core Values****Dedication to Learning**

We are dedicated to lifelong learning and the application of learning to service and leadership. **Service** We are committed to both the habit of service and reflection about service.

**Servant Leadership**

We encourage campus community members to be servant-leaders engaged in a set of key practices that empower individuals and build communities

**Integrity**

We are committed to the development of high ethical standards and sound character traits.

**Sense of Community and Mutual Respect**

We build a community where each person is valued and respected.

**Diversity**

We cultivate a campus community that reflects diversity and promotes intercultural understanding.

**Data-Informed Decision-Making**

We assess and evaluate data in a way that informs everyday decisions and long-term planning.

**Communication**

We strive to communicate effectively to all our constituents and stakeholders.

**Stewardship and Sustainability**

We manage our resources in ways that preserve the College, the community around us, and our natural resources for future generations.

## **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, 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 student achieve ten goals:

- the development of the intellect: the ability to analyze, compare, evaluate and reason, and the ability to deal with abstract concepts.
- the development of communication skills: reading, writing, speaking, listening, visual communication, and mathematics.
- the development of aesthetic awareness through encounters with great works of art, music, and literature, and through self-expression in the arts.
- the development of cultural awareness through knowledge of the outstanding events and personalities of our common heritage.
- the development of understanding of the natural environment as revealed by science and the social environment created by human cultures.
- the development of physical fitness, alertness, and vitality.
- the development of competence in at least one academic or professional field.
- the development of a greater social awareness and a greater sense of personal responsibility through participation in a community of living and learning.
- the development of personal values based on an awareness of the serious challenges facing the individual, the family, the community, the nation, and the world, with an effort to find the best solutions proposed by various thinkers of our cultural heritage.
- involvement in the search for ways to use knowledge in leadership and service to further the welfare of humanity.

## **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 members 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 the process defined in Judicial Policies under the Student Publication Policy Violation.

### **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 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. The Judicial Board provides an avenue for appeal of decisions of the Dean of Students. Appeals of decisions of the Judicial Board are made to the Provost of Eureka College.

### **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 Student Services, Engagement, and Leadership Office. 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.

### **Property Use**

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.

### **Drug Abuse**

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.

### **Alcohol Policy**

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.

### **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.

### **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.

### **Commercial Enterprises**

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 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.

**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.

**Smoke Free Campus**

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.

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

## **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.

## **History of Eureka College**

Eureka College was founded in 1855 by a group of abolitionists from Kentucky who were members of the Christian Church (Disciples of Christ), which has a long history of supporting education. Seventeen colleges and universities across the United States owe their roots to the Disciples of Christ.

These pioneers believed in an education infused with values. Over the years, Eureka has exemplified this belief and continues to produce leaders who are known equally for their intellect and their character. Our college has produced industry leaders, political leaders, educators, and scientists. Forty-two of our graduates have gone on to become college or university presidents. One of our 1932 graduates, Ronald W. Reagan, became the 40th President of the United States.

The College is proud of its heritage, its church connection and its illustrious alumni, just as we are equally proud of our current student body and the contributions that our students make.

## **Ombudsperson**

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, Employed 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.

# Covenant between The Christian Church (Disciples of Christ) and Our Colleges and Universities



## An Introduction to the Revised Covenant

This revised covenant is offered to all fourteen colleges and universities in covenant with the Christian Church (Disciples of Christ) and to each Disciples of Christ congregation, region, and general unit as an opportunity to strengthen the on-going relationship between our undergraduate institutions of higher education and the Church.

This document is a revision of the 1977 covenant adopted by the colleges and universities and the Church. At the request of the Council of College and University Presidents and the board of Higher Education and Leadership Ministries, the General Minister and President appointed in 2008 a task force to review and revise our thirty-year covenant. The Council of College and University Presidents approved the revised covenant at their meeting at Lynchburg College, November 3-4, 2009.

The board of Higher Education and Leadership Ministries approved the revised covenant on December 2, 2010. The General Board of the Christian Church (Disciples of Christ) meeting February 26-March 1, 2011 approved this revised covenant.

## The Covenant

From its frontier beginnings, the Christian Church (Disciples of Christ) has valued education, treasured learning, respected scholarship, and regarded colleges and universities as essential to its mission of transforming individual lives and the larger society. The founders of our movement were teachers and administrators of Disciples colleges who intentionally integrated faith and reason into their lives and into the lives of their institutions of higher education.

Within the universal Body of Christ, the Christian Church (Disciples of Christ) is known for its ecumenical and inclusive vision, as well as its commitment to intellectual curiosity and collaboration. Across national boundaries this church expresses itself in covenantal relationships in congregations, regions, general ministries, and in partnerships with institutions of higher education. Each Disciples college and university is characterized by its own integrity, self-governance, authority, rights and responsibilities. From this covenantal relationship the Christian Church reaffirms its commitment to the role of higher education in the fulfillment of its total mission.

Consistent with the Disciples' identity as a movement for wholeness in a fragmented world, our colleges and universities model the welcoming table through their non-sectarian approach to learning and teaching. The core values of a liberal arts education are shared by the church: valuing the dignity of all people, acting with

- **Barton College**
- **Bethany College**
- **Chapman University**
- **Columbia College**
- **Culver-Stockton College**
- **Drury University**
- **Eureka College**
- **Hiram College**
- **Jarvis Christian College**
- **Lynchburg College**
- **Midway College**
- **Texas Christian University**
- **Transylvania University**
- **William Woods University**

integrity and responsibility, viewing self as part of community, living life within a global context, providing service to others, and pursuing life-long learning. These shared core values are the basis for the covenantal partnership between the church and its colleges and universities.

### **The Partnership**

The church benefits from this partnership with its colleges and universities in developing servant leaders, fostering global awareness, and encouraging a passion for peace and justice. Likewise, colleges and universities benefit from this partnership with the church's ethical insights and essential values. We share a commitment to an anti-racist/pro-reconciliation vision of the church and world and to ecological sustainability. We work together to discern truth, encourage critical thinking, and participate in moral formation of persons.

In partnership with the church, Disciples colleges and universities participate in the deliberative processes of the church and maintain appropriate relationships as provided for in the *Design of the Christian Church (Disciples of Christ)*. Disciples colleges and universities participate in the funding system of the Christian Church (Disciples of Christ) for allocation of resources as do regions and general ministries and in accordance with existing and developing agreements.

This partnership between colleges and universities and the church in all its expressions is critical to the vitality, vision, and heritage of each. To nurture and sustain this partnership, clear and intentional communication is essential.

### **The colleges and universities are most supportive of the covenant partnership when they**

- offer their resources to congregations, regions, and general ministries and explore joint endeavors;
- emphasize in communications their partnership with the Christian Church (Disciples of Christ);
- engage in ongoing dialogue on the meaning of their partnership with the church;
- actively recruit Disciples students;
- generously provide scholarship assistance to Disciples (and in most cases United Church of Christ) students;
- participate in congregational events, regional and general assemblies;
- collaborate with other Disciples colleges and universities;
- create a campus ethos that encourages students to discern their vocational goals;
- identify and nurture future educated leaders for church and society;
- pursue excellence in fulfilling their mission.

### **The church is most supportive of the covenant partnership when it**

- recommends Disciples colleges and universities to prospective students and their families;
- expresses persistently and persuasively its commitment to our colleges and universities and vigorously supports our colleges and universities in their mission;
- advises potential benefactors of the vital role higher education plays in Disciples tradition;
- sponsors events jointly with nearby Disciples colleges and universities;
- educates colleges and universities about the value of their partnership with the church;
- encourages Disciples to apply for faculty, staff, and administrative positions within Disciples colleges and universities;
- recognizes that Disciples colleges and universities are part of our movement to bring about wholeness in a fragmented world.



## **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 freshman class is presented to the College. Each freshman 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 competition between student groups as they utilize school spirit, talent and creativity in the pursuit of the Homecoming trophy, "Old Elm." The judging of the painted panels on Burgess Lawn begins the competition. Other exciting events include the parade, bonfire, chant/skit competition and the Homecoming Parade. Many of these events have been a part of the Homecoming tradition for many years. The expanded skit competition, for example, has been held for over fifty years. The week begins to come to a close on Friday with the recognition of the Homecoming King, Queen and Royal Court followed by an afternoon of fun and competitive games between students. All seniors are recognized on Friday evening during the "Homecoming Happening" and the campus unites behind the football team for the Homecoming Game. 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 **Christmas 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 Christmas 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 Christmas greetings and everyone joins in singing traditional carols. The evening concludes with a reception at the President's Home. The Chamber Singers host and perform during the Renaissance Dinner with all the traditional trimmings of the Christmas and Medieval Age. Members of the campus community share the holiday spirit with area children during the Angel Tree Party, which includes angel tree gifts, holiday food, games and a visit from ol' Saint Nick!

**Founder's Day** - On February 6th 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** activities begin on Thursday evening with the annual Senior Party. The festivities continue on Friday evening with Baccalaureate followed by the Senior Dinner. The Senior Dinner recognizes the individuals of the class and allows students and faculty an opportunity to express appreciation to one another, citing a few special moments and incidents of the past years. 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

## **Right to Know**

### **Right to Know Administration**

Eureka College has made certain information, as required by the U.S. Department of Education, available to all individuals upon request. These documents are maintained in the Student Services, Engagement, and Leadership at Eureka College.

Individuals wishing to obtain information on any of the topics listed below may do so by contacting the Dean of Students and specifying the name of the report desired.

The following information is available upon request:

- Financial aid information (including all need and non-need based assistance available, application procedures, eligibility requirements, and the rights and responsibilities of students receiving financial assistance)
- Graduation rates
- Athletic equity report
- Academic program at Eureka College
- Handicapped Services
- Financial policies and cost
- Campus security report

To request a report, please contact:

Dean of Students  
Re: Right to Know Claim  
Student Services,  
Engagement, and Leadership  
Office Eureka College  
300 E. College  
Eureka, IL 61530  
(309) 467-6420

Office Hours: 8:00 – 5:00p.m.\*  
Monday – Friday  
(except holidays)

- summer hours May 15 through August 15 may vary

As required by the United State Department of Education, in compliance with: 34 CFR 668.42; 34 CFR 668.43; 34 CFR 668.44;34 CFR 668.45; 34 CFR 668.46; 34 CFR 668.47; 34 CFR 668.48; 34 CFR 668.49.

## **College Policy on 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 records 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 Student Services, Engagement, and Leadership.

### **Location of Student Files**

- **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.
- **STUDENT SERVICES, ENGAGEMENT, AND LEADERSHIP Student File.** The Student Services, Engagement, and Leadership Office 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 Student Services, Engagement, and Leadership 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.

## **Academic Support**

The academic program at Eureka College seeks to maintain a balance between requirements which all students must meet and freedom for each student to select those courses which will best match and further the student's own interests, skills and life plan. The structure of the curriculum has been designed to reflect this balance.

The College believes that there are certain basic skills and a common core of knowledge which anyone who would call him/herself truly educated must possess. Therefore, the College requires that each student acquire and display skills in composition, oral communication, and mathematics. The College also requires that each student devote a portion of his/her time to the study of those disciplines in humanities, fine and performing arts, natural sciences, and social sciences. These distributional requirements insure that each student will have the opportunity to explore that body of knowledge which is our common cultural heritage.

The College's academic program represents more than the accumulation of knowledge. Thus the College intends that students and faculty alike engage not only in the search for knowledge, but also in the search for the higher goal of how to use that knowledge for the benefit of mankind.

The College is committed to assisting each student in their academic and personal development. This includes a program of services designed to complement the educational process. Contained herein are support programs and policies governing those facilities and services. Students are expected to know and abide within these policies in order that the total academic community serves all faculty and students appropriately.

## **Policies for 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 world-wide.

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 will be 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 at the Melick Library homepage.

For more information on Melick Library, including library hours and resources available, please visit the home page of Melick Library at the EC internet site ([click here](#)).

Statement of origin: This is an administrative document under the direct responsibility of the Director of Melick Library. (Revised 6/17/2011)

# **Policies for Information Technology**

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

### **Introduction**

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

This policy and other Information Technology (IT) policies and procedures are included in the employee and student handbooks as well as on the IT web site, <http://it.eureka.edu>. 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 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, 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. 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 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 as well as the maximum number of devices allowed per user. Devices that can interfere with services provided by the ECNet 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 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 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; 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 passwords. Password requirements can vary by application. These passwords typically meet certain requirements (minimum 8 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 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 or its services
- using ECNet or its resources for any personal gains
- using the network in illegal, wasteful, threatening, harassing, obscene, or prejudicial ways

## **Email and G Suite (formerly Google Apps) for Education**

EC utilizes G Suite (Google Apps) for Education as our campus email system. Additionally, EC 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 G Suite for Education 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 Google Groups and other applications under the eureka.edu domain in G Suite for Education should only be used for EC academic and EC business related activities.

Even though EC IT Services manage email accounts associated with EC, all Google services are hosted by Google and subject to Google's privacy policies and additional privacy policies as deemed appropriate by EC. Users should not include any sensitive information in emails or store any sensitive information in other areas such as Google Docs, Google Drive, or Google Groups.

## **Web Pages**

EC has an official web site that may link to other web sites and other application-specific web sites maintained by EC. sites.

## **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 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



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, G Suite (Google Apps) for Education, 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 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 December 2016 and approved by President's Council on December 21, 2016]

### **Technology Policies and Procedures**

#### **Eureka College**

This document contains current technology-related practices and procedures associated with Eureka College Network (ECNet) including additional information on Email, G Suite for Education (formerly Google Apps for Education), and Wireless Access.

Eureka College (EC) IT Services provide technical assistance for technology services provided by the College and maintain campus-owned technology-related equipment. EC 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 EC 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 EC. The College reserves the right to delete or disable accounts at any time. EC is not responsible for moving or exporting any personal data from any EC account.

Your G Suite (Google Apps) 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 EC graduates, your email account will remain active 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 retirement, you may request your email account to remain active. The President's Council will review the request and either approve or deny the request.
  - Upon termination of employment at EC, your email account will generally be deleted seven (7) days after termination of the appointment at EC. 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 EC 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 G Suite (formerly Google Apps) for Education Guidelines**

Your G Suite (Google Apps) 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 G Suite (Google Apps) for Education for EC, all data are stored on Google servers and subject to Google's privacy policies. Users must accept the Google Privacy Policy when activating the account for the first time. EC reserves the right to disable or remove any inappropriate, orphaned, or abandoned G Suite (Google Apps) components from the system.

### **System Information**

EC utilizes G Suite (formerly Google Apps) for Education as our campus email system. Additionally, EC reserves the right to enable only selected additional services, as appropriate, to support its mission. All email accounts are subject to policies applicable to G Suite for Education 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 Google Groups and other applications under the eureka.edu domain in G Suite for Education should only be used for Eureka College academic and Eureka College business related activities.

Users are expected to use a personal Google account or any other email account for their personal activities. EC is not responsible for moving or exporting personal data from an EC G Suite account (including EC assigned email account).

### **G Suite Modules**

The following modules have been approved by EC for institutional use. Requests for additional services/apps need to be submitted to the IT Advisory Committee.

### **Google Sites**

All Google Sites content must adhere to College policy. It is the site owner's responsibility to maintain and update site content and to adhere to all copyrights of corporate images and external content. If you discover inappropriate or out of date content, contact the site owner directly to discuss the issue. If the problem persists, send a message to [helpdesk@eureka.edu](mailto:helpdesk@eureka.edu).

### **Google Hangouts**

This feature supports voice and video conversations and is available for most EC users. Common courtesy should be extended to all communications.

### **Google Groups**

Faculty, Staff, and Students have the ability to create distribution lists in the system, and the name of the group will end in “-private@eureka.edu.” The creator/owner must manage the group and is responsible for all activities associated with that group.

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. Eureka College is not responsible for your subscriptions to other private Google Groups. Please contact [helpdesk@eureka.edu](mailto:helpdesk@eureka.edu) if you are not receiving emails intended for you.

### **Google Docs and Google Drive**

With Google Docs, one can create a document and share and edit with others online. Google Drive provides file backup on Google 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 Google Docs and Google Drive.

Google Docs and Google Drive are 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 Google Docs when shared them with students. 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.

When a faculty, staff or student separates from EC, the College reserves the right to migrate any Google Docs 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 (Google Groups) 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. Organizations, committees and other working groups can create and manage private mailing lists (Google Groups) which include their group members.

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 VP of Institutional AdvancementIf 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 (Google Groups) under the eureka.edu domain should not be used for this type of regular email communications.

### **Departments and Organizations Requesting Accounts**

A written communication from the VP overseeing the department or organization is required to establish a common departmental or organizational email account. Any unused departmental or organizational email account is subject to deletion if it is inactive for more than 90 days.

### **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. When the employee separates from the College, the alum account will remain in the system, and the business/employee user account will be removed per policy.

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 are 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 EC.

### **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, with at least 24 hours advanced notice, from an EC employee or student (sponsor), 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 EC IT Services 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]*

## **Policy on 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 school work. 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.

Statement of origin: This is an academic document.

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

### **Policy**

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.

### **Procedures of 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 Admissions, 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 Admissions. 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.



## **Appeals Procedures**

### **Grade Appeals**

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 in Student Academic Appeals**

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.

The decisions of the Academic Standards & Policies Committee shall be final.  
Statement of origin: This is an academic document.

## **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:

- 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.
- Students suspended or dismissed shall be provided an explanation of their right of appeal when notified of the action.
- An appeal must be made to the Academic Standards and Policies Committee in writing within the time limits stipulated.
- 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.
- 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.
- All decisions on appeals by the Academic Standards and Policies Committee are final. Residential student 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.

