

## LEWIS UNIVERSITY



This *Student Handbook* contains the policies and procedures pertaining to student life effective at the time of publication. Any subsequent modifications or additions to these policies and procedures will be announced by the Office of Student Services. The official updated version of this handbook containing all policy changes and additions is kept in the Office of Student Services. This document can be accessed via the Internet by going to the following link: [www.lewisu.edu/studenthandbook](http://www.lewisu.edu/studenthandbook)

Lewis University is an equal opportunity educator and employer.

Lewis University recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009. And similar state laws (hereinafter “applicable law” or “law[s]”), which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person’s major life activities, and which necessitate modifications to the facilities, programs, or services of the University.

Lewis University does not discriminate with regard to race, creed or religion, national origin, sex, sexual orientation, age, disability or color. The University seeks to provide an environment and community where each person may develop academically, socially and spiritually. Lewis University is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. Lewis University is committed to making the campus and its facilities accessible as required by applicable laws. The University indicates that, upon request, it would move programs and activities currently held in inaccessible facilities to accessible locations. Please allow at least four (4) business days for accommodations. Depending on the nature of the program, service or activity, accommodations may take longer or be able to be coordinated in less time. The University cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the University’s programs.

If you have questions about accommodations or accessibility to programs, services or activities offered on campus please contact:

The Academic Skills Coordinator Office  
Leckrone Academic Resource Center  
Lewis University  
One University Parkway  
Unit 270  
Romeoville, Illinois 60446  
(815) 836-5284

The University does not accept responsibility for loss, theft, or damage to personal property. It is strongly recommended that each student carry insurance coverage for all items of property.

Any student enrolled in or attending classes at Lewis University is bound to follow all of the University’s rules and regulations subject to the jurisdiction of the University. Students who fail to familiarize themselves with the *Student Handbook* are not thereby excused from adherence to its rules and regulations.



I am pleased to welcome you to Lewis University. I am confident that you will find the time you spend here at Lewis to be quite rewarding and enjoyable. This *Student Handbook* is your guide to student life at Lewis University. It contains information on various aspects of University life including academic support services, University policies and regulations, campus services, student organizations and the residence life program. This handbook does not replace the University undergraduate and graduate catalogs, but rather complements them by providing you with information pertaining to student life at Lewis University.

You have made the decision to join a Catholic and Lasallian community of learners. As patron saint of educators and founder of the De La Salle Christian Brothers who sponsor Lewis University, Saint John Baptist de La Salle dedicated his life to expressing genuine care and concern for the educational, spiritual and emotional development of students. This commitment to the development of the whole person is a guiding principle for the faculty and staff of Lewis University.

Our Catholic heritage calls us to promote social responsibility and critical thinking in a context of spiritual values. We value the uniqueness and diversity of our students and strive to develop a sense of community in the spirit of our Mission value of Association. Lewis places great value on the education you receive both inside and outside of the classroom. I encourage you to fully experience the University and all of the programs, activities and opportunities that it has to offer.

The Division of Student Services, in partnership with other University departments, is committed to providing a comprehensive educational and social experience for our students. Our commitment is to operate in full support of the Mission of Lewis University in the spirit of Catholic and Lasallian higher education with particular emphasis on the development of a sense of community.

Best wishes for a successful academic year.

***Joseph T. Falese***  
***Senior Vice President for Student Services and***  
***Special Assistant to the President for***  
***Alumni Development***

## TABLE OF CONTENTS

The Mission Statement of Lewis University.....	4	<b>University Behavioral Standards and Policies....</b>	<b>47</b>
Sanctified Zone.....	4	Student Behavioral Code .....	47
Saint John Baptist de La Salle .....	5	Alcohol and Other Drug Policy.....	49
Administration .....	6	Sexual Misconduct Policy.....	52
University Service Hours .....	7	Off-Campus Behavioral Standards .....	55
<b>Academic Support .....</b>	<b>8</b>	Distinguishing Between Civil and University Jurisdiction over Student Misconduct.....	55
Academic Services.....	8	Threat of Harm Policy.....	56
Career Services .....	10	The Judicial Process.....	57
Information Technology .....	11	Parental/Guardian Involvement .....	60
Library .....	12	Higher Education Act as Related to Financial Aid .....	61
Registrar.....	13	Student Rights to Access and Privacy.....	61
Academic Honesty.....	13	Freedom of Assembly Policy.....	62
Policies and Procedures for Appealing a Grade.....	14	Policy Regarding Death of a Family Member.....	62
Classroom Decorum .....	15	Index .....	63
<b>University Services .....</b>	<b>15</b>		
Bookstore.....	15		
Business Office.....	16		
Campus Police Department .....	16		
Commuter Student Services.....	21		
Dining Services.....	21		
Financial Aid Services .....	22		
Health and Counseling Services .....	24		
International Student Services .....	27		
Mailroom .....	28		
Records .....	28		
Student Services, Office of .....	29		
<b>Student Life.....</b>	<b>29</b>		
Campus Media .....	29		
Co-Curricular Activities .....	31		
Intercollegiate Athletics.....	32		
Multicultural Student Services.....	32		
Student Development & Leadership .....	33		
Student Governing Board/Student Organizations.....	34		
Student Recreation and Fitness Center .....	36		
Student Union .....	38		
University Ministry.....	38		
<b>Residence Life.....</b>	<b>39</b>		
Residence Hall Student Rights and Responsibilities .....	39		
Residency Requirements.....	40		
Residence Hall Policies and Procedures .....	41		
Residence Hall Safety and Security.....	45		
Room Inspection, Entry, and Search.....	46		

## **THE MISSION STATEMENT OF LEWIS UNIVERSITY**

**Faithful to the Lasallian Heritage in Catholic Higher Education**



**SIGNUM FIDEI**  
SIGN OF FAITH

Lewis University, guided by its Catholic and Lasallian heritage, provides to a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth.

Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association which fosters community in all teaching, learning and service. These distinctive values guide the University in fulfilling its Mission:

**Knowledge**

The result of a lifelong pursuit of learning fostered through creative and critical interaction in a community of learners.

**Fidelity**

The spirit which recognizes God as ultimate reality, unifying the diverse forms of knowledge in the pursuit of fullness of truth, while recognizing the diversity of human experience.

**Wisdom**

The result of the integration of reflection and action developed through higher learning throughout all of life.

**Justice**

The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.

**Association**

The process of forming a community of mutual respect, collegiality, collaboration and service.

**SANCTIFIED ZONE**

Inspired by the University's Mission values of Knowledge, Fidelity, Wisdom, Justice, and Association, the members of the Lewis Community declare that Lewis is a Sanctified Zone, a place where people are committed to working to end racism, bias, and prejudice by valuing diversity in a safe and nurturing environment.



## **SAINT JOHN BAPTIST DE LA SALLE 1651-1719**

**Founder of the Institute of the Brothers of the Christian Schools, Patron of Christian Teachers**



John Baptist de La Salle was born into a world very different from our own. He was the first son of wealthy parents living in France over 300 years ago. Born at Reims, John Baptist de La Salle received the tonsure at age eleven and was named Canon of the Reims Cathedral at sixteen. Though he had to assume the administration of family affairs after his parents died, he completed his theological studies and was ordained a priest on April 9, 1678. Two years later he received a doctorate in theology. Meanwhile he became tentatively involved with a group of rough and barely literate young men in order to establish schools for poor boys.

At that time a few people lived in luxury, but most of the people were extremely poor: peasants in the country, and slum dwellers in the towns. Only a few could send their children to school; most children had little hope for the future. Moved by the plight of the poor who seemed so "far from salvation" either in this world or the next, he determined to put his own talents and advanced education at the service of the children "often left to themselves and badly brought up." To be more effective, he abandoned his family home, moved in with the teachers, renounced his position as Canon and his wealth, and so formed the community that became known as the Brothers of the Christian Schools.

His enterprise met opposition from the ecclesiastical authorities who resisted the creation of a new form of religious life, a community of consecrated laymen to conduct gratuitous schools "together and by association." The educational establishment resented his innovative methods and his insistence on gratuity for all, regardless of whether they could afford to pay. Nevertheless De La Salle and his Brothers succeeded in creating a network of quality schools throughout France that featured instruction in the vernacular, students grouped according to ability and achievement, integration of religious instruction with secular subjects, well-prepared teachers with a sense of vocation and mission, and the involvement of parents. In addition, De La Salle pioneered in programs for training lay teachers, Sunday courses for working young men, and one of the first institutions in France for the care of delinquents. Worn out by austerities and exhausting labours, he died at Saint Yon near Rouen early in 1719 on Good Friday, only weeks before his sixty-eighth birthday.

John Baptist de La Salle was a pioneer in founding training colleges for teachers, reform schools for delinquents, technical schools, and secondary schools for modern languages, arts, and sciences. His work quickly spread through France and, after his death, continued to spread across the globe. In 1900, John Baptist de La Salle was declared a Saint. In 1950, because of his life and inspirational writings, he was made Patron Saint of all those who work in the field of education. John Baptist de La Salle inspired others how to teach and care for young people, how to meet failure and frailty with compassion, how to affirm, strengthen and heal. At the present time there are De La Salle schools in 80 different countries around the globe.

## **ADMINISTRATION**

**President**

Brother James Gaffney, FSC, D.Min.

**Provost**

Stephany Schlachter, Ed.D.

**Senior Vice President/Chief Financial Officer**

Robert C. DeRose, C.P.A., M.B.A.

**Senior Vice President for Student Services and  
Special Assistant to the President**

**For Alumni Development**  
Joseph T. Falese, M.A.

**Senior Vice President for Enrollment Management,  
Marketing & Planning**

Raymond Kennelly, M.S.

**Vice President for University Advancement**

Leonard Bertolini, M.S.

**Vice President for Mission and Academic Services**

Kurt Schackmuth, Ph.D.

**Dean, College of Arts and Sciences**

Bonnie Bondavalli, J.D., Ph.D.

**Dean, College of Business**

Rami Khasawneh, Ph.D.

**Dean, College of Education**

Pamela Jessee, Ph.D.

**Dean, College of Nursing and Health Professions**

Peggy Rice, Ed.D.

**Dean, Special Assistant to the Provost**

Michele Young, Ph.D.

**Dean of the Office of Graduate Studies**

Nan Yancey, Ph.D.

**Dean of Student Services**

Katheryn Slattery, M.S.

**Senior Associate Vice President for Enrollment  
Management and Dean for Retention**

Mary DeGraw, M.A.

**Associate Vice President for Graduate and  
Adult Enrollment**

Rita Herrick, M.Ed.

**Associate Vice President for Human Resources**

Graciela Dufour, M.A.

**Associate Vice President for Technology**

LeRoy Butler, Ph.D.

**Assistant Vice President for Business**

Aaron Scheiwe, M.P.A., C.P.A.

**Associate Vice President, Institutional Research  
and Planning**

Jion Liou Yen, Ph.D.

**Associate Vice President for Facilities**

Don Castello, M.B.A.

**Academic Associate to the Provost**

Jeanette Mines, Ph.D.