**Financial Aid Handbook, please refer to:**

**<http://www.eureka.edu/wp-content/uploads/2017/08/Financial-Aid-Booklet-2017-2018.pdf>**

## **Curricular and Co-Curricular Activities**

Eureka College recognizes that a well-rounded college education is made up of challenging experiences both in and out of the classroom. Co-curricular and extra-curricular opportunities will likely be an important part of your college life. As a basic rule, you must realize that the time for anything that is not directly related to a credit course must come from your leisure time and not as a reduction in the time and effort you spend on academic work. When conflicts arise, you have some responsibilities in making sure that the conflicts are resolved to the satisfaction of everyone concerned. Your responsibilities, as a student, are as follows: You must inform your professors, at the earliest time possible, that you have a conflict between a sanctioned activity and the professor's class. This is the best time to work out the arrangements for the conflict. It is also a good idea to again remind the professor immediately prior to the event.

- Where possible, you should complete any work for the class in advance of the date when the conflict occurs. This allows the professor the best opportunity to make sure you miss as little as possible because of the conflict.
- You must realize that attendance at a sanctioned event is still a class missed and does not give you an addition "cut" if the professor has allowed a certain number of absences from the course.
- You should investigate attendance in another section of the same course if that is a feasible way to make up the absence. Also, try to be aware of event and activity schedules when you choose courses and sections so that conflicts can be avoided by good planning.

Other parties also have responsibilities when a conflict occurs between a sanctioned activity and a class. Professors have a responsibility to give serious consideration to accommodating approved program absences and to try to avoid scheduled events when planning quizzes or tests. They should also try to avoid sanctioned events when planning out-of-class exercises or trips. Professors should also avoid putting you in the middle of a conflict with a sponsor of a sanctioned event or activity.

Sponsors of events and activities have a responsibility to schedule as early as possible and to publicize their schedule of events to everyone affected.

The bottom line is that it is your responsibility, as a student, to make sure that extra-curricular and co-curricular activities do not interfere with the academic portion of your college education.

Statement of origin: Approved by the Eureka College Faculty, 5/2000.

## **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.

**Governing Organizations** - groups that function primarily to make decisions for the campus or a specific amount of groups on the campus

**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.

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.

**Programming Organizations** - groups that function primarily to provide programs and events for the campus and/or community and surrounding areas

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.

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.

**Programs** - function similar to student organizations, but are under direct control of the faculty staff member responsible for the program.

The **Admissions Ambassadors** are students who volunteer time to assist the Office of Admissions by providing a unique perspective to visiting students and their families. The volunteers represent Eureka College through activities such as conducting campus tours, hosting prospective students overnight, calling in phone-a-thons, and assisting with Open Houses.

***Impressions*** is a magazine that is published yearly of original writing by students and other Eureka College members under the advisement of interested faculty members and edited by students

The **Leadership Ambassadors** are a team of students, along with a staff coordinator, that lead the initiative for leadership education on campus. Reflective of leadership topics in higher education and in accordance with the mission statement of Eureka College, the team of Leadership Ambassadors provide leadership programming for all students in the form of an annual conference, workshops, and discussion sessions.

**Pegasus**, a student published paper, 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.

Members **Prism** create the publication of the college's own yearbook which captures the memories and events of campus throughout each year.

The **SPRUCE** (Students Promoting Responsibility, Understanding, and Care, Everyday) peer education team provides educational programming to students in the areas of health and wellness.

**Academic Organizations** - groups that provide an opportunity to discuss and share information related to a specific major/minor, academic discipline and/or career.

The **Chamber Singers** are 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.

**College Bowl** provides an additional learning experience for students on the state, regional, and national level through Academic Quiz Bowl competitions.

The purpose of **Communication Club** is to create and organize opportunities for students to experience and network with professional in the world of communication. We offer events, informational sessions, and networking opportunities to students.

**Eureka College Business Society** is 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.

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

The purpose of **Alpha Psi Omega** is to stimulate interest in theatre activities and to secure for the college all the advantages and mutual helpfulness provided by a large national honor society

**Order of Omega** is 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. The Coordinator of Student Life will chair the selection committee.

**Pi Gamma Mu** is Eureka College's International Honor Society in Social Science.

**Sigma Tau Delta** is an active English national honor society on the Eureka College campus. Each spring this chapter sponsors the College's creative writing contest open to all students.

**Sigma Zeta** is a national honorary science society.

**Greek Organizations** - national or local fraternal organizations registered through STUDENT SERVICES, ENGAGEMENT, AND LEADERSHIP and the Coordinator of Student Engagement

The **Delta Delta Pi** sorority is 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** Fraternity's 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** fraternity, 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.

**Phi Omega** sorority has been on the Eureka College campus for over twenty-five years. 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.

**Tau Kappa Epsilon** fraternity, 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.

**Service/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.

The goal of **Alpha Phi Omega** is to assemble 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

**EC4Dax** is a student run organization that raises both awareness and funds for St. Jude Children's Research Hospital through the Dax Foundation.

**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)**: is 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)** is 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.

**The Newman Center** is a Catholic organization that can be found on many college campuses around the country. We provide Mass weekly on Sundays and Thursday evenings as well as the opportunities for Catholic students to go to Confession and Adoration. We also offer free homemade food on both Sundays and Thursdays after Mass. We welcome all students, no matter the religious affiliation and encourage all to come join our events.

**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.

The mission of the **Eureka Alliance** is to foremost provide 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.

The purpose of the **ASL (American Sign Language) Club** is to provide an outlet to help others become more familiar with American Sign Language and to become more understanding of the deaf culture.

The **Criminal Justice Club** is for criminal justice majors who want to learn more about their major through experiential learning opportunities. This group will be advised by the Associate Professor of Criminal Justice.

The **EC Band** strives to provide entertainment at sports activities and to provide a concert at least one a year.

The purpose of the **Eureka College Democrats** is to support the philosophy and candidates of the Democratic party.

**EC Students for Life:** Eureka College Students for Life is part of the national organization Students for Life of America. We aim to educate our peers about the right to life, promote pro-life alternatives, and support pregnant women and student parents on campus.

The purpose of the **Eureka College Video Game Club** is to create a space for video game enthusiasts to freely congregate and play their favorite videogames together.

**International Club** promotes an awareness of international issues, study abroad opportunities, and different cultures and also creates a sense of diversity and community on campus. The club is committed to serving the community and providing support for international students.

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

The **Pre-Professional Club** is for those students who are going into the pre-med, pre-dental, pre-vet, and so on fields, we provide assistance and knowledge of what is to come and what they should do to get ahead so they can go to the graduate schools they want to and can succeed in their field. The experience and practice include mock interviews, resume workshops, trips to specific hospitals or clinics, speakers from schools and professionals within that field.

The purpose of **Students Advocating for Greener Environments** (SAGE) is to promote sustainability on campus. We hold events that raise awareness about environmental issues and fun to be at.

**Students for a More Informed & Liberated Eureka (SMILE):** S.M.I.L.E. has informed students and the community through kindling thought provoking discussion and providing scholarships to leadership and political conferences across the U.S. We as a group and as friends have enjoyed these first few months meeting weekly, watching debates, talking over the campfire, and celebrating national holidays like Constitution Day, Bill of Rights Day, and Tax Day.

## **Policies for Student Organizations and Activities**

Eureka College is aware of the positive role of student organizations and intends to maintain a relationship and campus climate that is conducive to the best interest of each organization as it fits the purposes of the College.

The Student Services, Engagement, and Leadership functions as a major program agent for the entire campus community. In this capacity, it coordinates and supervises all student activities, including the registration and recognition of student organizations and the scheduling of student-sponsored events. Many of these responsibilities are coordinated by the Coordinator of Student Life.

### **Definition of Student Organizations**

Membership is composed of matriculated college students, faculty, staff, and other appropriate persons, (e.g. alumni) as defined by the constitution of the organization and approved by the College. Officers of all student groups must be Eureka College students. The entire responsibility for the conduct of various sponsored activities as well as the daily affairs of the group rests with the student membership, its officers, and its campus advisor(s). No organization exists unless an advisor has been selected by the student leadership of the organization and in consultation with the Coordinator of Student Life and faculty/staff advisor.

Programs (Leadership Ambassadors, SPRUCE, Admissions Ambassadors, *Pegasus*, *Impressions*, and *Prism*) are for recreational and co-curricular programming purposes and are expected to complete the registration process for facilities before facilities other than their own specific living unit can be used.

### **Conditions of Memberships**

The advisors and officers are responsible for seeing that the condition of membership as outlined by the College is met. Students, who as individuals or as members of organizations represent the College or its student organization, must also meet the requirements for eligibility for enrollment in co-curricular activities.

### **Eligibility for Co-Curricular & Extra-Curricular Participation**

A student should be aware of his/her status with the college at all times and shall inform the concerned organization of his/her status when seeking or continuing in leadership positions. In order to participate an individual should:

- apply or receive consideration for an appointive or elective office
- campaign for an elective office
- hold an elective or appointive office
- receive special honors, and receive an appointment to serve on an all-campus committee or to serve in leadership roles in any College or student publication program, athletics, or para-professional staff in the Student Services, Engagement, and Leadership.

In addition, all students must:

- maintain a cumulative grade point average of 2.0 or better
- be enrolled in and maintain a minimum of nine semester hours of college credit or
- be full-time per semester, and
- must not be on academic or disciplinary probation.

Organizations or groups may make, with the consultation of the Student Services, Engagement, and Leadership, such additional eligibility requirements as they deem necessary. These additional requirements cannot be discriminatory or in conflict with College policies. Each student organization, with the assistance of the advisor, is responsible for compliance.

Waiving Requirements: Any student who does not meet these requirements and is still interested in an active appointive or elected position can request a review of his/her specific case by the Dean of Students. The

Coordinator of Student Life reserves the right to discuss this request with the student's academic advisor.

Any individual having a complaint, grievance, or question concerning selection, conditions of, membership, or treatment by an organization or group shall address the matter in writing to the Coordinator of Student Life. If, in the opinion of the Coordinator of Student Life, the grievance concerning the organization's or group's practices has merit, the matter will be referred to the Student Life Committee for review. A recommendation for appropriate action will then be forwarded to the organization in question with specific directions for correction. Failure to do so may also result in organizational approval review.

A major concern of Eureka College for its students is their academic achievement. One mark of academic achievement is orderly progress toward a degree. Each student is, therefore, advised to balance a desire to progress in a systematic fashion toward a degree and the desire and ability to participate and/or lead in co-curricular activities. After a student has assessed the abilities and interests she/he may have, the student may then choose to participate or not to participate.

### **Registration of Student Organizations**

When and if any student group wishes to engage in a sustained program and use facilities on a regular basis, recognition of the group as a student organization is required. The Coordinator of Student Life will assist the group in the recognition process. The Dean of Students shall rule when there is a question as to whether a given group intends to engage or is engaging in a sustained program requiring recognition. Procedures for recognition of student organizations are available in the Student Services, Engagement, and Leadership. This is to insure that each group:

- states their purposes, officers, advisor and activities; and
- are in keeping with the goals and purposes of the College.

The designation of recognition does not imply that the viewpoints of the organizations are those of the College.

In order to keep the organization's recognition current, a student organizational membership registration form must be completed within the first few weeks of each semester, as provided by the Coordinator of Student Life. Should this renewal of recognition not occur, all privileges extended the organization could be withdrawn until review is requested by the organizational officer and advisor to the Dean of Students. Updated information will need to be provided to the Coordinator of Student Life upon request.

Furthermore, as stated, an organization's approved recognition is withdrawn if they fail to re-register at the beginning of each semester. Notice of these actions shall be communicated to the Dean of Students and Student Life Committee.

Termination of Classification: The Student Services, Engagement, and Leadership by action of the Dean of Students, reserves the right to cancel the recognition of any organization which fails to observe the understandings outlined in this handbook, pending full review.

### **Club Re-Recognition Process**

If the club/org has been inactive for two consecutive semesters (meaning they have not submitted the Student Organization/Club Membership Form to the Student Services, Engagement, and Leadership), then they must re-submit their constitution and bylaws to Student Senate and go through the new club/org recognition process.

If a club/org has been inactive for one semester and wants to return to a full active club/org, they do not have to go through Student Senate's recognition process.

### **Group Responsibilities**

Student groups and organizations planning and conducting their activities bear the responsibility for doing so not only in accordance with College regulations but also civil law. Student groups accept the responsibility of conducting their activities consistent with the goals and objectives of Eureka College.

- **Basic Policy:** All members of student organizations are expected to abide by the Student Code of Conduct.
- **Policy on off-campus speakers:** The rights of students to invite and hear any person of their choice is governed by the policy outlined in Chapter VI of the Faculty Handbook. That policy indicates that any recognized group may invite any speaker it wishes, subject to scheduling policies, assurance of ample funds, and the speaker's consenting to a question and answer period immediately following the presentation. Every precaution should be taken to maintain the highest level of excellence and understanding.
- **Registration of Student Activities:** No person may trespass upon the grounds or use the facilities of Eureka College without the expressed consent and permission of the College. It is also unlawful for any person or persons having legitimate access to the buildings and facilities to enter into or use such buildings and facilities during prohibited hours except as are promulgated and amended from time to time by the College administration.
- **Organization, club, and program activities** must reserve space for events using the Midas scheduling system and be approved by a member of the Student Services, Engagement, and Leadership.
- **Events that are held off campus** by an on-campus student organization/program must be scheduled through and approved by the organization advisor and the Student Services, Engagement, and Leadership (when applicable). Groups are encouraged to post all events open to students on the College Student Engagement Calendar.
- **Cancellation of functions and facilities** should always be made through the Student Services, Engagement, and Leadership Office and should be made as early as possible.
- **Property Damage:** If property damage should occur during the activity, the person or persons responsible for the damage will be assessed for the repair or replacement of the damaged item. When the person or persons responsible for the damage have not made restitution, the sponsoring group will be assessed damages.
- **Public Activities:** Attendance at events sponsored by Eureka College students is restricted to Eureka College students, faculty, staff, and guests of the sponsoring organization's members unless others are approved by the Student Services, Engagement, and Leadership.
- **Organizational functions** should be arranged so that they do not conflict with college-sponsored functions.
- **Social events** should conclude by the following times:
  - Weeknights - 12:00 a.m. (Sunday through Thursday)
  - Weekends - 1:00 a.m. (Friday through Saturday)
- **Arrangements for an extension of hours** must be cleared in advance through the Student Services, Engagement, and Leadership.
- **Events** should be reserved through Midas Scheduling system at least 5 business days before the event.
- **Financial Responsibility:** The College expects organizations to assume financial responsibilities for their activities.
- **Financial Responsibility/Contracts:** Financial contracts should be reviewed by the respective organization adviser, and the Dean of Associate Dean of Students. All contractual agreements must be approved and signed by the College Chief Financial Officer.
- **Response to Official Notice:** Immediate response from the organization is expected once it receives any official request from any college official.

- **Controlled Substance:** The use, possession, and/or distribution of alcoholic beverages in College residence halls, fraternity or sorority houses, or other affiliated areas are strictly forbidden. In addition, the College upholds all municipal, state, and federal laws concerning all controlled substances.
- **Due Process:** All members of student organizations must be provided due process in regard to organizational disciplinary action, membership and removal from office. Due process provides individuals and organizations a fair and structured system to prepare and present their positions on issues that pertain to them. Due process requires organizations to provide written charges to members who are subject to organizational disciplinary action and adequate time to prepare and present a defense (not less than 24 hours but usually less than one week). All organizational members should be notified in advance of votes on such actions.

### **College Review**

The College has the right to request a full review of each approved organization recognized at Eureka College or a review of a specific action. Such a review, coordinated by the Coordinator of Student Life or the Dean of Students, shall occur periodically and may also occur when organization's actions warrant. The Dean of Students will provide directives to insure responsible and proper operation of student organizations. Such directives will be forwarded to the chair of the Student Life Committee.

In disciplinary review, the Dean of Students will impose disciplinary sanction if necessary. Then, the Dean of Students will report these findings and the outcome of such review in writing to the student organization president, to the Chair of the Student Life Committee, and to the Chair of the Student Disciplinary Committee.

### **Individual Disciplinary Action**

Individual students determined to be in violation of disciplinary regulations may be charged appropriately by the College's disciplinary system.

### **Student Advisor Policy**

All student organizations and publications are required to have an advisor who is a full-time staff or faculty member of Eureka College. Student organizations are expected to consult with advisors in writing about all matters involving activities, budgeting, and policy. Advisors are expected to be actively involved with the student organization and discuss expectations for their role at the beginning of each semester. Advisors are not responsible for activities, expenditures, and policies they advise against or about which they were unaware or incompletely aware. Actions undertaken by an advisor, in an advisory capacity, are covered under the general liability coverage of the college insurance.

Organizations may not function without an advisor. If an advisor resigns from his or her position, the advisor should notify the Coordinator of Student Life within one week of the advisor's resignation. Notification of a change of advisors must be submitted in writing to the Coordinator of Student Life by the student organization within two weeks of the change.

Reviewed, revised and approved by the Dean of Student Development, Student Affairs Committee April 1998; Revised by Student Life Committee February 2003, Revised and Approved by Student Life in November, 2003 and approved by Faculty, December, 2003. Revised by Coordinator of Student Life and approved by Student Life in May, 2015.

### **Solicitation Policy:**

Solicitation is defined as going door to door to directly sell or advertise for products and services, raise donations for charity, and or request for residents to make contributions for the tangible or intangible benefit of individuals or groups.

- Door to door solicitation is prohibited. No person or student representing any organization or company is permitted to offer any products or services for purchase in the residence halls.

- Students or student organizations wishing to raise cash or non-cash donations for charity through social programs or means may obtain permission from the appropriate Student Services, Engagement, and Leadership to collect materials in a designated, non-living space, centralized location. Any cash donations collected must be reported to Advancement.
- Only officially recognized student organizations, clubs, or programs may participate in a solicitation event for cash or to support organization's programs.
- Marketing materials must reflect how the funds will be utilized.
- Parking Lot solicitation is prohibited unless approved by the Dean of Students.

Reviewed and approved by Faculty Student Life Committee and Board of Trustees, May, 2018

# **Eureka College Student Senate Constitution**

Preamble: Recognizing the need for a viable, organized Student Government on the Eureka College campus to promote Learning, Service, and Leadership and such a document empowering this government, we, the Student Body of Eureka College, do hereby proclaim and establish this Constitution for the Eureka College Student Government.

## **ARTICLE I - Name and Purpose**

### Section 1. Names

- A. The names of the organizations shall be the Student Senate.

### Section 2. Student Senate

- A. The Student Senate shall be the governing body of the Student Population. It will research and take action on issues, which shall be necessary and proper to see to the execution of the Constitution, Bylaws, and Resolution of the Student Senate and in the interests of the Student Body.
- B. The Student Senate has a duty to:
  - a. Further the academic and social education of students by ensuring a campus environment consistent with the mission and values of Eureka College;
  - b. Protect the rights, liberties, and freedoms of the Eureka College Student Body;
  - c. Work with the faculty, staff, and administration in recommending changes to better the campus' social and academic environment;
  - d. Serve the Eureka College Student Body to the best of its ability
- C. The Student Senate shall serve as a representative body of the Student Body and serve as a liaison between the Student Body and the administration, faculty, and staff of Eureka College.
- D. The Student Senate shall approve all new campus organizations and ensure oversight of all campus organizations by providing the Eureka College Student Body with a governing body of peers.

## **ARTICLE II - Composition**

### Section 1. Student Body President

- A. Shall be elected at-large by the Eureka College Student Body to lead Student Senate
- B. Shall serve as the President and non-voting member of the Student Senate
- C. Shall serve as a voting member of Student Allocations Committee
- D. Shall have veto power over actions of the Student Senate unless overturned by two-thirds of the membership of the affected organization
- E. Shall have authority as defined elsewhere in this document, the Student Senate Bylaws, or as directed by the Student Senate

### Section 2. Student Body Vice President

- A. Shall be elected at-large by the Eureka College Student Body to assist in the leadership of Student Senate
- B. Shall serve as Vice President and a voting member of the Student Senate
- C. Shall serve as the committee chair and non-voting member of the Student Allocations Committee, and shall also have veto power over their actions unless overturned by two-thirds of the membership of SAC



- D. Shall serve as an assistant to the President of the Student Body (i.e. attending various meetings with the President, helping to create the agenda, leading certain committees, and other matters requested by the President)
- E. Shall assume the duties of the President during temporary absence, upon notification from the President for duration as stipulated within the notification

Section 3. Class Officers

- A. Each academic class shall elect two officers, a President and Vice President, to organize and lead the class in all functions in which it is expected to participate, including an annual service project and other duties as prescribed by the Student Body President
- B. The President and Vice President of each academic class shall be elected as outlined in the Student Senate Bylaws
- C. The duties of the Class President shall be, but are not limited to, calling a meeting of the class at least once a semester and representing the class as a voting member of the Student Senate
  - a. A class meeting must be publicized to the class at least one week in advance through two means of communication (i.e. Eureka College website, Facebook, Twitter, posters/fliers, etc.)
- D. The duties of the Vice President shall be, but are not limited to, assisting the President in his/her duties, representing the class as a voting member on the Student Senate and the Student Allocations Committee, and assuming the duties of the President in a case of his/her absence

Section 4. Senators At-Large

- A. There shall be six (6) Student Senators to be elected at-large by the Eureka College Student Body as outlined in the Student Senate Bylaws
- B. They shall serve as voting members of the Student Senate
- C. Senators At-Large shall not serve as Student Body President, Student Body Vice President

Section 5. Faculty/Staff Advisors to Student Senate

- A. Staff Advisor shall be appointed by college administration
  - a. If concerns arise with the appointments, the Student Body President shall meet with the administration and both shall work to resolve the issue
- B. Faculty Advisor shall be appointed by the Faculty Cabinet
  - a. If concerns arise with the appointment, the Student Body President shall meet with the cabinet and both shall work to resolve the issue
- C. Faculty Advisor and Staff Advisor shall be non-voting members of the organization and thus shall be held to the same attendance standard as Student Senators as outlined in Article IV, Section 5 of the Student Senate Bylaws

**ARTICLE III - Membership**

Section 1. Discrimination

- A. No person shall be denied the right of holding a Student Senate position due to gender, race, religion, color, national origin, age, or sexual orientation, disability status, or political affiliation.
- B. Student Body President and Student Body Vice President shall each have a cumulative GPA of 2.75 and be in good standing with the college. Other members of the Student Senate shall each have a cumulative GPA of 2.50 and be in good standing with the College

Section 2. Elections

- A. Members of the Student Senate shall be elected as outlined in the Student Senate Bylaws
- B. Terms shall be for one academic year
- C. Elections for the following year's Student Senate shall take place in the spring semester, excepting the Freshman Class President and Vice President. Elections for Freshman Class President and Vice President shall be held at the beginning of the fall semester and shall last through the spring semester
- D. The newly elected members shall take office following the meeting of the current and incoming members of Student Senate

Section 3. Removal

Members of the Student Senate can be removed for not following the rules as stated in the attendance policies of the Student Senate Bylaws.

Section 4. Vacancies

- A. In the case of a permanent vacancy in the office of Student Body President, the Student Body Vice President shall assume the office of the President until and special election will be held to fill the position of Student Body Vice President
- B. If the permanent vacancy is that of a Class President, the Vice President for that class shall assume the office and duties of Class President. The Student Body President shall appoint a member to fill the position of Class Vice President and a special election may be held to permanently fill the position based on the length of the vacancy as outlined below in Sub-Sections C and D
- C. In the case of a permanent vacancy of any other Student Senate office for less than a semester, the Student Body President shall appoint a member of the Student Body, with the approval of the affected organization to finish the term
  - a. The time period of "less than a semester" refers to knowledge of the vacancy after the first day of classes has occurred for the respective semester
- D. In the case of a permanent vacancy of a Student Senate Office for a semester or longer, the Student Body President shall appoint a member of the Student Body, with the approval of the affected organization of a 2/3 vote of voting members, to fill the position until a special election is held
  - a. The time period of "a semester or longer" refers to knowledge of the vacancy prior to the first day of classes for the respective semester

**ARTICLE IV - Operations**

Section 1. Student Senate

- A. The Student Senate shall meet regularly as defined in the Student Senate Bylaws, to discuss the needs of the Student Body, take appropriate actions to meet those needs, approve new student organizations, and other issues brought to the Student Senate by its members, members of the Student Body, or Eureka College faculty or staff
- B. All meetings must be announced and open to public, unless executive session is deemed necessary by the members of the Student Senate.
  - a. Actions may be taken to vote in executive session only when requested by individuals external to Senate belonging to faculty, staff, or administration of Eureka College. The issue may only be voted on if it is pertaining to monetary matters, however the results must be released upon release of the minutes of the executive session.
- C. The day-to-day operations of the Student Senate, including but not limited to elections, attendance, and parliamentary procedure, shall be stated in the Bylaws of the Student Senate

## **ARTICLE V - Amendments**

### Section 1.

When necessary, this document may be amended. Changes to this Constitution shall become proposed amendments after the Student Senate approves them by a simple majority vote at an announced meeting. Proposed amendments shall then be approved by a simple majority vote the Student Body.

## **ARTICLE VI - Adoption**

### Section 1.

This document shall become the governing authority of the Eureka College Student Senate, replacing all previous Constitutions and Bylaws, which are in violation of this Constitution upon its approval by a simple majority of votes cast of the Eureka College Student Body, the Student Life Committee, and by the Faculty of Eureka College

### Section 2.

All elections held prior the adoption of the Constitution shall be recognized as valid

# **Eureka College Student Senate Bylaws**

## **ARTICLE I - Authority and Powers**

### Section 1. Authority

- A. Having been empowered by the Eureka College Student Senate Constitution, these Bylaws shall govern the actions of the Eureka College Student Senate
- B. The adoption of these Bylaws by the Student Senate replaces all previous Bylaws and becomes the governing rules of the Senate

### Section 2. Powers

As the governing organization of the Student Body, the Student Senate shall take action which shall be necessary and proper to see to the execution of the Student Senate Constitution, these Bylaws, and the resolutions of the Student Senate

## **ARTICLE II - Composition**

### Section 1. Membership

- A. As stated in the Student Senate Constitution, the Student Senate shall be composed of the following:
  - a. Student Body President
  - b. Student Body Vice President
  - c. President of each academic class
  - d. Vice President of each academic class
  - e. Six senators elected at-large
- B. Each member shall be elected as outlined by the election code of this document and meet the requirements set by the Student Senate Constitution

### Section 2. Voting

Two-thirds of the voting members of the Student Senate shall constitute a quorum for official business

## **ARTICLE III - Officers**

### Section 1. Purpose

The officers of the Student Senate shall serve as an executive board to the organization and shall serve in the capacity as prescribed in this document

### Section 2. Composition

- A. The officers of the Student Senate shall be President, Vice President, Parliamentarian, Secretary, and Treasurer.
- B. The President of the Student Body shall be the President of the Student Senate. The Vice President of the Student Body shall be the Vice President of the Student Senate.
- C. The Student Senate shall elect the members of the executive board, excepting the President and Vice President.
  - a. The members of the executive board will be nominated by another senator and elected by a simple majority at the transitional meeting.
  - b. Executive members may be removed from their office by a  $\frac{2}{3}$  majority of the voting members of Student Senate

### Section 3. Duties

#### A. President

- a. Shall be the chairperson of all Student Senate meetings and functions.
- b. Shall ensure that all legislation and resolutions of the Student Senate are properly carried out.
- c. Shall vote on Student Senate issues only in the event of a tie.
- d. Shall ensure that all members of Student Senate uphold the membership requirements of the Student Senate Constitution and these Bylaws.
- e. Shall appoint all student representatives to faculty and trustee committees and all special officers whose appointments are not stipulated by this document.
- f. Shall have the power to veto action of the Student Senate, unless the veto is overturned by a 2/3 majority of the Senate.
- g. Shall have the power to convene the Student Senate for special meetings under extraordinary circumstances.
- h. Shall be responsible for representing the Student Senate during the breaks of the academic year.
  - i. If action is necessary over the breaks, the President shall hold an email vote of the Senate following regular meeting rules.
- i. Shall have the ability to call the president of any recognized Eureka College Student Organization before the Student Senate.
- j. Shall act as a non-voting ex-officio member of all committees in Student Senate.
- k. Shall be a voting member of Student Allocations Committee.
- l. Shall approve the members of the Arts and Lectures Board.
- m. Shall have the power to determine the allocation of the student fees before the 15th day of class in the Fall Semester. All other allocations will follow the expenditure approval process outlined in Article III, Section 3, Subsection E, Clauses i and ii in the Student Senate Bylaws
- n. Shall have the authority as defined elsewhere in this document.

#### B. Vice President

- a. Shall serve as an assistant to the President.
- b. Shall assume the duties of the President in the case of a temporary absence as defined in the above constitution.
- c. Shall serve as a voting member of the Student Senate, with full rights and have the ability to serve as the chairperson of a committee.
- d. Shall serve as President and non-voting member of the Student Allocations Committee.

#### C. Parliamentarian

- a. Shall be the advisor and authority on procedural matters and shall advise the Student Senate on all such issues.
- b. Shall be knowledgeable of proper parliamentary procedures (Robert's Rules of Order), the Student Senate Constitution, and these Student Senate Bylaws, particularly the election code.
- c. Shall conduct all proceedings of elections and referendums under the guidance of Student Senate. This duty shall include setting pertinent dates for elections, informing the student body of relevant information, ensuring the eligibility of all candidates, handling all election documents, directing the polling, and counting the votes.
- d. Shall hold an informational meeting with the newly elected Student Senate.

- i. The purpose of the meeting shall be to teach the basic procedures of Student Senate, to inform Senators of their powers and abilities on the Senate, and to field any questions that the newly elected Senate may have.
- e. Shall review the Constitution and Bylaws of the Senate annually.

#### D. Secretary

- a. Shall keep a written/typed record of the proceedings of the official meetings of Student Senate and its committees.
  - i. These records shall be housed on at least one Student Senate database as determined by the Secretary.
  - ii. It is the duty of the Secretary to inform the Student Body as to where the records are located
- b. Shall keep a record of attendance of Student Senate meetings and activities.
  - i. Shall include a detailed voting record. In the event of a secret ballot vote, vote totals shall be acceptable in order to preserve the anonymity of the votes cast
  - ii. Attendance shall be taken at the beginning of the meeting by roll call before any action is taken.
  - iii. Quorum shall be determined by the Secretary following the roll call.
- c. Shall handle all official correspondence of the Student Senate and serve as the chairperson of the *Public Relations Committee*.
- d. Shall collaborate with the Public Relations Officer to inform the Student Body of the work of the Student Senate throughout the semester through articles in the student newspaper.

#### E. Treasurer

- a. Shall be aware of the finances of the organization and advise the Student Senate in all appropriation matters.
- b. Shall ensure that all funds appropriated by the Student Senate are being expended in the proper manner.
- c. Shall create a budget for the Senate with the guidance of the President, and shall have it approved by a  $\frac{2}{3}$  majority of the voting members of Student Senate.
  - i. All expenditures, except those made by a committee from their approved budget, must be approved by the Senate with a simple majority vote.
  - ii. However, any expenditure over \$1,000 must be approved by a  $\frac{2}{3}$  vote of the Senate.
  - iii. Each week, a report will be given stating the current total balance and all expenditures from the previous week.
  - iv. Receipts shall be presented at each meeting during the Treasurer's report.
- d. Shall prepare at the end of the academic year a document that presents an itemized account of all revenues and expenses that the Senate incurred during the academic year. This document must be submitted to the entire Senate prior to the end of the academic year.
  - i. This document shall be stored with form outlining the duties of the Treasurer

### ARTICLE IV - Operations

#### Section 1. Meetings

- A. The Student Senate shall meet weekly except for extenuating circumstances or institutional breaks and no fewer than six (6) times per semester.
- B. All meetings shall be announced and open to the public, unless the Senate deems executive session necessary.

- a. Executive sessions may be called by any voting member of the Senate and must be approved by the Senate with a 2/3 majority vote of members present.
  - b. The purpose of executive sessions includes the discussion of sensitive information and the like.
  - c. Upon entering executive session, a simple majority vote must be taken on the allowance of staff and faculty within the meeting.
  - d. Minutes shall be taken during the executive session, and shall be released to the public in a timely fashion after the issue has been resolved or the information is no longer private.
    - i. All executive session minutes *must* be release by the end of the Senate’s term (one academic year).
- C. The Senate may vote to remove a member of the public by a simple majority vote if their behavior is deemed disorderly or contemptuous.
- D. A quorum of  $\frac{2}{3}$  of the voting members of the Senate must be present to conduct official business.
- E. An agenda shall be provided by the Student Senate President at least twenty-four hours before the meeting, and the agenda and any additions must be approved by the Student Senate at the beginning of each meeting.
- F. Regular meetings shall consist of, but are not limited to:
- a. Approval of the last meeting’s minutes
  - b. Officer reports
  - c. Committee reports
  - d. Unfinished Business
  - e. New Business
  - f. Advisor Comments
  - g. Public Comments
- G. All meetings shall follow Robert’s Rules of Order on procedures.
- H. Debate on all motions will be limited to ten (10) minutes, unless amended by an additional motion.

Section 2. Governance

- A. Student Senate shall take necessary action in order to uphold the Student Senate Constitution, the Student Senate Bylaws, and action necessary to the rights and needs of the Student Body.
- B. Student Senate actions may take the form of resolutions, creation of ad hoc committees or taskforces, and proposals.
- C. Actions made by the Student Senate shall require a simple majority (more than 50% of voting members) approval by the members present, unless the Student Senate Constitution, Robert’s Rules of Order, or this document requires a supermajority ( $\frac{2}{3}$  of voting members).
- D. The Student Senate may pass some measures to the Student Body for approval by referendum

Section 3. Committees

- A. In order to be as efficient as possible, the Student Senate may allocate some of its work to committees.
- B. Committees shall meet as necessary to research and discuss issues of the Student Senate, which are within its scope, as affirmed by the Student Senate and/or the President of Student Senate.