## UNIVERSITY SERVICES HOURS

### ADMISSION OFFICE

(815) 836-5250 or extension 5250  
Monday-Friday .....8:30 am - 5:00 pm  
Saturday .....9:00 am - 12:00 pm

### BOOKSTORE

(815) 836-5401 or extension 5401  
Monday-Thursday .....8:30 am - 6:30 pm  
Friday .....8:30 am - 5:00 pm  
Saturday .....11:00 am - 3:00 pm

### BUSINESS OFFICE

(815) 836-5210 or extension 5210  
Monday-Friday .....9:00 am - 5:00 pm

### CAMPUS POLICE DEPARTMENT

(815) 836-5222 or extension 5222  
Open 24 hours a day, 7 days a week

### COMMON GROUNDS

(815) 836-5117 or extension 5117  
Located in Fitzpatrick Hall, Open 24 hours a day, 7 days a week (Closed during all breaks - Spring, Summer, Fall, Christmas)

### COURTYARD CAFÉ

(815) 836-5985 or extension 5985  
Monday-Friday .....7:00 am - 11:00 pm  
Saturday .....7:00 am - 1:00 pm

### DINING SERVICES

(815) 836-5387 or extension 5387  
Monday-Friday  
Breakfast .....7:00 am - 9:30 am  
Cont. Breakfast .....9:30 am - 10:30 am  
Lunch .....11:15 am - 1:15 pm  
Dinner .....5:00 pm - 7:00 pm  
Deli, soup and salad bar are available from lunch through dinner.

Saturday and Sunday  
Cont. Breakfast .....9:30 am - 11:00 am  
Brunch .....11:00 am - 1:00 pm  
Dinner .....4:30 pm - 6:00 pm

### FINANCIAL AID SERVICES

(815) 836-5263 or extension 5263  
Monday-Friday .....8:30 am - 5:00 pm

### FLYERS' DEN SNACK BAR

(815) 836-5524 or extension 5524  
Monday-Thursday .....11:00 am - 12:00 am  
Friday .....11:00 am - 12:00 am  
Saturday .....3:00 pm - 12:00 am  
Sunday .....3:00 pm - 12:00 am

### GRADUATE AND ADULT ADMISSION OFFICE

(815) 836-5610 or extension 5610  
Monday-Friday .....8:30 am - 5:00 pm

### HEALTH AND COUNSELING SERVICES\*

(815) 836-5455 or extension 5455  
FALL AND SPRING SEMESTER HOURS  
**Health Services**  
Monday-Friday .....8:30 am - 4:30 pm  
**Counseling Services**  
Monday-Friday .....9:00 am - 5:00 pm  
**Physician Hours**  
Monday and Thursday ... 1:00 pm - 3:00 pm  
(Any day or time changes will be posted)  
\*Please contact the Center for summer and break hours of operation

### INTERNATIONAL STUDENT SERVICES

(815) 836-5549 or extension 5549  
Monday-Friday .....8:30 am - 5:00 pm

### LECKRONE ACADEMIC RESOURCE CENTER (LARC)

(815) 836-5593 or extension 5593  
Monday-Friday .....8:30 am - 5:00 pm

### LIBRARY

(815) 836-5300 or extension 5300  
Monday-Thursday ....7:45 am - midnight  
Friday .....7:45 am - 5:00 pm  
Saturday .....9:00 am - 7:00 pm  
Sunday .....12:00 noon - midnight

### MAILROOM

(815) 836-5274 or extension 5274  
Monday-Friday .....8:30 am - 4:30 pm

### MULTICULTURAL STUDENT SERVICES

(815) 836-5538 or extension 5538, 5331 or 5013  
Monday-Friday .....8:30 am - 5:00 pm

### REGISTRAR'S OFFICE

(815) 836-5133 or extension 5133  
Monday-Friday .....8:30 am - 5:00 pm

### RESIDENCE LIFE

(815) 836-5275 or extension 5275  
Residence Life Duty Hotline (24 Hours)  
.....extension 3889  
Work Order Request Hotline .....  
.....extension 2349 (2FIX)

### STUDENT DEVELOPMENT & LEADERSHIP

(815) 836-5037 or extension 5037  
Monday - Friday .....8:30 am - 5:00 pm  
Event Hotline ..... extension 3868 (EVNT)

### STUDENT ORGANIZATION RESOURCE CENTER OFFICE (SORC)

(815) 836-5834 or extension 5834  
Monday-Friday .....9:00 am - 8:00 pm

### STUDENT SERVICES, OFFICE OF

(815) 836-5275 or extension 5275  
Monday- Friday .....8:30 am - 5:00 pm

### STUDENT UNION

Monday- Friday .....8:30 am - 2:00 am

### UNIVERSITY MINISTRY

(815) 836-5550 or extension 5550  
Monday-Friday .....9:00 am - 5:00 pm  
Sunday .....6:00 pm -10:00 pm  
(All hours listed on this page are subject to change and any changes will be posted.)

# Academic Support

Leckrone Academic  
Resource Center



**LARC is located in the  
North Wing of  
Benilde Hall.**

The Leckrone

Academic Resource Center (LARC) delivers quality programs and services that encourage independent lifelong learners, addresses the diverse needs of the Lewis University student, and fosters a holistic learning environment.

Through Academic and Career Services, the Center helps students improve academic performance through advising, tutoring, and innovative academic programs. These programs focus on strategies proven to help students succeed in the University and beyond graduation by creating learning communities, achieving competency in important academic and professional skills, and providing an enriched educational experience.

Offices and services located within LARC include:

- Tutorial Services
- Career Services
- The SUCCESS & Bridge Programs
- The Scholars Academy
- Program Advising
- International Study Abroad
- First Year Experience
- Academic Services for Student-Athletes
- Service Learning
- Accommodations for students with special learning needs

Students with questions about degree requirements, University regulations and services, or students in need of help with career and employment concerns, study skills, reading, test-taking, or advising will find help at LARC.

Academic and Career Services are provided by faculty, academic advisors, career counselors, professional staff, trained tutors and peer partners.

## Success Program

The SUCCESS Program assists identified incoming students with academic preparation and advising to support their academic success throughout the first year.