- C. Each member of Student Senate shall serve on chair at least one committee at all times.
- D. All appointments to committees, including chairpersons, shall be made by the President of Student Senate.
  - a. In some cases, the President of Student Senate may appoint members of the Student Body that do not serve on Student Senate to take part in Student Senate Committees by a simple majority vote of the Senate.
- E. The size and meeting times of committees shall be decided by the President of the Student Senate and the committee chair each year.
- F. Committees shall propose action and recommendations to the Student Senate. This is done by taking a simple majority vote of the committee on specific actions and recommendations and then sending it to the full Student Senate for a simple majority vote.
- G. The following six (6) committees shall be the standing committees of the Student Senate.
  - a. *Committee for the Organizational Outreach Program (COOP)* - Shall be responsible for instituting the Organizational Outreach Program (OOP). This constitutes compiling a list of every recognized Eureka College Student Organization and assigning a Student Senator to serve as said organization's specific representative. Senators may be members of the organization they represent. Representatives will be responsible for attending the organizations meetings at the discretion of the committee chair or the Student Body President, at a minimum of twice a semester. Attendance at these meetings will consist of surveying the organizations for responses to questions submitted by staff, faculty, or members of Student Senate, as well as addressing or relaying any concerns members of the organization may have. Failure to attend these meeting will count as unexcused absences on a Senator's attendance record.
  - b. *Committee on Student Organizations (CSO)* – Shall be responsive to the Coordinator of Student Engagement and be active consultants and participants in projects with Eureka College Student Organizations and with the Eureka College Office of Student Organizations. Shall have correspondence with the President of each student organization once a semester to monitor each organization's ability to internally and externally function. Shall engage the Constitutional Review Process, a document which may be found in Article V, Section 7 of the Student Senate Bylaws in cases that any member of an organization should feel that their constitution is not being followed and/or members of the club are abusing or exploiting the constitution.
  - c. *Residential Life and Facilities (RLF)* Shall exam issues affecting residential life, additions/improvements to campus facilities, and other issues that concern the life, health, and safety of the Student Body.
  - d. *Committee on Public Relations* – Shall serve as the official communication body of the Student Senate, including both paper and electronic communication. Shall make one social media post on Student Senate's Facebook page per week that is outside of posting the weekly minutes. Shall communicate with the Secretary and Parliamentarian on matters concerning the Student Senate.
  - e. *Event Coordination Committee* – Shall be responsible for the planning and execution of all Student Senate sponsored events.
  - f. *Student Allocations Committee (SAC)* – Shall approve the Student Programming Budget, which consists of funds collected by the Student Activity fee, as prepared by the Student Body President, Student Body Vice President, and the Staff Advisor. Will be in charge of approval and disbursements of Student Allocations funds. The Student Body Vice President shall serve as the non-voting committee chair and the rest of the committee shall be made up of the four (4) class Vice Presidents and the Student Body President.
    - i. *Undergrounds Committee*- will be responsible for purchasing supplies, maintaining a schedule of volunteers, and cooperating with other organizations to host events at the Undergrounds. The committee chair will serve as manager and will be responsible for ensuring these duties are fulfilled or delegated
- H. For special projects and interests, the Student Body President may create ad hoc committees for a particular purpose and time.
  - a. Ad-hoc committees shall not extend into the next academic year unless the President-Elect of the Student Senate chooses to carry the committee into the next academic year.



#### Section 4. Special Events

- A. Throughout the academic year, the Student Senate may organize special events for the betterment of the Eureka College Student Body.
- B. These events shall include but are not limited to:
  - a. An introduction event during orientation
  - b. A service project
  - c. A social event

#### Section 5. Attendance

- A. Members of the Student Senate are expected to be in attendance for all official Senate meetings, committee meetings, and special events.
- B. Absences may only be excused in the event of a serious illness, family emergency, or occasional and necessary academic requirement.
  - a. Absences that are excused will be noted in the minutes and not be held against a member's attendance record.
- C. If an absence is unavoidable and a non-emergency, it shall be the responsibility of the member to inform the Student Senate President and Secretary prior to the meeting or event.
  - a. Planned excused absences are to be given to the President at least 24 hours in advance; otherwise the absence can be counted as an unexcused absence
- D. If a member misses three (3) meetings or events during a semester, he/she shall be subject to removal by a two-thirds (2/3) majority vote of the Student Senate.
- E. If a member misses five (5) meetings or events during a semester, he/she shall be removed automatically.
- F. Members of the Student Senate shall not appoint other members of the Student Body to serve as a proxy during an absence.

#### Section 6. Student Organization Evaluation

- A. It shall be the duty of the Student Senate to evaluate new Eureka College student organizations.
- B. The Student Senate shall evaluate new organizations to ensure that they uphold the mission and values of Eureka College, benefit the Student Body, have created a constitution and bylaws that shall give the organization strength, and the ability to sustain itself.
- C. The Student Senate shall require the organization to show proper documentation, including the organization's constitution and bylaws, before the Senate calls the president of the organization before a general meeting.
- D. The Student Senate may mandate that the organization make changes to their constitution or bylaws before approval may take place.
  - a. After initial approval, the organization may change bylaws without the Senate's approval
  - b. If an organization's constitution is changed, *both* the constitution and bylaws must be approved by Student Senate
- E. If the Student Senate finds that the new organization does not meet the requirements, they may refuse to approve the organization by a simple majority vote of the voting members.
- F. If the Student Senate finds that the new organization meets the requirements, they may approve the organization, which shall allow it to move onto approval by the Student Life Faculty Committee.

- G. Student Senate reserves the right to review existing student organizations, and retains the right to refer the organizations to the Student Services, Engagement, and Leadership and the Dean of Students. Such reviews shall follow the Student Senate Constitutional Review Process and directed by the *Committee on Student Organizations*

Section 7. Constitutional Review Process

- A. The Student Senate Constitutional Review Process is for any member of any club that feels that their club's constitution is being violated.
- a. The official review process will start when the Chairman of the Student Organization Committee, henceforth referred to as "The Chairman," receives a written and signed complaint letter. Said letter must clearly detail what the complainant feels is being violated. When a complaint is received, it is the responsibility of the receiver to inform all parties listed above.
    - i. The Student Organization Committee will henceforth be referred to as "The Committee."
  - b. Once the initial complaint is received, it will be brought to the standing Student Organization Committee by The Chairman. The Committee will discuss whether this is a viable complaint. If a  $\frac{2}{3}$  majority vote of the Committee's quorum is cast in the affirmative, the complaint will be brought to the Student Senate floor by The Chairman. Senate will review the complaint and vote whether or not to place said organization under official constitutional review. The vote shall pass with a  $\frac{2}{3}$  majority vote of the Senate quorum.

The Student Body President reserves the right to remove and add any committee member or The Chairman in the event that said member has a conflict of interest with said organization. However, the Student Body President must make this change before Student Senate has voted to officially place said organization under constitutional review. In this event, the new chairman or new committee members shall assume all duties of the Student Organizations Committee.
  - c. If the vote passes, the Dean of Students, Coordinator of Student Life, and the organization's President and Advisor will be notified by The Chairman as to why said organization is being reviewed.
  - d. The timeline of events shall officially begin at the organization's next public meeting. The organization under review must hold a public meeting at the soonest opportunity that a public meeting would normally be held. At the meeting, the President shall inform the rest of the members that the club is being reviewed by Student Senate. The Chairman shall collect any organization minutes from the preceding 12 months. The Chairman shall also have access to all meetings during the review process. The Chairman, shall interview the complainant(s), executive board members of the organization under review, the organization's advisor, and anyone else that may be useful in collecting information. All interviews will be audio recorded. All information must be collected within 2 weeks of the President informing the organization's members.
  - e. Once all information is collected, The Committee, with the advice of the Student Body President, will determine if said organization was in violation of their constitution by a  $\frac{2}{3}$  majority vote of The Committee quorum. If The Committee determines that there was not a violation, The Chairman will move to cease the review process at the next Senate meeting. The vote to cease the review process will pass with a  $\frac{2}{3}$  majority vote of Senate's quorum. If The Committee determines that there was a violation, The Committee will propose a remedy to Student Senate at the next Senate meeting.
  - f. If said remedy is approved by Senate with a  $\frac{2}{3}$  majority vote of Senate quorum, said remedy shall take full effect and override any previous organizational practices, as well as any constitutional law, immediately. Once the remedy has been approved by Student Senate, it must also be approved by the Dean of Students.
    - i. If the remedy does not get a  $\frac{2}{3}$  majority vote, it will be sent back to the committee for revision. The committee must provide a new remedy for said organization at the next Senate meeting. If the committee cannot provide a remedy approved by a  $\frac{2}{3}$  majority vote of Senate's quorum within 2 Senate meetings of the proposed original remedy, the Dean of Students shall propose remedies until they are approved by a  $\frac{2}{3}$  majority vote of the Senate quorum.

**ARTICLE V - Election Code**

### Section 1. Election Timelines

- A. The Student Senate shall hold elections for the next academic year's Student Body President, Student Body Vice President, Class Officers (excepting the Freshman class officers), Student Senators at the end of the spring semester.
- B. Freshmen class officers shall be held as early as possible in the first half of the fall semester of the academic year.
- C. All elections shall be announced two (2) weeks prior to the election date.
- D. Newly elected officers, excepting the Freshman Class President and Vice President, shall take office after their installation during a meeting of the former and newly elected officers.
- E. Freshman Class officers shall take office upon their confirmation by the Student Senate.
- F. Student Senate Parliamentarian shall establish elections dates, locations, and times and communicate them to the Eureka College Student Body.

### Section 2. Requirements for Candidacy

- A. To be eligible to run for Student Body President or Student Body Vice President a candidate must be a full-time student, have a cumulative GPA of 2.75, and be in good standing with Eureka College. To be eligible to run for a position on Student Senate, a candidate must be a full-time student, have a cumulative GPA of 2.50, and be in good standing with Eureka College.
- B. To be eligible to run for a class office, a candidate must be a member of the academic class for which he/she seeks to represent at the time his/her office begins.
  - a. The academic class shall be determined by the graduation year.

### Section 3. Pre-election Documentation Requirements

- A. Regulations and pre-election documentation forms shall be distributed by the Student Senate two weeks before the election.
- B. Each candidate must submit a petition five (5) days prior to the election date.
  - a. Candidates for Student Body President, Student Body Vice President and Senator shall be required to have a petition signed by 10% of the Student Body.
  - b. Candidates for class officers shall be required to submit a petition signed by 25% of their academic class.
  - c. Students may sign more than one candidate's petition, but no student shall sign a single candidate's petition more than once.
  - d. Petitions may be declared void if the Student Senate Parliamentarian and President of Student Senate find discrepancies.
- C. Pre-election documents shall include
  - a. A statement to be signed by the candidate, which certifies that he/she understands the qualifications and requirements of running for and holding office.
  - b. The statement shall also allow the election officials to verify with Eureka College that the candidate meets the requirements for running for office as outlined in this document and the Student Senate Constitution.
- D. Candidates must submit a typed statement of candidacy declaring to his/her potential constituents his/her awareness of the responsibilities of the office and his/her intentions during the elected term.
  - a. Statements shall be typewritten and may not exceed one side of an 8 ½" x 11" sheet of paper.
  - b. Campaign posters shall not serve as a statement of candidacy.

- c. Should a candidate provide an unacceptable statement of candidacy; the Parliamentarian may give the candidate an appropriate amount of time, at the discretion of the Parliamentarian, to provide a new statement of candidacy *before* the election.
  - i. The statement must be turned in before elections take place.
- E. Failure to submit any of the required documentation, as outlined in this document and the election packet, shall disqualify a candidate from the election.

#### Section 4. Campaigning

- A. All campaigning shall embody the mission and values of Eureka College and shall not violate the Eureka College Student Handbook.
- B. All negative campaigning is forbidden. Any candidate who participates in campaign activities which are deemed inappropriate by the Parliamentarian may be removed from the election.
- C. All campaign documents displayed on campus must be approved by a member of the Student Services, Engagement, and Leadership staff with the authority to approve materials.
- D. No campaigning shall be conducted within the building housing the voting station, and no campaign signs or other election propaganda are to be posted on or in the buildings wherein any student election is to occur.
  - a. Campaigning propaganda shall be prohibited in the polling location anytime an election/voting is being held.
    - i. Shirts, buttons, stickers, and other wearable materials that advertise a candidate are considered written election propaganda and are also not allowed within the buildings on Election Day.
  - b. If campaigning takes place in the polling location, the voting station worker shall have the authority to remove the campaign articles and/or require the candidate or those acting on his/her behalf to cease actions immediately.
  - c. All incidents shall be reported to the Parliamentarian, who shall take the necessary actions to rectify any damage the actions may have caused.
    - i. This may include the voiding of an election or the disqualification of candidate.

#### Section 5. Polling

- A. The Student Senate shall announce issues to be placed on the ballot and polling times and locations two weeks prior to the election date.
- B. The Parliamentarian shall provide a secure voting station. (in which candidates shall appear in the order in which they submit their packets. If more than one person turns in a petition at the same time, the Parliamentarian must hold meeting and the candidates must draw straws), and necessary documents, including statements of candidacy and a record of the Student Body, for the polling location.
- C. Space shall be provided on the ballot for write-in candidates, except in the event of a runoff election.
- D. Members of the Student Senate who are not seeking election shall be election officials and operate the voting station
- E. Election officials shall keep a record of those who have placed their vote.
- F. In elections for Student Body President, Student Body Vice President, and the Presidents and Vice Presidents of the academic classes, as well as any referenda, each student shall only vote for one candidate.
  - a. The academic class shall be determined by the graduation year.
- G. In elections for at-large members of the Student Senate students may vote for as many candidates as there are positions available.

- H. Students may not vote more than once on any ballot initiative.
- I. The voting station shall be available for voting for at least four (4) hours on the election dates in the locations designated in the election packet.
- J. Any person who is found to have committed election fraud, conspiracy to commit election fraud, or who has tampered or conspired to tamper with the campaign of any candidate shall, upon a resolution by the Senate, be removed from any elected office that he or she currently holds.
  - a. In the event of election fraud or other unethical election behavior, the Student Senate may recommend that student to the advisor of the Student Senate for further action.

#### Section 6. Results

- A. The Parliamentarian shall judge the authenticity of elections and shall rule on individual questions arising from elections.
  - a. In any election in which the Parliamentarian shall be party, the President of the Student Body shall appoint a person who is not directly involved in the election to judge that election.
  - b. The Parliamentarian shall have the ability to declare an election void prior to the confirmation of the results by the Student Senate if he/she feels that the election was influenced unfairly.
- B. All elections for Student Body President, Student Body Vice President, and Presidents and Vice Presidents of the academic classes shall require that a candidate obtain a majority of the votes cast to take office.
  - a. Should no candidate reach a majority of the votes cast, there shall be a runoff election between the two candidates receiving the most votes.
- C. In elections for Student Senate, the six (6) candidates with the most votes shall gain a position as Senator.
- D. All referenda shall require a majority of an affirmative majority of the ballots cast.
- E. In the event of a tie, then a run-off election shall take place.
- F. Votes shall be counted by the President of the Student Body, the Parliamentarian, and a Faculty/Staff Advisor to the Student Senate.
  - a. In any election in which the President of the Student Body or Parliamentarian shall be a candidate, or when one or more of these officers is unable to count ballots, the Vice-President shall appoint substitute(s) to act in lieu of the officer(s).
- G. All tallies and votes shall be kept in a secure location for at least four weeks after the confirmation of election results.
- H. For every election, the Senate shall confirm the election results issue a resolution with its findings of the election.
  - a. No candidate may take office nor may any referendum issue take effect without a finding from the Senate accepting the results of the election.

#### Section 7. Recounts

- A. Candidates may request a recount by presenting a written document to the Student Body President, which shall include the reason for requesting the recount.
- B. Requests for recounts shall be void if not made within four (4) weeks of the confirmation of election results.
- C. The President of the Student Body shall have the right to refuse a request for a recount.
  - a. If the President does not approve the request for a recount, he/she shall report the refusal to the Student Senate immediately.

- b. The Student Senate may overrule the refusal with a two-thirds vote in favor of the recount.
- D. If a recount takes place, the Student Body President shall appoint three (3) students who were not involved with the election to recount the votes.
  - a. All candidates on the ballot shall have the right to be present during the recounting of the ballots.
  - b. The absence of said student or his/her representative shall not hinder the recounting of the ballots in a timely manner.
- E. After the recount, the Senate shall confirm the results of the recount by issuing a resolution with its findings of the election.

Section 8. Special Elections

Should a special election be necessary, the election shall be held following the rules listed above as outlined for a regular election.

**ARTICLE VII - Recall of Student Senate Members**

Section 1. Petition

- A. Any member of the Eureka College Student Body may call for the removal of a member of the Student Senate by filing a petition with the Student Body President.
- B. The petition shall include a statement to the Student Senate, which includes the names of the Student Senate member in question, a list of the allegations against him/her, and a declaration that states that the undersigned call for a ballot initiative to determine whether the stated individual should be removed from office.
- C. A petition calling for the removal of the Student Body President, Student Body Vice President, or at-large members of Student Senate shall require the signatures of at least 25% of the Eureka College Student Body
- D. A petition call for the removal of a Class President or Class Vice President shall require the signatures of at least 25% of that academic class.
- E. After filing the petition with the Student Body President, a copy of the petition shall be given to the Student Body Vice President.
- F. The Student Body President shall present the petition at the next meeting of the Student Senate, and should the Student Senate conclude by a two-thirds (2/3) majority vote that the petition for removal follows the procedure outlined in this document, it shall set a date for the ballot initiative.

Section 2. Ballot Initiative

- A. All guidelines outlined in this document for referenda election shall be followed unless otherwise stated in this article.
- B. In an election for recall, all students who would be eligible to vote for the position in a regular election may cast a vote in the ballot initiative.
- C. The petition of signatures and the allegations against the office holder shall be present at the polling place for viewing.
- D. The ballot shall state, "Should [elected official in question] be removed from the [office that person holds]?" Voters shall circle "yes" or "no."
- E. The removal of the member in question shall require a simple majority of the votes cast.
- F. In the event of a majority vote in favor of recalling the elected official, the Student Senate shall confirm the results with a resolution removing that person from office.
  - a. The vacancy shall be filled as defined in the Student Senate Constitution and this document.

**ARTICLE VIII - Adoption and Amendments**

Section 1. Adoption

- A. This document shall become the governing authority of the Eureka College Student Senate, replacing all previous Bylaws, upon its approval by a 2/3 vote of the Eureka College Student Senate.
- B. All elections held prior to the adoption of this document shall be recognized as valid.

Section 2. Amendment

- A. These Bylaws may be amended by a 2/3 vote of the Student Senate.
- B. Amendments and revisions shall be presented at a regular meeting of the Student Senate and shall be discussed and voted upon at the next regular meeting. In the interim, the proposed amendments and revisions shall be publicized.

Section 3. Review

This document shall be reviewed annually by the Parliamentarian of the Senate.

Statement of Origin: Reviewed by the Student Senate, 2013; Reviewed by Student Affairs, 2013; Reviewed by the Student Body 2013; Reviewed by the Faculty Board 2013.

Revisions: Reviewed and Revised by the Student Senate, 2014; Reviewed by Student Affairs, 2014; Reviewed by the Student Body 2014; Reviewed by the Faculty Board 2014. (Tentatively)

Revisions: Reviewed and Revised by the Student Senate of 2015; Reviewed by Student Affairs 2015; Reviewed by the Student Body 2015; Reviewed by the Faculty Board 2015.

Revisions: Reviewed and Revised by the Student Senate of 2016; Reviewed by Student Affairs 2016; Reviewed by the Student Body 2016; Reviewed by the Faculty Board 2016.

Revisions: Reviewed and Revised by the Student Senate of 2017; Reviewed by Student Affairs 2017; Reviewed and approved by the Student Body 2017; Reviewed and Approved by Board of Trustees 2017/2018.

## **Fraternal Organizations: Guidelines and Expectations**

Fraternal organizations have been an important part of college life on the Eureka College campus for well over 100 years. During that time, the contributions of Fraternal organizations have been positive and valuable to the social and academic development of Eureka College students. The College reaffirms its support of the value of these Fraternal organizations and remains committed to continuing and building upon those positive attributes of the Fraternity and Sorority Community. The College renews that commitment through the Student Services, Engagement, and Leadership and Cerf Center Offices and the supervision and support offered by the Dean of Students and the Coordinator of Student Life.

Eureka College and its faculty and staff desire that all student organizations and student activities support programs which are constructive, educational and inspirational, and which provide meaning to individual student development. Eureka College's position is that all activities must unequivocally support the academic mission and responsibility of the Faculty and Students of Eureka College.

The College contends that true fraternalism, as nurtured by the sororities and fraternities recognized by Eureka College, be in the context of an atmosphere conducive to social and moral responsibility, respectful of the constituted authority of the institution, national headquarters staff, and local law officials, and loyal to the principles of higher education. Although the institution must, as a result of the organizational behavior of the past, legislate some guidelines for organizational activities, the College realizes that it cannot legislate the morality of individuals and organizations. However, the institution and its faculty has the right to define the behaviors it will and will not accept and to establish reasonable expectations of its organizations. Through the Dean of Students and the Coordinator of Student Life, the College wishes to work closely in cooperation with its organizations to develop organizations which:

- represent Eureka College well to the campus community and the surrounding community alike;
- display good citizenship and productive community service;
- represent the highest standards and ideals of campus life.

In order to meet these standards, provide consistency in operation and procedure, eliminate mis-communication between individuals and the college, and insure fairness to each individual member and organization, the College provides the following directives.

### **Hazing**

The College defines hazing as "any intentional act which knowingly or recklessly is committed by one person, or acting with others, directed 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 or athletic team, recognized or not, whose members are to include students. The willingness of an individual to participate in such activities shall not be a consideration mitigating disciplinary actions."

All organizational membership/association initiations and activities must respect the dignity of the individual and not infringe upon the academic mission of the College, nor cause disruption to the faculty and students, campus or student life. All organizations should reduce risk for individuals, the college, and the organizations, and must abide within the directives of local, state, and federal laws. Therefore, activities of all campus organizations must respect these principles and College directives as herein provided. Although not all situations can be covered by such a document as this, the College provides these guidelines and will attempt to work with Eureka College Student Organizations to define other situations not directly covered herein.

However, in all cases, individuals and organizations are required to use the "reasonable person" standard and to



respect the dignity of the individual in their associations, membership selection, and initiation. Each organization and individuals will be held to this standard when specific guidelines do not apply.

Hazing includes, but is not limited to, the following:

- Paddling or physical abuse of any kind.
- Forced diets, forced consumption of food, drink, alcohol, etc., fasting, or other such activities including specified meal times.
- Calisthenics or the required exercising of any kind.
- Cursing at, belittling, humiliating, or degrading an individual, which includes cyber-bullying
- Probation of any kind, which restricts or limits normal social behavior, including the act of silence or the restricting of conversation to organizational members or to college staff only.
- Late work activities, meetings, or any extended type of activity which requires organizational activities to extend beyond 11:00 p.m. and to begin before 7:00 a.m. and which may infringe upon a student's academic responsibilities and upon an individual's opportunity to a reasonable pattern of sleep. This shall also include new members awakened in the middle of the night and/or called for unannounced "late night" meeting or activities.
- Sleep deprivation, including the requiring of new members to reside in the house (or wing) overnight.
- Morally degrading or humiliating games or activities where new members are required to perform activities or acts that they feel would cause extreme embarrassment, damage to their reputation or which would be considered by the individual associate abhorrent or against their moral code.
- Any type of road trip, or activity that could in any way endanger a new member/associate. This shall include kidnaps, blindfolding to provide disorientation as to their location, leaving campus secretly, and other such activities causing such conditions of disorientation, isolation, or discomfort to the pledges.
- Wearing or carrying items such as paddles, rocks, boxes, etc. which could be of embarrassment or cause punishment to the new member/associate if not done so.
- Servitude which requires the running of personal errands for the active or alumni member(s) or other such acts as required by individual members (e.g. new member/associate (e.g. a new member must do anything that a member asks or requests) which demeans the individual's social position.
- Line-ups of the new member class, marching in lines and required chanting individually or in-group.
- Requiring new members to be nude during any point of the new member process
- Requiring the wearing of apparel or acting in a way that is conspicuous and not within community norms
- Requiring any new member to perform any sexual act
- Pranks, such as stealing items from another organization or harassing another organization or group of individuals.
- Restricting the activities of an individual so that he/she cannot participate in planned activities of normal day-to-day life for an extended period of time.
- Requiring new members to dress a certain way which distinguishes them from the rest of the organization;
- Passive participation in hazing may include: Witnessing hazing taking place as a group member, affiliate, or guest; Participating in or being present in person or via technology in discussion where hazing is planned

Although this listing may seem extensive, it does not intend to exhaust every possible situation, which may occur. Again, the measurable standard is that organizations and organizational officers should use common sense in the implementation of the organizational association/initiation guidelines and work closely with the Student Services, Engagement, and Leadership Staff in the formulation of new member/associate programs and in resolving questions, which may arrive relating to initiating/association. Additional guidelines may be presented in writing to the organizations throughout the period in which new members are brought into the organization.

The state of Illinois defines Hazing in the Hazing Act as “A person commits hazing who knowingly requires the performance of any act by a student or other person in school, college, university, or other educational institution of this State for the purpose of induction or admission into any group, organization, or society associated or connected with that institution. If (a) the act is not sanctioned or authorized by that educational institution; and (b) the act results in bodily harm to any person.

Hazing is a class A misdemeanor, except hazing that results in death or great bodily harm is a Class 4 felony.

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

### **New Associate Member Eligibility and New/Associate Member Processes**

Formal recruitment for all incoming students to Eureka College will take place at beginning of the spring. The exact dates of Formal Recruitment are determined by the Greek Council and scheduled on the College Calendar. In order to join a Eureka College Greek Organization, freshmen and transfer students must participate in formal recruitment activities.

The Recruitment process for upper-class students who have attended Eureka College for one year or more takes place in either the fall or spring semesters. The amount of participation needed for eligibility is determined by the Student Services, Engagement, and Leadership. Rules and guidelines regarding recruitment and pledge/new member/associate eligibility are distributed by the Student Services, Engagement, and Leadership before formal recruitment each year. Written notification will be sent by the Student Services, Engagement, and Leadership to each chapter president regarding those with new member/associate member eligibility qualifying them to go through the recruitment process. Eligibility may also be withheld due to disciplinary probation or outstanding debt to the College.

Pledge/New Member/Associate member programs will begin immediately following the conclusion of the recruitment process. Pledge/New/Associate education programs are not to exceed six weeks in length. The exact date of this deadline should be discussed in Greek Council meetings and promoted to each organization no later than January of each year. Organizational activities shall not conflict, nor allow the activities of their new members to conflict with the academic responsibilities of faculty or students, nor shall these activities conflict with regularly scheduled college activities. A general outline of each chapter's pledge/new/associate program should be given to the Coordinator of Student Life no later than the first day of recruitment of each semester. All major activities should also be scheduled on the college calendar. The outline does not officially schedule an event.

When a student accepts a bid to join a fraternity or sorority, he or she must complete and sign a Confidential Information Release and Non-Hazing Policy Affirmation form in the Student Services, Engagement, and Leadership Office. This waiver must be co-signed by an officer of the organization. This waiver formally identifies the student as a part of that organization until the Student Services, Engagement, and Leadership Office is officially notified differently. It also gives the College permission to release that student's grades to the fraternity or sorority.

Eureka College requires students to achieve a minimum grade point average of 2.25 before joining a Greek Organization. Some campus Greek organizations require a higher GPA for membership. After the close of the first semester, the Student Services, Engagement, and Leadership will verify the GPA of the students who have signed affirmation forms. Written notification will be sent by the Student Services, Engagement, and Leadership to each chapter president regarding the academic eligibility of the prospective new members of that organization. Eligibility may also be withheld due to disciplinary probation or outstanding debt to the College.

Initiation of new members must be approved by the Student Services, Engagement, and Leadership. A Request to Initiate form must be completed and turned in to the Student Services, Engagement, and Leadership at least two weeks before the planned initiation date. The Request to Initiate form must be approved by the Business Office, the Student Services, Engagement, and Leadership, and the Records Office. The original copy of this form will be returned to the organization's president. If an individual is not approved for initiation for financial or disciplinary reasons, notice will be given so the situation can be investigated.

### **Residential Living**

Resident Advisors and other Student Services, Engagement, and Leadership staff members representing the College have a responsibility to inspect all areas of the College on a daily basis to insure the documentation of maintenance and custodial needs. Residential Areas are designed as educational living environments which should encourage community social activities, both within the Greek organization itself and between Greeks and non-Greeks. To close such areas restricts such socialization and the free use of these areas as public thoroughfares (as limited as that may be). Such closure of areas should be accomplished only with prior approval of the Student Services, Engagement, and Leadership. This approval will only be given on a limited basis. Formal notification of the closure will be sent to the Dean of Students, Campus Security and the Resident Assistant on Duty.

### **Calendar**

In order to maintain a program of activities which insures the opportunity for full participation of Eureka College students, the Master Calendar in the Student Services, Engagement, and Leadership Office should be utilized in the scheduling of all events, to reduce conflicts between organizational activities, academic programs, and co-curricular events.

Therefore, all organizations should schedule activities (other than their regular scheduled meetings.) In doing so, the Coordinator of Student Life may direct the rescheduling of activities which are in conflict.

### **Risk Management**

In an era of increased liability and lawsuits, the College wishes to reduce for itself and its faculty, staff, and students, as well as its alumni organizations, liability within housing units and in organizational activities. This shall include consideration of maintenance, custodial, and facility concerns of all areas owned, supervised, or controlled by the College or its recognized organizations. It shall also consider organizational programming, including guidelines for the planning of activities, involvement of advisors, and the use of alcohol in and around organizational activities by organizational members or guests. Risk Management and Alcohol/Drug Abuse must be an important consideration for Eureka College student leaders, organizational advisors, and the College community as a whole. All organizational activities should follow the College's "Expectations and Standards in a Community of Learning", the Alcohol Policy, and the Eureka College Residence Hall Room and Board Contract.

### **Whistle Blower Protection**

Individuals active within a fraternity or sorority who report violations of College policy affecting their own chapter may do so under conditions of anonymity. Organizational officers are entitled to specifics of the accusations made but shall not be entitled to the name of the individual reporting these violations. As active members representing a specific chapter, the information provided college authorities shall be considered as valid as that information provided normally to the College by chapter officers. Such reported incidents shall be investigated. This item only applies to charges from within the membership itself. Anonymity is not extended to those individuals from outside the chapter membership who may make charges of wrongdoing.

### **Greek Council**

The purpose of the Eureka College Greek Council is to support and enhance the Greek system in all endeavors

conducted and planned by the Eureka College community which enhance academic excellence and campus life. The Greek Council allows Greek organizations to combine their resources to reach goals and objectives and serves as a vital communication source between the Greek organizations and the College. Attendance and participation in Greek Council meetings and programs is encouraged and required.

### **Nationally Affiliated Organizations**

At all times, fraternities and sororities agree to abide by both the College policies as well as their national policies. Chapters must complete all required paperwork for any events, reports, or programs requested by headquarters staff or representatives. All NPC, NIC, and FIPG rules apply at all times.

Statement of origin: This document was established by the Eureka College Administration after strong consideration and involvement of an adhoc committee of the Eureka College Faculty, including staff and students. Reviewed and Edited by Student Affairs Committee, 5/1998.

## **Faith-Centered Life on Campus**

Eureka College is a campus calendar in which the elements of a faith-centered life are important. Expressions of such faith can be witnessed among the faculty, staff, and students. Though the College has its origins within Christian heritage, the campus embraces all members of the community, honoring each person's unique search for meaning.

From its origin, Eureka College has been focused upon the spiritual dimensions of a life that combines the search for truth by faith and by reason. When this area was settled, Eureka Christian Church was established, followed by Eureka College. The College reflects this emphasis and its beginnings as a place of mission and service.

Eureka College is proud of its relation to the Christian Church (Disciples of Christ). The College and the Christian Church (Disciples of Christ) are related by a mutual covenant which is dedicated to the growth and development of students. This relationship creates a distinct role for Eureka College.

## **The College Chaplain**

The Chaplain serves the rich and diverse expression of faith at Eureka College. The Chaplain identifies this diversity within the lives of the students, faculty, and staff. In addition, the Chaplain seeks to enable the College to express itself in acts of service and mission to the communities on its doorstep and beyond. As Eureka College pursues excellence in servant leadership, the Chaplain serves as a voice of faith and heritage in those settings in which the College sets policies, strategies, and plans. The Chaplain provides a compassionate, discerning and confidential ear for all members of the College community.

## **Opportunities for Involvement**

Opportunities for worship and involvement exist on campus. Students may be involved in the following student groups and activities:

**Disciples on Campus (D.O.C.)** - This group is provided for those students from either a Christian Church (Disciple of Christ) or United Church of Christ background. However, any student can participate actively. The DOC Group offers students regular meetings and events, discussion of faith-related issues, service opportunities, and a Spring Break Mission Trip.

**Campus Crusade for Christ (CRU)** - Campus Crusade for Christ International is an inter-denominational Christian campus ministry. It is a student movement working together to spread the Word of God on campus. Campus Crusade offers fellowship, Bible study, and spiritual growth.

**Salve Regina Newman Center** - This Roman Catholic sponsored ministry seeks to foster the spiritual, intellectual, and social growth of its members. It provides fellowship for Christians (and those of other traditions) where-in they may deepen their lives and express their interests in the college community.

In addition, student groups are developed that offer a variety of experiences from a faith-centered perspective. Information about new or developing student groups of this type may be obtained from the Chaplain.

## **Opportunities in the Area**

Eureka College and the Christian Church (Disciples of Christ) seek a cooperative relationship with faith communities, congregations, churches, and other Christian denominations. Students of all backgrounds are welcome and are encouraged to share in the life of a faith community in the area. The Office of the Chaplain is available to assist students if they would like to be involved in one of these faith communities. A partial listing within the area follows below. For other opportunities, then those listed, please contact the Chaplain.