### Contact Information

Patricia Jones

Coordinator of the SUCCESS Program

(815) 836-5286, [jonespa@lewisu.edu](mailto:jonespa@lewisu.edu)

[www.lewisu.edu/bridgetosuccess](http://www.lewisu.edu/bridgetosuccess)

## ACADEMIC SERVICES

LARC offers a variety of services to help students achieve college success and enhance their learning through enriching opportunities and experiences. Through individual assistance, group gatherings and seminars, the academic support services offered through LARC provide multiple support options for students with academic concerns.

### Academic Skills

LARC provides multiple opportunities and resources for students to access assistance for improving their academic skills, including test-taking, critical thinking, reading, and study habits.

### Contact Information

Denise Rich

Director of Academic Support Services

(815) 836-5284, [richde@lewisu.edu](mailto:richde@lewisu.edu)

[www.lewisu.edu/tutorialservices](http://www.lewisu.edu/tutorialservices)

### Tutorial Services

LARC offers content-specific tutoring in approximately 100 courses by more than 30 competent and trained peer tutors who must meet specific selection criteria and who are often recommended by faculty. These one-on-one tutoring opportunities are available for students who need more individual and sustained attention in a particular subject area. Students can schedule tutoring sessions in advance or drop in during the day. To make an appointment, contact Barb Seppi by calling (815) 836-5593 or visit [www.lewisu.edu/appointment](http://www.lewisu.edu/appointment).

### Academic Services for Student-Athletes

Designed for student-athletes who have not declared a major, LARC's academic advisor for student-athletes will assist in understanding students' interests and capabilities to aid in selecting courses and area of study. Time is also devoted to connecting students with academic support, monitoring the academic progress of all student-athletes throughout each semester, and maintaining degree progress records for the NCAA.

### Contact Information

Courtney Schmitz

Associate Director of Academic Support Services and  
Athletics Specialist

(815) 836-5992, [schmitco@lewisu.edu](mailto:schmitco@lewisu.edu)

[www.lewisu.edu/studentathlete](http://www.lewisu.edu/studentathlete)

## **IMPACT Center (Innovative Multimedia Projects, Assessment and Coaching with Technology)**

Located within the Lewis University Library, the IMPACT Center offers students opportunities for technology support, multimedia project development, and writing and research support in conjunction with the Writing Center and the Lewis University Library. The Center features equipment and software which promote and enrich the student learning experience and offer greater options for technological self-discovery and improvement.

### Contact Information

Melissa Cavazos-Eichelberger  
IMPACT Center Coordinator and  
LARC Technology Specialist  
(815) 836-5583, eichelme@lewisu.edu  
[www.lewisu.edu/impact](http://www.lewisu.edu/impact)

## **International Study Abroad (ISA)**

Lewis University offers a variety of opportunities to study abroad. Students may study abroad on semester or summer programs while taking courses applicable to their major, minor, General Education, or elective requirements. Fees and costs for the programs are reasonably close to those of Lewis tuition, room, and board. Also, professors develop and lead short-term Travel Study programs that offer Lewis credit. Studying abroad provides unique opportunities to learn about diverse issues and global topics by going beyond the classroom and experiencing them first-hand. For more details about programs, a current listing of opportunities, and how to apply, check the Study Abroad web site at [www.lewisu.edu/studyabroad](http://www.lewisu.edu/studyabroad)

### Contact Information

Chris Swanson  
Director of International Study Abroad  
(815) 836-5993, swansoch@lewisu.edu  
[www.lewisu.edu/studyabroad](http://www.lewisu.edu/studyabroad)

## **Service Learning**

Learning through service is an exciting and sound teaching and learning practice benefiting Lewis students and the community. The Office of Service Learning promotes this academic endeavor by fostering collaboration among faculty, students and community agencies.

### Contact Information

Dr. Christie Billups  
Coordinator of Service Learning  
(815) 836-5829, billupch@lewisu.edu  
[www.lewisu.edu/servicelearning](http://www.lewisu.edu/servicelearning)

## **Scholars Academy**

The Scholars Academy programs are designed for students eager for academic challenges and ways of enhancing their education through a rich variety of curricular and co-curricular experiences.

### Contact Information

Dr. Marne Bailey  
Associate Professor of Biology/Lab Coordinator and  
Director of the Scholars Academy  
(815) 836-5395, baileyma@lewisu.edu  
[www.lewisu.edu/scholars](http://www.lewisu.edu/scholars)

## **Writing Center**

Located within the Library (1st floor), the Writing Center offers face-to-face peer tutoring for students' course writing. Writing tutors are available during weekdays, in the evening and on weekends in the library. Online response to course writing is also available for students who are not on the main campus in Romeoville. Students can either make a Real Time Online response appointment or email their paper to [WritingCenter@lewisu.edu](mailto:WritingCenter@lewisu.edu) for feedback.

The Writing Center offers assistance with:

- Generating ideas and developing content
- Organizing, editing, and revising
- Forming coherent paragraphs
- Composing smoother sentences
- Choosing words wisely
- Developing proofreading and editing skills
- Improving research skills
- Citing MLA, APA, and Chicago Style

Writing tutors can help student writers at various levels of experience and at any stage of the writing process. Tutors come from a variety of majors and are trained to analyze a piece of writing in order to help improve a writer's writing and writing project.

To make an appointment, please contact the Writing Center at (815) 836-5427 or visit [www.lewisu.edu/appointment](http://www.lewisu.edu/appointment).

### Contact Information

Dr. Jennifer Consilio  
Assistant Professor, English and  
Director of the Writing Center  
(815) 836-5727, [consilje@lewisu.edu](mailto:consilje@lewisu.edu)  
[www.lewisu.edu/resources/larc/writinglab.htm](http://www.lewisu.edu/resources/larc/writinglab.htm)

## **Student Rights and Responsibilities for students needing academic accommodations.**

As a Student using the services at LARC, you have the right:

1. To confidentiality. LARC will not release or discuss your documentation with anyone unless you provide a written request.
2. To meet with LARC staff to better understand how your documented disability may affect your academic opportunities at Lewis University and, in accordance with Section 504 and ADA, what reasonable accommodations may address the impact of your disability. These accommodations should not compromise the academic integrity of the course.
3. To be informed about LARC and other University services and how you can access them.
4. To have LARC advocate on your behalf by sending memos to faculty recommending course accommodations.