## Worship Opportunities

New Cornerstone Baptist Church  
3609 W. Harmon Hwy. (Peoria)  
Phone: 309-676-8983  
Sunday Worship: 8 & 11am

First Baptist Church of Morton  
900 E. Jefferson (Morton)  
Phone: 309-266-9654  
Sunday Worship: 10:30am

Liberty Bible Church  
804 N. Main (Roanoke)  
Phone: 309-467-4814  
Sunday Worship: 10:30am

Christian Church of Eureka  
302 S Main (Eureka)  
Phone: 309-467-2369  
Sunday Worship:  
    Contemporary 8:15am  
    Traditional 10:30am

Our Redeemer Lutheran Church  
698 Reagan Drive (Eureka)  
Phone: 309-467-5477  
Sunday Worship: 10:30am

Eureka Presbyterian Church  
101 N. Major (Eureka)  
Phone: 309-467-3342  
Sunday Worship: 10:30am

Roanoke Mennonite Church  
1195 County Road 1600 E (Eureka)  
Phone: 309-467-3460  
Sunday Worship:  
    Worship: 9:30am  
    Fellowship: 10:45am

Unitarian/Universal Church  
1613 E. Emerson (Bloomington-Normal)  
Phone: 309-828-0235  
Sunday Worship: 10am

Agudas Achim Synagogue  
5614 N. University (Peoria)  
Phone: 309-692-4848  
Service: Sat. 9:00am

Universalist Unitarian Church  
3000 W. Richwood Blvd. (Peoria)  
Phone: 309-688-5608  
Sunday Worship: 10:30am

Apostolic Christian Church  
700 W. Cruger (Eureka)  
Phone: 309-467-2955  
Sunday Worship: 10am & 12:15pm

Eureka Bible Church  
1452 Church Road (Eureka)  
Phone: 309-467-4341  
Sunday Worship: 10:15am

St. Luke's Catholic Church  
904 E. Reagan Drive (Eureka)  
Phone: 309-467-4855  
Mass: Sat 4pm, Sun 9am

Church of Nazarene  
1601 S. Main (Eureka)  
Phone: 309-467-2276  
Worship: Wed 7pm, Sun 10:30am

Eureka United Methodist Church  
208 N. Callender (Eureka)  
Phone: 309-467-3026  
Sunday Worship: 8am & 10:30am

Islamic Center of Peoria  
1716 North (North Peoria)  
Phone: 309-688-4605  
Friday Prayer:  
    Khutbah: 1:15pm, Iqana: 1:45pm

The Moses Montefiore Temple  
102 Robinhood Ln. (Bloomington)  
Phone: 309-662-3182  
Friday Service: 5:30pm (4th weekend Sat 10am)

## **Academic Integrity**

### **Academic Dishonesty**

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 in b 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.

### **Sample Letter for Student's File**

[Date]

Dear [Provost]:

As per the instructions in Section 3 of the Student Handbook, Informal Dispute Resolution of Judicial Procedures, I am reporting the results of my meeting with [Student], a student who took my [Course name and number] course this semester, about an incidence of plagiarism.

At the end of the semester, [Student] handed in his/her final paper assignment, in which I discovered numerous paragraphs that were copied word for word from Internet sources without quotation marks or proper citation. I then contacted [Student] for a conference.

On [Date], we met in my office. I explained to him/her what I had discovered and showed him/her how closely his/her paper followed the Internet sources. I informed him/her that my policy was to issue an F for the course,

and that, should he/she wish to contest my decision, he/she could speak to [Chair], chair of the [Humanities/Fine and Performing Arts/Business and Social Sciences/Math and Sciences/Education] division.

[Student] then met with [Chair], who reviewed the case and supported my decision to issue an F for the course. [Student] was told that he/she could contact the Provost should he/she wish to pursue the case any further.

I have informed [Student] that I would be filing this report to the Provost's Office, as per the required procedures, in order for the College to keep track of multiple infractions should he/she have trouble in another course. [Student] is also aware that his/her advisor will receive a copy of this letter, as well.

Sincerely,  
[Faculty Member]  
Instructor, [Course name and number]  
cc. [Student]  
[Student's advisor]

Approved by Faculty in April, 2009

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

Harassment and bullying is 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

## **Harassment Policy**

### **Specific Policy on Sexual Harassment.**

Eureka College prohibits all forms of unlawful 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.

Additional policies regarding Title IX and Sexual Misconduct are located in the final version of the Student Handbook available on the College website, [www.eureka.edu](http://www.eureka.edu).

### **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, MySpace, 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 Student Services, Engagement, and Leadership Staff are 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.

## **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. 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.

## **Rules of Procedure in Student Social Disciplinary Matters (Judicial Board)**

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.

### Outline of Social Judicial Process

- I. Complaint Filed
- II. Preliminary Investigation
- III. Informal Disposition
- IV. Temporary Suspension
- V. Formal Procedures and Disposition
- VI. Record of Hearing
- VII. The Right of Appeal
- VIII. Status During Appeal
- IX. Sanctions

### **Section 1: Filing a Complaint**

The Student Services, Engagement, and Leadership Office, 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.

### **Section 2: 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.

### **Section 3: 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 below in Section 7: Right to Appeal.

#### **Section 4: Temporary Suspension**

The Dean of Students, in consultation with the Provost, may temporarily suspend a student or deny re-admission 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).

#### **Section 5: Formal Procedures and Disposition**

- A. Judicial Board:** (1) 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. (2) 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 in 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. (3) A quorum of two faculty members and one student must be present to hear a judicial case. (4) 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.
- B. 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.
- C. 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.

**D. 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:

- (1) 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.)
- (2) The Chair will ask the student to plead responsible or not responsible to each charge presented by the Judicial Officer.
- (3) The accused student(s) and the complainant will both be given opportunity to present his/her version of the incident to the Board.
- (4) The Chair will then call for the testimony of the witnesses identified through the presentation.
- (5) The Chair will then call for the witnesses identified by the student accused.
- (6) 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.
- (7) The Chair shall then ask for summary statements from the student.
- (8) The Chair shall then ask for summary statements from the Judicial Officer or the student in complaint.
- (9) The Chair shall then clear the room and the Board shall begin its deliberations.

**E. 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.

**F. 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 any 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 (Section 7: Right of Appeal).

**G. 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.

**H. 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.

### **Section 6: 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.

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

### **Section 7: 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 (1) judicial procedures were not adhered to, and (2) the deviation in procedures prevented the student's ability to refute the finding of guilt and/or (3) 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.

### **Section 8: 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.

## **Section 9: Sanctions (Individual and Group)**

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. Failure to satisfy a sanction will result in the case being returned to the Chair of the Judicial Board.

Students may be subject to the following sanctions for violations of College policy:

- **Warning:** A notice in writing to the student that the student violated institutional regulations.
- **Loss of privileges:** Denial of specified privileges for a designated period of time.
- **Fines:** Previously established and published fines may be imposed.
- **Restitution:** Compensation for loss, damage, or injury to individuals or property, taking the form of monetary or material compensation.
- **Mandated counseling and/or alcohol and/or drug awareness educational sessions.**
- **No Contact or No Trespass:** The student is required to have no contact with another student, faculty or staff member. With a no trespass restriction, a student may be limited to designated portions of the campus.
- **Judicial probation for one semester or up to his/her remainder of time at Eureka College.** While a student is on probation, any further infraction of regulations may result in immediate suspension or dismissal.
- **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
- **College Suspension:** Separation of the student from the College for a definite period of time, after which the student is eligible to apply for re-admission. Conditions for readmission may be specified.
- **College Expulsion:** Permanent separation of the student from the College.
- Other sanctions are possible as deemed appropriate by the Judicial Board.

More than one sanction may be imposed for any single 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.

**Revisions Approved by Faculty, 2012**

## **Alcohol and Other Drug Policy**

### **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.

### **Good Samaritan Policy**

In the event a peer or community member is in need, any individual that calls for help will not be subject to disciplinary action by the College. In the event that a peer or community member is in need, failure to call for support and/or help may result in disciplinary action against an individual and/or organization.

Eureka College recognizes the importance of prompt and appropriate medical assistance and/or treatment for severe alcohol intoxication, overdose, or physical injury. In an attempt to diminish the barriers for treatment, reduce the harmful consequences of excessive substance use, and increase the likelihood campus community members will call for medical assistance when needed, the Good Samaritan Policy has been created.

- If a student calls for medical attention for another student because of severe alcohol intoxication, overdose, or physical injury by calling 911 or campus police (x6600 or 309-339-0321), then the individual initiating the call will not be subject to disciplinary proceedings through the College Judicial System.
- A representative of an organization hosting an event who calls for medical attention for an individual present at their event and works cooperatively with responders shall not receive judicial sanctions that might arise from the possession and/or consumption of alcohol, if the situation is an isolated event. Repeated violations of the Eureka College Student Code of Conduct by an organization will warrant judicial consequences. Failure of an organization to seek appropriate medical assistance may also result in judicial action against an individual or organization.
- Responsibility for determining applicability of this policy will be made by the Student Services, Engagement, and Leadership Office. This policy is not intended to address possible violations of criminal laws or their consequences. This policy is intended to be a support mechanism for students in need. Any abuse of this policy or any other College policy may result in judicial action.

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

- That we are, first and foremost, a learning community. We know that improper use or abuse of alcohol is counterproductive to learning. All of us have an obligation to maintain a standard of behavior that promotes the intellectual development of all our members to their full potential.

- That the College has an obligation to provide a campus environment for all of our members - faculty, staff and students - that ensures their physical safety.
- That we are law-abiding and that all of our members are expected to support, uphold and obey the laws of our community, our state and nation.
- That the College has an obligation to provide education regarding use of alcohol and other drugs to all of its members, and to recommend counseling and/or treatment to those members who are in need of such services because of problems with alcohol and other drug use.

### **Definitions/Descriptions for the Purposes of this Policy**

**Alcohol:** Any beer, wine or individually packaged alcoholic beverage containing 12% alcohol by volume or less. All other alcoholic beverages are prohibited.

**Legal Drug:** A prescribed drug or over-the-counter drug which has been legally obtained and is being legally used for the purpose for which it was prescribed or manufactured.

**Illegal Drug:** Any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. The term “illegal drug” includes all illegal drugs such as steroids, dangerous drugs and controlled substances. Marijuana, hashish, cocaine, PCP, LSD, heroin, Dilaudid, Quaaludes and methamphetamine are only a few of the dangerous drugs or controlled substances which are included within such terms.

**Drug Paraphernalia:** Any legitimate equipment, product, or material that is modified for making, using, or concealing illegal drugs such as cocaine, heroin, marijuana, and methamphetamine.

**Social Function with Alcohol on-campus:** A gathering consisting of 10 or more people where alcohol is being served and/or consumed.

**S.P.R.U.C.E. (Students Promoting Responsibility, Understanding, and Care, Everyday) Peer Educator:** An educator that will strive to cultivate an atmosphere on the Eureka College campus that promotes safe, responsible, and healthy lifestyle choices for all members of our campus community. While respecting each individual's right to make their own lifestyle choices, the EC Peer Educators strive to offer services and support to our campus community to foster an environment where everyone is respected, responsible, and accountable. Peer to peer education is an essential component in creating such an environment on the Eureka College campus.

**Social Host:** A trained student who takes full responsibility for a social event held on-campus and off-campus. The Social Host must be at least 21, on the Executive Board of the Organization, or the Designated Social Host for the Organization, and in good standing (not on academic or social probation) with Eureka College. A student who would like to be a social host and/or sponsor a social event must follow the following procedures:

- Attend social host training, which occurs at the beginning of each semester. At training, deadlines and social host responsibilities will be explained in detail. At the end of the training, Social Hosts will be able to demonstrate that they are aware of College policies and regulations and state and local laws concerning the possession and consumption of alcoholic beverages.
- Schedule the event on the Campus Calendar (see **Calendaring Procedures** for more details)
- Register the function with the Student Services, Engagement, and Leadership Office and execute the required paperwork (Contract of Terms) at least 5 business days prior to the function.

**Sober Monitor (Off-Campus):** A student who abstains from the use of alcohol and other drugs during a social event and provides support to the Social Host.

### **State and Community Laws**

The following are against state and community laws, hence a 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.
- Being disorderly or destructive 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.

### **Policies for Eureka College Campus**

The following apply equally to all members of our community and to their guests while on our campus or engaged in College-related functions and activities. The Student Code of Conduct states, “students enrolling in Eureka College assume an obligation to conduct themselves in a manner compatible with the purpose and principles of the college.”

- Those of legal drinking age (21 years of age and older) may possess, consume or serve alcohol in the following locations:
  - Inside the residence hall rooms with door closed. Alcohol is prohibited in all other areas unless it is a registered social function.
  - In other areas by permission of the Dean of Students.
- Alcohol that is being consumed on outdoor college grounds or indoor public areas will be disposed of, regardless of the person's age.
- Possession and consumption of alcoholic beverages in a residence hall is limited to two bottles (750ml) of wine, or 24 twelve-ounce beers, or 8 individually packaged wine coolers per room.
- 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.
- Students who are 21 or older may consume alcohol in their rooms if there are fewer than 10 people present. When 10 or more people are present, the host (ess) must register the function with the Student Services, Engagement, and Leadership office, as outlined in the Policies for Eureka College Social Functions (where alcohol is permitted).
- Members of our College community are responsible for the actions of their invited guests while they are on campus. When a guest commits a violation, the host will be subjected to the same sanctions as if they had committed the violations themselves. Guests who choose to drink and are confronted for their behavior will be asked to leave campus.
- Individuals of legal age may transport alcohol to and from students' rooms provided that all alcoholic beverages are in the original containers and remain sealed by the manufacturer.
- Possession or use of kegs, punch bowls, or other community sources of alcohol on our campus is a violation of this policy.
- Any device that encourages binge drinking such as beer bong, drinking games, and contests are strictly prohibited.
- All students involved in an alcohol situation will be documented for further investigation.
- Alcohol privileges can be suspended or revoked by the Dean of Students on the recommendation of the Director of Residence Life.
- The college reserves the right to contact the Eureka Police Department for public intoxication, trespassing, vandalism, and/or destructive behavior.



## **Policies for Eureka College On-Campus Social Functions (Where Alcohol is Permitted)**

The following, along with all state/community laws and the Policies for Eureka College Campus, will apply to social functions, including groups and organizations.

- Groups or organizations desiring to serve alcohol or to permit alcohol at a social function must:
  - Register the function with the Student Services, Engagement, and Leadership Office and execute the required paperwork (Contract of Terms) at least 5 business days prior to the function. (Required paperwork can be obtained in the Student Services, Engagement, and Leadership Office.) Registration of an activity or function does not constitute or imply College approval of the activity.
  - Have conducted an approved alcohol education program for its entire membership within the academic school year, and prior to the function. New Members will be required to attend an approved alcohol education program during the second semester of the academic school year. Failure of all members to attend these seminars could result in alcohol privileges being suspended or revoked.
  - Have at least 1 member of the organization who will serve as Social Host attend an alcohol education consultation with the Coordinator of Student Life prior to the function. The Social Host must be at least 21, on the Executive Board of the Organization or the designated Social Host for the Organization, and in good standing (not on academic or social probation) with Eureka College.
  - The Social Host must complete an approved training with the Coordinator of Student Life within the academic school year and prior to the function. (See **Social Host Training** for more details)
  - Cooperate with appropriate college staff, including Resident Advisors, S.P.R.U.C.E. peer educators, and Campus Police, to implement these policies.
  - Have adequate amounts of non-salty food served throughout the function.
  - Have adequate amounts of non-alcoholic beverages available to those who attend the function.
  - Have an approved system of age verification that will prevent the possession and consumption of alcohol by those under 21 years of age.
  - Provide the Coordinator of Student Life a guest list that contains names of all guests at least 24 hours in advance of the event. The number of guests will vary from organization to organization, not to exceed fire code. (Fire code regulations for on-campus facilities can be obtained from the Student Services, Engagement, and Leadership Office.)
- On-campus Social functions where alcohol is permitted cannot extend past 1:00 am.
- The Social Host is prohibited from consuming alcohol and other drugs prior to and during the scheduled event.
- If the Social Host is intoxicated/impaired, the function will be terminated immediately and all alcohol disposed of.
- If those under 21 are visibly impaired, the event can be terminated at the discretion of the Resident Assistant, S.P.R.U.C.E. Peer Educator, Coordinator of Student Life, Assistant Director of Residence Life, Director of Residence Life, Campus Police, or Dean of Students.
- The use of alcohol at any membership recruitment, initiation function, or new member education is strictly prohibited.
- If alcohol is brought to the social function, persons of 21 years of age or older may bring either one six-pack of twelve-ounce beers, or one four-pack of wine coolers, or one bottle (750ml) of wine.
- 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.
- Social Functions where alcohol is present will not be allowed during Welcome Week, Exam Weeks, Reagan Weekend, Parents'/Family weekends or during summer session.
- Reference to alcohol in all types of publicity is prohibited, without approval from the Dean of Students.
- College funds cannot be used to purchase alcohol without permission of the College President's Office.
- Alcohol may not be purchased through Organization's treasury or through pooling member funds.

- 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.

### **Policies for Eureka College Off-Campus Social Functions (Where Alcohol is Permitted)**

The following, along with all state/community laws and the Policies for Eureka College Campus, will apply to social functions, including groups and organizations.

- Groups or organizations desiring to serve alcohol or to permit alcohol at a social function must:
  - Register the function with the Student Services, Engagement, and Leadership Office and execute the required paperwork (Third Party Vendor Contract, Off Campus Event Policy Agreement) at least 5 business days prior to the function. (Required paperwork can be obtained in the Student Services, Engagement, and Leadership Office.) Registration of an activity or function does not constitute or imply College approval of the activity.
  - Have conducted an approved alcohol education program for its entire membership within the academic school year, and prior to the function. Failure of all members to attend these seminars could result in alcohol privileges being suspended or revoked.
  - Have at least 1 member of the organization who will serve as Social Host attend an alcohol education consultation with the Coordinator of Student Life prior to the function. The Social Host must be at least 21 or on the Executive Board of the Organization, and in good standing (not on academic or social probation) with Eureka College.
  - The Social Host must complete an approved training with the Assistant Dean of First Year Programs within the academic school year and prior to the function. (See **Social Host Training** for more details)
  - Have at least 1 member of the organization serve as a Sober Monitor.
  - Have adequate amounts of non-salty food served throughout the function.
  - Have adequate amounts of non-alcoholic beverages available to those who attend the function.
  - Provide the Coordinator of Student Life a guest list that contains names of all guests at least 24 hours in advance of the event. The number of guests will vary from organization to organization, not to exceed fire code.
- The Social Host is prohibited to consume alcohol during the scheduled event.
- The use of alcohol at any membership recruitment, initiation function, or new member education is strictly prohibited.
- 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.
- Social Functions where alcohol is present will not be allowed during Welcome Week, Exam Weeks, Reagan Weekend, Parents'/Family weekends or during summer session.
- Reference to alcohol in all types of publicity is prohibited, without approval from the Dean of Students.
- College funds cannot be used to purchase alcohol without permission of the College President's Office.
- Alcohol may not be purchased through Organization's treasury or through pooling member funds.
- 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.

**Below are examples of offenses and penalties as defined by Illinois State Law for alcohol.**

Offense	Prevision	Penalty
Sales and Delivery: It is unlawful to sell, serve, deliver or give alcoholic beverages to a person under 21 years of age or to any intoxicated person.	Class A Misdemeanor	Minimum \$500 (maximum \$1,000); jail sentence of up to one year.
Sales and Delivery: Illinois law prohibits any person, after purchasing or obtaining alcoholic beverages, from selling, giving or delivering those alcoholic beverages to an individual under the age of 21.	Class A Misdemeanor	Minimum \$500 (maximum \$1,000); jail sentence of up to one year.
Purchasing/Possession/Consumption: Illinois law prohibits the consumption of alcoholic liquor by any person under 21 years of age.	Class C Misdemeanor	Class C Misdemeanor
Purchase/Possession/Consumption: A person under the age of 21 is prohibited from possessing alcoholic beverages on the street, highway, or any public place or in a place open to the public.	Class B Misdemeanor	The underage person may be fined up to \$500 and sentenced up to six months in jail (additional enhanced penalties exist for illegal transportation of open liquor for persons under 21 years of age). Note: This provision does not prohibit a minor from delivering alcoholic beverages in the course of his or her employment or by order of his or her parent.
Purchase/Possession/Consumption: Illinois law prohibits persons under the age of 21 from purchasing, possessing, consuming and accepting a gift of alcoholic beverages, except under the direct supervision and approval of the parents or parent in the privacy of a home or during a religious ceremony.	Class C Misdemeanor	The person under 21 may be fined up to \$500 and receive a jail sentence of up to 30 days.
False Identification: To prevent sales and/or service of alcoholic beverages to individuals under the age of 21, the licensee, agent or employee has the right to refuse to sell or service alcoholic beverages to anyone who is unable to produce adequate written proof of identity and age.		Underage person's sentence includes at least a fine of \$250 or 25 hours of community service, preferably performed for an alcohol abuse prevention program.

**Below are examples of offenses and penalties as defined by Illinois State Law for illegal drugs.**

<b>Offense</b>	<b>Prevision</b>	<b>Penalty</b>
Drug Conviction for Possession	Felony or Misdemeanor	Under Student Aid Laws: Cannot obtain any government student aid, loans, or grants for one year after first conviction for possession; for two years after second conviction and for an indefinite amount of time after third conviction.
Drug Conviction for Sale	Felony or Misdemeanor	Under Student Aid Laws: Cannot obtain any government aid, loans or grants for two years after first conviction, and indefinite amount of time after second conviction.
Drug Possession: Cannabis (<2.5 grams)		Up to \$1,500 fine and/or up to 30 days in jail.
Drug Possession: Cannabis (2.5 grams to 10 grams)		Up to \$1,500 fine and/or six months in jail.
Drug Possession: Cannabis (10 grams to 30 grams)		First Offense: Up to \$2,500 fine and/or one year in jail. Second Offense: Felony up to \$25,000 fine and/or 2 to 5 years in Pen.
Possession Drug Paraphernalia		\$750 to \$2,500 fine and/or up to one year in jail.

**Violations and Sanctions for Alcohol at Eureka College:**

Violations of this policy by individuals or groups will be adjudicated by the appropriate judicial and disciplinary procedures as specified in faculty, staff and student handbooks. All sanctions apply for students receiving citations with 24 months of the previous incident. Violations of this policy are cumulative and carry over throughout 24 months unless otherwise indicated. These violations and sanctions are in addition to City and Campus Police citations.

**Level 1 Violation**

Examples of level one violations include, but are not limited to:

- Underage possession/consumption of alcohol Possession of more alcohol than allowed by policy with no mitigating factors or additional violations
- Possession of open containers or consumption of alcohol in a public area, including outdoor college grounds.
- Possession of a binge drinking device such as a beer bong
- Creating a disturbance while under the influence of alcohol: with no property damage, personal injury, physical violence, threats of violence, or other aggravating factors

**Level 1 Sanction**

Minimum sanctions for any of the above violations may include but is not limited to:

The Director of Residence Life or designee normally adjudicates the violations listed above.

Individual

- Letter of warning
- Educational program (BASICS) with the Coordinator of Student Life

- Alcohol fine of \$50
- Organization Hosting the Event (Registered or Unregistered)
- Letter of warning
  - Educational program with the Coordinator of Student Life
  - Alcohol fine of \$250

### **Level 2 Violation**

Examples of level two violations include, but are not limited to:

- Any Level 1 policy violation, second offense
- Provision of alcohol to minors
- Unregistered function with alcohol without mitigating factors or other violations
- Failure to end a Social Function where alcohol is permitted at 1:00am
- Designated host of a registered function witnessed to be intoxicated/impaired
- Creating a disturbance while under the influence of alcohol with any of the following: minimal property damage, personal injury, or other aggravating factors
- Defiance of directions of staff responding to an alcohol incident
- Using a device that encourages binge drinking such as beer bong, drinking games, and contests

### **Level 2 Sanction**

Minimum sanctions for any of the above violations may include but is not limited to:

The Director of Residence Life or designee normally adjudicates the violations listed above.

Individual

- Second letter of warning
- Placed on a Status of Warning or Disciplinary Probation
- Removal from Leadership Position(s) in Campus Organization(s)
- Athletes are required to inform their coach of the violation
- Alcohol fine of \$75
- Policy clarification session with Student Services, Engagement, and Leadership Staff
- Confidential alcohol assessment with an outside agency at student's expense; follow through with any indicated/recommended plan

Organization Hosting the Event (Registered or Unregistered)

- Placed on a Status of Warning or Disciplinary Probation
- Alcohol fine of \$500
- Policy Clarification with Student Services, Engagement, and Leadership Staff
- Evaluation of risk management practices with Student Services, Engagement, and Leadership Staff
- Individual sanctions may be assessed dependent on the severity and situation

### **Level 3 Violation**

Examples of level three violations include, but are not limited to:

- Any third offense of Level 1 violation, any second offense of Level 2 violation
- Creating a disturbance while under the influence of alcohol with any of the following: extensive or repeated property damage, personal injury, physical violence, threats of violence, or other aggravating factors
- Possession of or use of kegs, punch bowls, or other common community sources of alcohol

- Unregistered event with alcohol with mitigating factors or additional violations
- Inducing or forcing another to consume alcohol (including, but not limited to hazing incidents)
- Use of College funds to purchase alcohol

### **Level 3 Sanction**

Minimum sanctions for any of the above violations may include but is not limited to:

The Judicial Board will adjudicate all level three violations.

#### **Individual**

- Placed on Disciplinary Probation for the remainder of time at Eureka College
- Separation from the College (temporary or permanent)
- Alcohol fine of \$100
- Counseling may be required prior to re-admittance to the College. The College will request appropriate reports from the counselor or agency
- Mandatory assessment with an outside agency at student's expense; follow through with any indicated/recommended plan
- Restitution for property damage during the incident
- Parental notification dependent on the incident

#### **Organization Hosting the Event (Registered or Unregistered)**

- Re-examination of the organization and affiliation with the institution and possible redefinition
- Alcohol fine of \$1000
- Community Service Project
- Confidential alcohol assessment
- Restitution for property damage during the incident
- Temporary loss of campus and/or organization privileges
- Possible notification of all organization members' parent's dependent on the incident
- Individual sanctions may be assessed dependent on the severity and situation

### **Violations and Sanctions for Drugs:**

Eureka College strictly prohibits the illegal possession, use, provision or sale of illicit drugs including, but not limited to, alcohol, cannabis, hallucinogens, LSD, cocaine, depressants, methaqualone, rohypnol (roofies), GHB.

Violations of the College's Drug Policy is considered a very serious matter which may result in expulsion, suspension, and the turning of evidence over to local authorities for criminal prosecution. 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. All violations of this policy are cumulative and carry over throughout a student's career at Eureka College.

Examples of violations include, but are not limited to:

- Possession of illegal drugs
- Possession of prescription medication without a prescription
- Consumption of illegal drugs
- Consumption of prescription medication without a prescription
- Intent to sell illegal drugs
- Intent to sell prescription medication

## **Resources for Alcohol/Drug Concerns**

### **On-Campus Resources**

- Student Services, Engagement, and Leadership 467-6420
  - BASICS (Brief Alcohol Screening for College Students)  
Pragmatic and clinically proven approach to the prevention and treatment of undergraduate alcohol abuse. The BASICS model is a nonconfrontational, harm reduction approach that helps students reduce their alcohol consumption and decrease the behavioral and health risks associated with heavy drinking.
  - CASICS (Brief Cannabis Screening for College Students)  
CASICS is appropriate for anyone who uses marijuana, especially if you are concerned about your marijuana use and how it compares to other students. CASICS will provide you with an opportunity to assess your own risk and discuss potential changes that could work for you to help reduce the risk for developing future problems. While CASICS does touch on alcohol and other drugs, its primary focus is marijuana.
- Tazwood Center for Wellness 309-347-5522
- Chaplain 467-6429

### **Off-Campus Community Resources**

- Eureka Community Hospital 467-2371
- Tazwood Center for Wellness 309-347-5522

### **National Resources**

- Alcoholic Anonymous [www.aa.org](http://www.aa.org)
- National Institute on Drug Abuse [www.nida.nih.gov](http://www.nida.nih.gov)
- National Council on Alcoholism & Drug Dependence, Inc. [www.ncadd.org](http://www.ncadd.org)

Statement of Origin Original policy approved by the Student Affairs Committee 3/2001. Approved by the Faculty 4/2001. Approved by the Board of Trustee 5/2001. Re-approved by the Faculty 5/2002. Revised policy approved by the Student Affairs Committee 4/2005. Approved by the Faculty 4/2005. Revised policy approved by the Student Life Committee 4/2012. Approved by Board of Trustee 5/2012. Revised policy approved by Student Life Committee 4/2013. Approved by Board of Trustee 5/2013.

## **Campus Safety**

### **Campus Security**

Our campus police officer can be reached during daytime hours at 309.467.6408. The Eureka Police Department dispatch can be contacted at 309.467.2375.

### **RAVE**

The RAVE Broadcast System is used to notify all students, faculty, and staff of campus wide emergencies and notifications. This includes, but is not limited to campus closings, inclement weather, active shooter, campus wide announcements, and location changes for campus wide events. The RAVE system will send a text and/or email with information to all users. The information shared through the texts and emails will be brief and informative.

All students are included in the RAVE system. If you would like to be taken off the RAVE list, contact the Student Services, Engagement, and Leadership Office. Once classes begin, we will do a test RAVE broadcast to ensure everyone receives the text and email.

### **EC CARE (Eureka College Campus Assessment, Response, and Evaluation)**

Eureka College's Campus Assessment, Response, and Evaluation (EC CARE) Team serves as a single point of contact to report unusual or troubling behavior. This team serves to promote the safety and health of the campus community through the sharing of information by identifying students, faculty, staff, and visitors, who might be at risk to themselves or others and to develop, coordinate, and track individualized intervention response plans.

Approved by the Board of Trustees May, 2016

### **First to Know**

### **Intentional Strategies to Create A Safer and More Civil Residential Environment**

Approved by the Board of Trustees May, 2016



## **EUREKA COLLEGE TITLE IX POLICY:**

### **SEXUAL ASSAULT/MISCONDUCT AND SEXUAL HARASSMENT**

#### **I. 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.

SL 1333100.5

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.

#### **II. Definitions**

##### **A. 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:

## **1. 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.

## **2. 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.

## **B. 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:

1. Any sexual contact when the victim is unable to consent.
2. 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).
3. Any sexual penetration (including oral, vaginal or anal), however slight, without consent, including acts commonly referred to as "rape."

## **C. 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.

## **D. Sexual Misconduct**

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

### **1. 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.

## 2. 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; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

## 3. 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.

## 4. 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.

### **E. 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.

### **F. 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.

### **G. Respondent Party**

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

## **III. 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.

## **IV. 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.

## **V. 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.

## **VI. 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.

## **VII. 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.

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

### **A. 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:

The Campus Ombudsperson	Tazwood Center for Wellness
Chaplain	1831 S. Main Street
Cerf Center	Eureka, IL 61530
309-467-6420	309-347-5522 or 309- 694-6462

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)  
Eureka College Volunteers

## **B. Reporting to College Staff**

If you are a victim of sexual assault, sexual misconduct or sexual harassment, Eureka College urges you to report it. Completing a report entails communicating verbally or in writing to the Title IX Coordinator, or another trusted College official (e.g., Resident Assistant, Professor, Coach or Advisor) who will provide information as required to the Title IX Coordinator. Any report should include a summary of what happened, detailing the name(s) of those involved, and the date, time, and location of the alleged event, if known.

The Title IX Coordinator will consult with the Complainant Party about his/her wishes regarding how the investigation should proceed; in limited circumstances, the College may investigate even if the Complainant Party decides not to participate, when necessary to provide a safe and nondiscriminatory environment for all members of the College community, including the Complainant Party. If a Complainant Party does not wish to pursue a complaint, the Title IX Coordinator will inform the individual that the College is limited in the actions it can take without the cooperation of the individual. The Title IX Coordinator will also 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.

The Title IX Coordinator accepts anonymous and third-party reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator to investigate and respond as appropriate. However, the Title IX Coordinator may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable a meaningful and fair investigation.

There is no statute of limitations for complaints under this policy, but the College strongly encourages any complaints to be initiated within 180 days of the alleged misconduct. It is important to note that the passage of time can negatively affect the College's ability to effectively investigate and ensure resolutions to a given situation.

All reports of sexual assault are kept on file in the Student Programs and Services Office for use in reports required by the Clery Act. Reported incidents will show up in campus crime statistics without identifying the person filing the report.

## **C. Criminal Reporting**

You should contact local law enforcement if you are uncertain whether particular conduct is a crime. The police will help you to obtain emergency medical care, assist in preventing the escalation of a problem into more severe criminal behavior, assist you with victim advocate services, initiate a criminal investigation if warranted, and answer questions about the criminal justice process.

## **D. Right to Advisor/Legal Counsel**

At any point during the complaint/investigation/appeal process, both the Complainant Party and the Respondent Party have the right to have the support of any willing member of the Eureka College community, friend, or family member of her/his choice. The support person has the right to attend any function at which either party's presence is permitted. However, the support person may not be a licensed attorney nor associated with law enforcement (unless the support person is the parent/legal guardian or spouse/legal partner of a party), and may not question parties or witnesses.

# **IX. Investigation Processes and Procedures**

## **A. 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.

## **B. 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).

## **C. 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 to 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.

## **D. 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.

### **1. 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.

### **2. 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.

## **X. 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 pre-clearance 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.

## **XI. Appeal Process**

### **A. 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:

1. “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.
2. “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.
3. “Disproportionate Response.” The sanction is substantially disproportionate to the findings (either too severe or not severe enough).

### **B. Appellate Authority**

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

1. 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.
2. 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.
3. 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.

### **C. 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 non-appealing 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.

### **D. 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.

### **E. 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.

## **XII. 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.

## **XIII. 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.

# **Weapons and Firearms Policy**

## **Statement of Purpose**

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. 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.

B. 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 CO<sub>2</sub>. 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 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:*

- A. 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
- B. 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

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 building 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.

## **Campus Traffic Rules and Regulations**

The following regulations for the registration, operation, possession and use of vehicles apply to all Eureka College student, faculty, staff, and visitors while operating such vehicles on the Eureka College campus. Persons who own, possess or operate a vehicle on the Eureka College campus are responsible for knowing the regulations; ignorance thereof does not constitute a valid defense for failure to observe any of the regulations or absolve violators from any penalties described herein.

### **Purpose of Parking and Traffic Regulations**

- To provide for the safety and protection of College students, faculty, staff, and College visitors and guests.
- To facilitate the work of the College by providing parking space for those who need it most.
- To provide parking for College visitors and guests.
- To protect pedestrian traffic.
- To ensure access at all times for ambulances, firefighting apparatus and service vehicles

### **Use of Facilities**

- The appropriate Eureka College registration is required on all vehicles belonging to students, faculty, and staff that use campus parking facility.
- Visitors and guests are welcome on campus and may park in any College parking lot while conducting business on the college campus. Visitors and guests in parking spaces and in traffic regulations, however, are under the same rules and regulations as permanently registered vehicles. Visitors are encouraged to park in the Burgess Lot.
- Eureka College assumes no responsibility for the care or protection of any vehicle or its contents while it is operated or parked on the property of the College.
- Eureka College reserves the right to temporarily close any parking facility or area for College purposes if necessary. When possible, advance notice will be given. Any vehicles entering a barricaded area or passing a barricade may be ticketed and/or towed at the owner's expense.