As a Student using the services at LARC, you have the responsibility:

1. To provide documentation of your disability that meets established guidelines, including an assessment completed no more than three years before you initiate LARC services.
2. To keep LARC informed of your academic progress and problems.
3. To develop self-advocacy skills.
4. To participate with LARC and faculty in investigating how your disability affects your learning process and educational opportunities, and in determining how you may best compensate in order to meet the same academic standards as any other Lewis University student.
5. To request accommodations during registration or by the first day of class, and to discuss with faculty how these accommodations will take place.
6. To follow procedures for receiving services, especially test taking.

## **CAREER SERVICES**

Career planning is a developmental process and an integral component of each student's educational experience. Lewis University's Career Services counselors are committed to helping students' research career options that correspond with their individual skills, values, interests, and goals. Career Services promotes students' personal and professional development by providing career counseling, résumé writing and job/internship search assistance. Students and alumni are encouraged to take advantage of the various services and resources offered. Walk-ins are welcome, appointments preferred. For additional information or to make an appointment with a career counselor call (815) 836-5282, or via e-mail at [careerservices@lewisu.edu](mailto:careerservices@lewisu.edu).

### **Academic Major Advising**

- Undergraduate advising for undeclared students
- Graduate school information

### **Career Counseling**

- Exploration of careers and career paths
- Employment preparation and advancement assistance

### **Career Services**

- Assistance with résumé, cover letter and thank you letter writing
- Mock interviews
- Assistance with locating internships
- Part- and full-time job search
- On- and off-campus career fairs
- Career preparation workshops
- Career Library and resources

### **Employer Services**

- Free job postings
- Online and on-campus recruitment
- Job fairs and employer visit tables
- Customized campus interview options



## INFORMATION TECHNOLOGY

The Office of Technology is responsible for providing computer resources and technical support to the Lewis University community. Office of Technology supports students, faculty, and staff in their use of technologies through management and maintenance of the campus network, Help Desk support, Telecommunications Services, public computer labs, online student records and course registration, Internet access, Lewis e-mail accounts, online learning/teaching, technology-enhanced classrooms, myCampus portal and wireless network access.

### Technical Support

The Technology Support Center is normally staffed while classes are in session or the Library is open. The Technology Support Center is available for technology support by calling the on-campus extension 5950 or (815) 836-5950, or e-mailing [helpdesk@lewisu.edu](mailto:helpdesk@lewisu.edu). Online support is available 24/7 at <http://helpdesk.lewisu.edu>, by using your Lewis I.D. number as your password.

### Electronic Mail

All students are assigned a Lewis e-mail address. This address will be listed in all Directories and be used by the University for official business and communications. Students are expected to check their official e-mail address on a frequent basis in order to stay current with the University's communications.

### Email Use Policy

Emailing is an important method of communication within the Lewis University community. Lewis provides email for educational, research and internal business purposes. Faculty and staff at the University have the capability to send emails that are addressed to large groups (e.g., Lewis Faculty, Lewis Staff, and/or Lewis Students) within our email system. However, this capability should only be used for University sanctioned events or notices. The following types of e-mail are not allowed: advertising non-University sanctioned events, soliciting contributions not related to the University, selling products, advocating for causes, supporting political candidates, requesting personal assistance, forwarding other non-University related email, and email harassing or threatening content. This restriction applies to all University network). Users who violate this policy may have their access to network services restricted or removed. Further violations may lead to disciplinary action.

### myCampus Portal

myCampus is Lewis University's portal and web content management. The system provides single sign-on access to academic information for students, faculty, staff and student organizations, and administration. It is a "one-stop-shop" for everything related to the University experience.

### Online Learning/Teaching

Lewis University's online course management system is Blackboard, an application accessible from any web browser at via myCampus portal or at <http://lewisuniversity.blackboard.com>. Blackboard is used to facilitate the delivery of many online courses available at Lewis University or as a tool by faculty to supplement classroom instruction. Students are assigned a Blackboard account when they are accepted to the University.

### Online Student Records and Course Registration

All students can view their records online. Other options available with online student records include tuition payment, grade reports, graduation application, ordering official transcripts and course registration.

### Public and Specialized Departmental Labs

Main campus has several public and specialized departmental labs available to serve the Lewis University community. All lab machines are equipped with University-supported software and some labs also feature applications for academic specific needs. Public labs are staffed by trained student lab assistants during lab hours.

All Lewis University regional campuses have public computer labs with on-site staff to assist users.

### Technology-Enhanced Classrooms

In January 2014, 90% of all classrooms were equipped with Level II or higher technology teaching tools including instructor computer workstations, network-enhanced equipment, VCR/DVD equipment connected to ceiling-mounted LCD projectors, instructor podiums with audio capabilities, and wireless Internet. Lewis University has pledged an on-going commitment to the expansion and enhancement of classroom technology.

### Residence Hall Network, Voice Mail System, and Cable Television

Students living in residence halls may connect a personal computer or laptop to the University network. A data port is available in all residence hall rooms for every resident student. Students will need an Ethernet card and a data cable. All students accessing the Lewis University network will register their computer online and download specified anti-virus software provided by the University free of charge.

Each residence hall room is also equipped with one telephone jack and one voice mail account.

Each residence hall room has access to Cable Television (Flyer Vision) free of charge to the students.

A list of current cable channels can be obtained from the Lewis University Web site at the Office of Technology home page, cable TV section. To view high definition programming your HD TV must have a QUAM tuner.

## Wireless Internet Access

Students with personal laptop computers and wireless cards can access the Internet across the main campus and regional campuses. Wireless logins are provided to all students at no charge.

## Emergency Notification System

The emergency notification service enables Lewis University to contact students, faculty and staff in case of weather closings or other emergencies. Each semester students, faculty and staff are invited to update their emergency contact profiles. Profile information can include telephone numbers, e-mail addresses and text messaging options.

## Computer and Software Purchase

Lewis University students can purchase personal computer hardware and software at a reduced price via the Lewis University Web site.

## Statement of Acceptable Use of Information Technologies

Students are bound by the Lewis University Network Services Acceptable Use Policy that describes conditions for the use of information technologies at Lewis University. The document governs specific acceptable use policies but may not address every situation encountered in the use of information technologies at the University. The intent of this document is also to establish a framework in which each situation may be evaluated. A current copy of the document is kept on file in the Office of Student Services and Office of Technology.

## Copyright Laws

Students must abide by all copyright laws including the transmission of any information, software or other material that is protected by copyright (including music and videos) or other proprietary right (including trade secret materials), or derivative works thereof, without obtaining permission of the copyright owner or right holder.

Further details relating to Information Technology information and policies are available on the Lewis University Web site.

## LIBRARY

The Lewis University Library is an important intellectual center on campus. In addition to books and periodicals, the library houses a curriculum collection, a government depository, materials in microfilm, micro reader/printers, copy machines and a full array of indices and abstracting services.

The Lewis University Library has a comfortable seating capacity for more than 400 students. There are four group study rooms available as well as a faculty study room, two library conference rooms, the very popular Media Classroom, handsomely decorated and appointed with seminar seating for 30 people, and the Library Computer

Lab which seats 26 people. Additionally, the library is a wireless site for laptop personal computers.

The library provides 33 computers attached to laser printers for word-processing, catalog and database searching, Internet access, and e-mail. These PCs are equipped with Microsoft Office 2007 and programs for spreadsheet and database work. Additionally, these PCs have Internet access for database and internet searching. These PC's access 45 computerized database-searching facilities. The library offers almost 130 databases for academic research. A list of databases, with coverage information, is available at the circulation desk.

Students have access to a computerized catalog and additional computerized periodical indexes (most with full text availability) through the Lewis University Library's membership in CARLI. I-SHARE is a on-line catalog of library materials that can be used to locate and request items from 76 academic libraries throughout Illinois. Access to I-SHARE is provided through the Lewis Library webpage.

For the Lewis Library, as well as the other 76 libraries in CARLI, I-SHARE is used as an online catalog for the library's book collection and as a means of tracking the circulation functions. Students use their IDs with a bar-coded strip as their library card. Also, the process of direct borrowing from other libraries is greatly enhanced by the ID system. A further explanation of a student's direct borrowing options is available from any Lewis librarian.

The Lewis University Library is a member of several important interlibrary groups. LIBRAS (which stands for Library Association) is a very active, important consortium of academic libraries in the Chicago and suburban areas. Lewis is also a member of the South Metropolitan Regional Higher Education Consortium. These various consortia enhance the Lewis University Library's ability to fill the needs of the students of Lewis University, both full and part-time, on the Romeoville campus, as well as the off-campus sites.

Bibliographic instruction may be arranged through the reference department. Workshops emphasizing specialized research functions and abilities are also available for credit.

### Library hours during the regular session are:

Monday – Thursday ..... 7:45 am - 12:00 midnight  
Friday ..... 7:45 am - 7:00 pm  
Saturday ..... 9:00 am - 7:00 pm  
Sunday ..... 12:00 noon - 12:00 midnight

Library hours are extended before and during exam periods and any exceptions to the hours listed above are posted at the library entrances.

## Heart Pacemaker Wearers

Heart pacemaker wearers should be aware that an electronic theft detection system is in use at the main entrance of the library and at the elevator. The system is not believed to pose any problem to pacemaker wearers.

## Cellular Phones

The use of cellular phones is strongly discouraged in the library due to the disruptive nature of the ringing and talking.

## REGISTRAR

The maintenance and safeguarding of the academic records of students are the responsibility of the Registrar's Office. This responsibility includes housing the records, issuing the transcripts, and carrying out the transcript audit prior to graduation.

The office handles the registration of students, changes in programs and course withdrawals.

### Registration Policy

This is the process by which students with an approved schedule reserve their place in classes for the coming semester. A schedule may be approved only through an advising conference with the student's major departmental advisor or through advisors in either the Success or Academic Exploration Programs. Students may not register without consultation with an academic advisor. Please consult the procedures particular to your college and/or department for more specific guidelines and regulations.

Registration takes place during official periods designated by the Registrar. All information about registration for each semester is contained in the University Course Schedule published prior to each registration period.

### Online Registration and Student Records

Lewis University students register online, after obtaining a unique Registration Access Code from the major advisor. Student records information are available to the student online include:

- Registration
- Schedule
- Credit Card Payment
- Course Offerings
- Catalog
- Applying for Degree
- Transcript, Unofficial
- Grade Report
- Billing/Financial Aid
- Personal Calendar
- Buying Books Online
- Update of Address/Phone
- Order Official Transcript

To access this information go to [www.lewisu.edu](http://www.lewisu.edu), click Lewis Students and then click View Student Records. First-time entry will require the student's birth date as the PIN. Enter the PIN as eight digits, for example, 01041975, for Jan. 4, 1975.

### Grade Reports

Your official grade report may be obtained on the Internet. To access this information go to [www.lewisu.edu](http://www.lewisu.edu), click Lewis Students and then click View Student Records.

Students with special requests may contact the Office of the Registrar for assistance, after grades have been posted at (815) 836-5133.