### **Parking and Operating**

- Parking areas are defined as Residential, Commuter, or All Campus (Student/Faculty/Staff). Those with registration should know and abide by these defined areas. Eureka College Students operating vehicles on campus are required to know the defined parking areas of the campus.
- The responsibility of finding a legal parking space rests upon the vehicle operator. A parking permit does not ensure the availability of a parking space, but grants the privilege of parking in College lots when space is available. The fact that other vehicles are parked improperly shall not constitute a valid excuse for parking with any part of the vehicle over any line or in a No Parking Zone, perimeter parking, fire lane, blocking driveways, handicapped parking or reserved space. Should an individual parked in violation of any regulation not receive a citation, it does not indicate that such parking is authorized, that the regulations are no longer in effect, or that a future ticket is invalid.
- Vehicles shall be parked totally within those areas specifically designated as parking spaces by parking blocks and/or painted surface lines: all other areas shall be construed as no parking lines. Only one vehicle shall legally be parked within the boundaries of any given parking space.
- Yellow curbing or parking blocks indicate no parking, unless otherwise indicated by a sign or lettering on the blocks or pavement. Students should familiarize themselves with all available parking in order that when circumstances prevent clear identification of no parking or reserve spaces (snow covered) the student shall so remain aware of that fact.
- Parking and driving is prohibited at all times on grass, where it would mar the landscaping of the campus, create a safety hazard, interfere with the use of College facilities, or any area not specifically paved or graveled for parking or driving use. Such areas will include but are not limited to, posted no parking zones, yellow zones, fire access area, crosswalks, and sidewalks.

- Vehicles are to be maintained in operating condition at all times on College property. Unless special permission has been obtained from the Dean of Students, a vehicle which appears to be abandoned, with or without current College registration, may be disposed of in accordance with State of Illinois statutes after an attempt to locate and notify the owner.
- Pedestrians in a designated crosswalk shall have the right of way at all times.
- The speed limit is 20 mph on campus streets and 10 mph in parking lots, unless otherwise posted.
- Local, state and federal laws apply on all campus locations.

### **Designated Parking**

- All Campus (Student/Faculty/Staff) parking: Wood/Gunzenhauser, Burgess East, Reagan West Lot, and Reagan East Lot.
- Commuter/Faculty/Staff parking: Melick Library Lot (as designated), Pritchard Parking Lot, Burgess Parking Lot, Cerf Center South Lot and Reagan East Lot.
- Residential Parking: Jones Lot, Burgess (as designated), Alumni Court Parking Lot, and Langston Lot.
- Commuter Parking: Melick Library, Pritchard Hall, and Burgess Lot.
- These parking areas are in effect from 7:00 a.m. until 5:00 p.m. Monday through Friday. Individuals who desire to park in these areas, with the exception of residential parking, must realize that if they do not have proper permits for the designated area, the vehicle must be moved from the space prior to the next day's activities.

### **Registration of Vehicles**

- All motor vehicles of students, faculty and staff, including motorcycles and scooters, using College parking facilities must display a valid parking permit.
- Registration of student vehicles will occur during regular class registration. After that time, it is the responsibility of the individual to register the vehicle in the Student Services, Engagement, and Leadership Office. Temporary parking permits are available for two week intervals. Students bringing unregistered vehicles to campus should register those vehicles within 24 hours of arrival.
- Only one valid annual permit may be displayed on each vehicle.
- Parking permits for faculty and staff are issued initially at the time of employment. Faculty and Staff should update registration information when they change vehicles.
- Registration is not considered complete until the parking permit is displayed properly (attached to the rearview mirror) in the registered vehicle. A vehicle not displaying a parking permit will be treated as an unregistered vehicle.
- The vehicle registrant continues to be responsible for all tickets written against the permit while valid. Lost or stolen permits must be reported to the Student Services, Engagement, and Leadership Office. Permits may not be transferred from one vehicle and/or person to another.
- Temporary permits will be issued for valid reason, e.g., borrowed or rented cars, etc. These permits will be for a two-week period and are under the same rules and regulations as permanently registered vehicles. These permits are available at the Student Services, Engagement, and Leadership Office.

### **Enforcement**

- Violation fines will be assessed as follows:
  - Failure to register a vehicle or display a permit - \$20.00.
  - Improper display of permit - \$20.00.
  - Restricted parking (visitor, maintenance space, reserved space, etc.) \$20.00.
  - Improper parking (on grass, sidewalk, outside designated spaces, etc.) - \$20.00.
  - No parking zone or not designated parking - \$20.00.
  - Parking in fire access area - \$20.00. (Please note: Vehicles parked in access areas may be towed at the owner's expense, if the owner cannot be located within a reasonable period of time.)

- Failure to register substitute vehicle - \$20.00.
- Moving violation (includes but not limited to: reckless driving, driving in excess of speed limit, failure to stop at stop signs, failure to yield to pedestrians, driving on grass, etc.) - \$20.00.
- Repeated violations may result in cancellation of vehicle registration or permission to register a vehicle. Upon receipt of the fourth ticket, the individual will be referred to the Dean of Students to determine future vehicle use on campus.
- If a student is ticketed for reckless or careless driving, additional fines can be imposed.
- The driver can also be responsible for payment of the cost of repair including signs, buildings, grounds, sidewalks, sodding, etc.
- In the event of violations which cause potential danger or serious damage to persons or college property, referral may also be made to the Dean of Students.
- Fines will be assigned to student accounts. Prompt payment of tickets is encouraged.
- Persons who have been issued a parking or traffic ticket who feel extenuating circumstances precluded the violation may, within ten working days, appeal the ticket in writing to the Dean of Students. If the appeal is accepted, the violation will be voided. If the appeal is denied, students must pay the fine. The decision of the Dean of Students is final.
- Eureka Police Department has full authority to enforce city and college regulations as necessary on college property and city streets.

Statement of origin: This is an administrative document.



## Health Services

Eureka College contracts with the Advocate Eureka Hospital for health clinic services. All students may use the clinic at Advocate 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 Advocate 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 lab 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 Advocate Eureka Hospital, YOU MUST show your college ID.
- There is a co-pay fee for each visit to the Advocate Eureka Hospital under the college plan. The fee is \$15 and will be billed to your student account in the EC 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 Tazwood Center for Wellness

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

Counselors are on hand 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:

- Tazwood Center for Wellness will meet with students in a private location on campus. They will be available to hold sessions on the following days/times:  
Mondays 4:00pm – 7:00pm  
Thursdays 12:00-2:00pm
- 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 arises.

## **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 through SPRUCE and the Residence Life Office.

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 insure 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 Information

In order to register for classes at Eureka College, the Immunization Sheet must be completed and in the possession of the Student Services, Engagement, and Leadership. A student cannot attend classes or participate in or practice for intercollegiate or intramural competition unless this record is on file in the Student Services, Engagement, and Leadership.

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. Immunization form can be found at: <http://www.eureka.edu/admissions/already-accepted/>

## **Calendaring Procedures**

Student Services, Engagement, and Leadership manages the Student Engagement Calendar. To avoid conflicts, all student related activities must be calendared, whether they are held on campus or off campus.

The Student Services, Engagement, and Leadership Office Administrative Assistant will exercise authority to prevent the calendaring of events in direct competition or in conflict with College events. Scheduling an event at a time when another event has already been scheduled, entails receiving permission from the sponsors of the previously scheduled event prior to scheduling. Student Organizations cannot schedule events on Study Day without special permission by the Dean of Students.

Special needs for the event, must be indicated when scheduling. If food service is needed for the event, arrangements must be made directly with the Food Service Director. Special A/V needs must be requested by scheduling agent directly to the A/V Department.

The Dean of Students reserves the right to approve or disapprove of any event.

### **Procedures Required for Invitation of Speakers to Campus by Student Organizations**

- A recognized student group decides in an open meeting to invite a speaker to campus.
- The group conveys to the Dean of Students, in writing, its desire to have an invitation issued. This written statement is to be signed by an officer of the group and the faculty advisor.
- Group spokespersons meet with the Student Services, Engagement, and Leadership Administrative Assistant for a calendar check and a list of possible dates.
- Student groups must meet with the Dean of Students to review all elements of contract, prior to signing a contract.
- Group spokespersons contact prospective guests for tentative arrangements of appearance dates and report the arrangements to the Dean of Students in the case of student groups.
- All contracts for speakers must be signed by the Dean of Students and/or CFO.

### **Use of Special Library Facilities**

The library maintains calendars for the following rooms; however, scheduling must still be cleared with the Student Services, Engagement, and Leadership Administrative Assistant:

- Audio Visual Room (AV): For activities requiring the use of audio visual equipment.
- Gammon Room: For quiet individuals and groups. The Gammon Room is designed for students during library hours when the room is not scheduled for other activities. The Gammon Room may be reserved for special events and activities; it is not for regular use by any on campus or off campus individual organization.
- Seminar Rooms: For small group informal discussions. They may be reserved through calendaring procedures for special meetings.
- Study Center: For those individuals needing access to curriculum materials.
- Computer Study Center: For general use only during academic year.
- Private Study Carrels: For faculty members and students.

### **Use of the Eureka College Guest House**

A calendar for the guest house is kept in the office of the Student Services, Engagement, and Leadership. To receive approval to hold an event or reserve rooms in the house, and reduce conflict in activities, all persons responsible for events must contact the Student Services, Engagement, and Leadership Administrative Assistant to reserve the house.

When using the guest house, we ask that you follow the guidelines listed below:

- Payment for the Guest House must be given when picking up the keys.
- Alcohol is not permitted in the guest house unless otherwise given permission from the Dean of Students.
- No smoking is allowed inside of the house.
- No pets are allowed.
- Guests must be registered in advance with the Student Services, Engagement, and Leadership Office. Non-registered persons are not allowed to be present in the Guest House.
- The space should be well taken care of. All dishes and utensils should be washed after use.
- If you notice any damages to the facility, furniture or appliances, please contact the Student Services, Engagement, and Leadership.
- Those reserving the space are responsible for all damages including additional cleaning if needed.
- Return keys to the Student Services, Engagement, and Leadership or leave them on the kitchen counter when finished with the Guest House.

Reviewed and approved by Faculty Student Life Committee, Trustee Student Life Committee, and Board of Trustees, May, 2018

## **Campus Promotions and Decorations Policy**

In order to provide a clean and attractive environment in on campus and to protect facilities and furnishings for use by others, the following promotions and decorations policy has been established.

### **Promotion**

#### **Bulletin Boards, Posters, and Flyers**

Recognized clubs, organizations, and campus departments are allowed to hang flyers up on approved bulletin boards after they have received the “please post” approval stamp from the Student Services, Engagement, and Leadership. If flyers do not have the “please post” stamp, they will be removed. Flyers should be removed within 24 hours of the event concluding.

All flyers should include an accommodations statement similar to “If you have questions or need to request accommodations, please contact first and last name at email or phone number.” No poster or flyer can be displayed that promotes profanity, discrimination, alcohol or drug abuse, or illegal activities.

If flyers are hung on painted surfaces or locations in which they might be a safety hazard, they are subject to be removed. Mandated flyers (ex: Title IX) may be hung on painted surfaces due to campus community needing to be aware of the resources.

### **Chalking Policy**

Eureka College clubs and organizations may use chalking on campus sidewalks to promote events. If student groups chose to use chalking, they must follow these guidelines:

- Can only chalk on sidewalks that rain can reach; Cannot chalk under awnings/overhangs.
- Chalking on buildings is strictly prohibited.
- Water-soluble chalk must be used.
- Must receive approval from the Student Services, Engagement, and Leadership three (3) days prior to chalking.
- Chalking will not be approved if there is a large event happening on campus (ex: Board of Trustee’s meeting).
- Chalking must represent a positive message and no inflammatory messages will be tolerated.
- Chalking messages cannot promote profanity, discrimination, alcohol or drug abuse, or illegal activities.

### **ECTV**

The governing of the ECTV digital media and signage will be a joint effort between the Eureka College Student Senate and the Student Services, Engagement, and Leadership.

The following are rules to be adhered to as suggested and approved by the Student Services, Engagement, and Leadership:

- It is suggested that one of Photoshop, Microsoft Publisher, Microsoft PowerPoint, or Gimp be used to create ECTV posters.
- Posters **must be** submitted as either a JPG or PNG
- There must be two poster sizes submitted: 1920 (W) x 1080 (H) **and** 1360 (W) X 768 (H)
- Each poster **must have** the name of the event, time, date, location, and the accommodations statement, “For questions or to request accommodations, please contact [FIRST AND LAST NAME] at [EMAIL ADDRESS or PHONE NUMBER].”
  - If a guest list will be necessary for the event, that must be included on the poster as well.

The following are rules to be adhered to as suggested and approved by the Student Senate:

- An ECTV poster may be sent in at any time in conjunction to the date of the event.
- Submissions must include a date for the poster to be removed from ECTV.
  - If the duration of the poster is longer than six (6) weeks, the poster shall be in the ECTV rotation for seven (7) seconds as opposed to the usual ten (10) seconds.
- Off-campus events shall be treated the same as on-campus events and are eligible to be advertised on ECTV.
- Advertisements regarding courses are only eligible to be posted on ECTV before add deadline in the fall and spring semester and during registration in the spring semester.
- It is recommended that posters be submitted more than a week ahead of the event.
  - Posters submitted less than a week ahead of time may not be posted in time.
- ECTV posters must meet the same guidelines as other advertisements.
- Any changes to the ECTV policy will require joint approval of the Student Services, Engagement, and Leadership and of the Eureka College Student Senate.
- Failure to comply with any of the above rules may result in the disapproval of your poster.

### **Student Engagement Calendar**

- Student clubs and organizations should add their event to the Student Engagement Calendar by contacting the Student Services, Engagement, and Leadership.

### **Table Tents**

Table tents can be utilized by campus organizations and departments to promote events or programs. The following guidelines are followed to insure fair use of the space and the aesthetic quality of the campus.

- All table tents must have prior approval before being distributed. Tents are approved in the Student Services, Engagement, and Leadership.
- Table tents can be displayed a maximum of one week before the scheduled event or program.
- Tent card distribution and removal are the responsibility of the sponsoring organization or department. Tents should be removed by noon the day following the event.
- No more than two different cards may be displayed on tables at one time. Priority will be given on a first come, first serve basis.
- No tent card will be approved if it promotes profanity, discrimination, alcohol or drug abuse, or illegal activities.
- Eureka College Faculty and Staff reserve the right to remove and discard any unauthorized materials.

### **Email Policy**

The Student Services, Engagement, and Leadership reserves the right to limit the amount of emails sent by the Student Services, Engagement, and Leadership to the campus community. Emails will be sent if the event uses large amounts of student activity fees at the discretion of the Student Services, Engagement, and Leadership. The Student Services, Engagement, and Leadership encourages other forms of marketing and will assist in marketing efforts.

### **Public Bulletin Board**

An area is designated in the Burgoon for the distribution of flyers, handouts, newspapers, and brochures. Distribution of these materials in other areas of the Center is not allowed. Off campus organizations must receive prior approval from the Student Services, Engagement, and Leadership Office.

### **Special Promotions**



In order to prevent traffic congestion in the lobby and hallways of the Center and to reduce clutter, only the Pegasus racks are regularly allowed in these areas. Special temporary or free standing promotions may be allowed with the approval of the Dean of Students. Complete information regarding purpose, size, and mechanics must be given regarding each promotion when requests are made.

### **Cerf Center Decorations**

Many individuals and organizations who schedule events in the Cerf College Center wish to set up decorations for their events. All patrons are expected to follow these guidelines:

- To leave the area in the same condition as it was found.
- Keep all exits free of barricades and keep exit signs clearly visible.
- Candles must be enclosed, except over the top, by glass or another fire resistant material.
- Receive prior approval for use of any extensive electrical power demands by the Student Services, Engagement, and Leadership
- Keep all paper or cloth free from lights.
- Drive no nails, screws, hooks, etc., into any walls, floors or ceilings.
- Stabilize any free standing decorations both in nature and in weight.
- Neither glue, nor tape, or command strips may be used to hang decorations to any walls, windows, or doors in the Cerf Center.
- No painting allowed in the building. Paint decorations prior to bringing into the building.
- Water, sand, glitter or gravel cannot be used in decorations, except when prior permission has been granted by the Student Services, Engagement, and Leadership
- Construct decorations only with special permission of the Student Services, Engagement, and Leadership
- Any damage caused by the use of decorations will be billed to the organization or individual responsible.

Statement of origin: This is an administrative document under the responsibility of the Director of Cerf College Center and Student Activities. Approval is required of the Eureka College Administration. Reviewed, Revised and Approved by the Student Affairs Committee, April 1998.

Reviewed and approved by Faculty Student Life Committee, Trustee Student Life Committee, and Board of Trustees, May, 2018

## **Residence Hall Student Standards of Conduct**

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.

### **Conduct**

Good conduct is expected of all occupants, especially when it pertains to another's legitimate use of a residential area for sleep or study.

### **Commercial Enterprises**

No commercial enterprise may be conducted in the residence halls without approval of the Dean of Students or his/her designee. The presence of any other promoter, vendor, or unauthorized visitor should be promptly reported to the Residence Life Staff or Student Services, Engagement, and Leadership Office.

### **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**

You 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.

## **Residence Hall Student Standards of Conduct**

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 in 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 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 in Room**

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.

### **Telephone**

Telephone lines are installed in individual rooms. Students are required to supply their own telephones. Any misuse of this service will be considered a violation of College rules and regulations and subject to disciplinary action, including the possibility of suspension or dismissal from the College.

**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.

## 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.

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	*

### 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	*

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 your departure or you will be prorated for the Cost of replacement.

Re-Assemble Bed	\$ 65.00
Other Repairs	*

### 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 based on hourly rate	\$35/hour/person

**Painting Charges**

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

\*As determined.