## Transcripts

The transcript is the academic record of the student. It contains all courses taken at Lewis University and their corresponding grades, credits attempted, credits earned, quality points, and the grade point average. Approved transfer credits are also on the transcript listing only the course title and credits earned. The transcript lists the Lewis degree earned, major(s) and minor(s), and the graduation date. The University adheres to the Family Educational Rights and Privacy Act of 1974, as amended, with regard to information contained on the student transcript. Students may review their transcript at the Office of the Registrar. Copies are available, for a fee, upon written request in-person, by written mail request, or online from the Lewis Student page at the Lewis Web site. Current and prior students will not receive a transcript until all financial obligations to the University, including, but not limited to, tuition, fees, and fines, have been completely satisfied.

## ACADEMIC HONESTY

Scholastic integrity lies at the heart of Lewis University. Plagiarism, collusion and other forms of cheating or scholastic dishonesty are incompatible with the principles of the University. Students engaging in such activities are subject to loss of credit and expulsion from the University. Cases involving academic dishonesty are initially considered and determined at the instructor level. If the student is not satisfied with the instructor's explanation, the student may appeal at the department/program level. Appeal of the department /program decision must be made to the Dean of the college/school. The Dean reviews the appeal and makes the final decision in all cases except those in which suspension or expulsion is recommended, and in these cases the Provost makes the final decision.

### Computer Ethics

Students are expected to refrain from performing actions which damage, threaten, or waste information technology resources. Students are expected to use information technology resources responsibly and to avoid behaviors that limit others' access to those resources. These actions include, but are not limited to sending spam email; creating unnecessary print jobs and file storage requests; consuming excessive network bandwidth by downloading or uploading large files; creating, distributing, installing, or running computer malware; attempting to tamper with the software installed on a University computer; and making excessive copies of documents. These actions are further explained in the Lewis University Acceptable Use Policy. Computers owned by students in residence halls and connected to the University's network may not be configured to act as servers that are accessible to students outside the University, and they may not be used for commercial activity or for engaging in illegal activity of any kind. Attempts to hack into University and other students' computers are prohibited. Computing and networking resources at Lewis

University are to be used in a responsible, efficient, ethical and legal manner.

## **POLICIES AND PROCEDURES FOR APPEALS**

### **Grade Appeal Process**

- 1) If a student wishes to appeal a final grade for a course, the student must, prior to the third week of the subsequent fall or spring semester, contact the instructor of the course to express concern.\* The instructor of the course will review with the student how the grade was determined.
- 2) If the student is not satisfied with the explanation, he or she may submit a letter of appeal with a rationale for a change of grade to the Program Director/Department Chair of the program where the course is offered or to the Dean's office if the instructor is the Department Chair. The Program Director/Department Chair or Dean's designee will communicate with the instructor to review the student's letter of appeal and to ascertain how the grade was determined. The Program Director/Department Chair or Dean's designee will then meet with the student to inform the student of the Program director's/Department Chair's or Dean's designee's determination on the appeal.
- 3) If the student is still not satisfied with the result of the grade appeal and wants to appeal to the Dean, the student must submit a letter of appeal to the Dean of the college. The letter of appeal must contain a summary of the meetings with the instructor and with the Program Director/Department Chair or Dean's designee, and it must include any evidence supporting the claim for a grade change.
- 4) The Dean will review the material and render the final decision. The Dean will communicate the decision in writing to the student and to the instructor of the course. The Dean's determination is final.
- 5) Appeals must move with reasonable speed through the review process. The full process from when the student first contacts the instructor should take no longer than four weeks.\*
- 6) Anecdotal notes will be made and signed by all participants in all phases of review of the grade.

*\* Students in programs with a lockstep sequence and/or who must maintain a specified GPA may need to accelerate the grade appeal process. Please consult the pertinent college guidelines for specifics.*

### **Policies and Procedures for Appealing Other Academic Matters**

All appeals regarding academic matters other than grade appeal and academic dismissal are handled according to the following guidelines:

- 1) If a student wishes to appeal an academic decision, a written letter of appeal must be sent to the appropriate academic Dean.

- 2) The Dean will review the situation and render a decision. The Dean will communicate the decision in writing to the student.
- 3) If the student is not satisfied with the decision of the academic Dean, the student may petition the Provost. Documentation submitted with the written petition must include the original letter of appeal and the decision of the academic Dean.
- 4) The Provost will establish an Ad hoc Committee composed of:
  - one faculty member appointed by the appropriate academic Dean;
  - a representative from the Office of Student Services;
  - one (1) faculty member chosen by the student.
- 5) The Ad hoc Committee will hear the appeal and make a recommendation to the Provost, who makes the final decision. The Provost will communicate the decision in writing to the student.

### **Dean's List for the Honor Students**

To be eligible, an undergraduate student must have completed at least 12 hours during the semester, with a grade point average of at least 3.5 and with no "D" or "F" grades. A grade of Incomplete (I) will cause a student's name to be omitted from the Dean's List. Credit hours taken on a pass/fail basis are not included among the 12 hours needed to be eligible for the Dean's List of Honor Students.

## **CLASSROOM DECORUM**

In order to maintain an environment conducive to learning and student development, it is expected that classroom discourse is respectful and non-disruptive. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave class for the remainder of the class period. Students considered being a disruption or who present a threat of potential harm to self or others may be referred for action to the Dean of Student Services.

# University Services



## BOOKSTORE

The Lewis University Bookstore is operated on the main campus by Follett Higher Education Group. The main purpose of the store is to serve the Lewis University community of students, faculty and staff, and alumni. In addition to course materials for every Lewis University student, the store offers a unique selection of Lewis

University apparel and gift items, as well as school/office supplies, reference materials and snacks.

### Regular Hours of Operation Year-Round are

Monday through Thursday.....8:30 am to 6:30 pm  
Friday.....8:30 am to 5:00 pm  
Saturday.....11:00 am to 3:00 pm

Special extended or reduced hours may be appropriate as the academic calendar warrants. These hours will be posted on the store voice mail and website.

Payments can be paid with cash, check, credit card or financial aid (if applicable) at the time of purchase. Personal checks are accepted when accompanied by a valid driver's license and student ID. Returned checks are subject to relevant bank fees.

### Refund Policy

- Textbooks purchased for the traditional fall and spring semesters can be returned or exchanged when presented with the original receipt within one (1) week of the start of classes or within two (2) days of a purchase made more than one week after the start of classes.
- Textbooks bought for summer, accelerated or other late start classes may be refunded within two (2) days of the date of purchase.
- Textbooks purchased throughout the semester are subject to a two (2)-day refund period.
- Any textbook for which a return or exchange is sought must be in resalable condition.
- No textbook refunds will be made during the last week of a term.

### Textbook Buyback Policy

Although the store buys back books every day, **the best opportunity to sell books back to the bookstore is during the last weeks of a semester-during finals.** The bookstore will make every attempt to buy your books at 50% of the original purchase price if re-adopted by the University for a future term. If, however, the University has not yet re-adopted a book, or in the event that the current need is exceeded, the bookstore will pay the current wholesale price.

### Online Purchases

The store website, [www.lewisu.bkstr.com](http://www.lewisu.bkstr.com), offers not only the full listing of required and recommended course materials, but clothing, gifts supplies and computer products as well. Shipping costs are the responsibility of the purchaser and promotional rates are at times offered. The store does not make arrangements for shipping on campus, but does offer a simple and convenient in-store pick-up option. Textbooks may have both the used and new prices listed, but the listing does not guarantee availability. Any Web order delays or concerns can be addressed via phone or e-mail.

### Text Rental

Finally the store continues to offer the ability to rent an expanding selection of textbooks. The Rent-A-Text program provides you with the option of renting a textbook for an academic term rather than purchasing it. You simply bring it back to the Bookstore by the check in date printed on your receipt. In some cases, we even rent subscriptions on select digital titles to give Lewis students one more cost saving option. Renting at the Lewis University Bookstore can save you as much as 50% or more off of the new book price. Go to [lewisu.bkstr.com](http://lewisu.bkstr.com), [cafescribe.com](http://cafescribe.com) or stop by the store for more information.

## BUSINESS OFFICE

Students selecting to pay in full may make their payment in advance by mail (check) or in person at the Business Office (cash or check). Credit card payments (MasterCard, Discover, or American Express) can only be made online and includes a convenience fee. Please note, Visa cards are not accepted. A no-fee online option is available to students for making an ACH (checking or savings) payment. To make a payment online, visit [www.lewisu.edu](http://www.lewisu.edu), *Lewis Students, Tuition Payment*.

Students are not required to visit the Business Office on residence hall move-in day. Payment arrangements may be made prior to move-in online.

The Business Office utilizes an electronic billing system for sending monthly statements. This system enables students and parents to receive and pay their bill through the internet. Students will receive an email notice through their University e-mail account to initiate this process. A monthly statement (“e-bill”) will then be emailed to the student indicating that a new bill is ready for their review. Students are encouraged to manage their email accounts to avoid the statement being “bounced” back due to account size limits. Additionally, students have the option to add an additional email address to which they would like the e-bill sent. Students will also have the option to initiate a credit card or online check payment through the e-bill. If a monthly e-bill is not received, students must still make payment or payment arrangements.

### Regular Hours are

Monday – Friday..... 9:00 am - 5:00 pm

## CAMPUS POLICE DEPARTMENT

The Lewis University Police Department is dedicated to serving students, faculty and staff with a team of highly trained public safety professionals committed to creating a safe living and learning environment. The Lewis University Police Department is comprised of both sworn Police Officers (peace officers) as defined in the Private College Campus Police Act (110 ILCS 1020) and civilian Campus Safety Officers. The Lewis University Police Department has the authority to enforce state statutes and local ordinances in addition to University policies as outlined in the Student Handbook. Lewis University Police Officers are armed and possess law enforcement authority including powers of arrest. Generally, at least one sworn Police Officer is on duty at all times. The University Police Department operates 24 hours a day 365 days a year. The University Police Department is located in the lower level of Student Union and may be reached at (815) 836-5911 (emergency) and (815) 836-5222 (non-emergency).

Any member of the community wishing to report a crime may contact University Police. When reporting a crime, be prepared to provide your name, address, and telephone

number for investigative purposes. Anonymous reports may be made and reporting persons are not required to give their names, addresses, or phone numbers for police personnel to respond and investigate. Anonymous reports can be made through the Silent Witness program on the webpage [www.lewisu.edu/police](http://www.lewisu.edu/police).

Preventing crime is the responsibility of all community members. The most effective method of prevention involves minimizing opportunity. Locking vehicles and residence hall doors, keeping valuables out of reach and view, and engraving valuables to help protect possessions from theft are effective techniques for crime prevention. Personal safety on campus can be enhanced by promptly reporting any suspicious person or activity to campus police.

### Identification Cards

All students must obtain a student identification card. The identification card should be carried at all times, especially when entering campus after normal business hours. Upon request of any University official, the student’s identification card must be presented. Refusal to do so or any attempt at misrepresentation of identity will result in disciplinary action. Replacement identification cards can be obtained at the Police Department administrative office. A fee will be assessed to student accounts for replacement ID cards.

### Lost and Found

The Police Department serves as the central reporting and collection point for all lost and found items.

### Miscellaneous

If students experience any problem after normal business hours of the University, either on weekends or during the night, they should contact Residence Life staff and/or Campus Police. Maintenance problems should be reported promptly to the Residence Life staff and/or Campus Police.

### Emergency Notification Systems

Lewis University has the capability to contact all of its students, faculty, staff and administrators within minutes through Send Word Now, a system that can send emergency messages by telephone, e-mail, text messages, and other services. This system is designed to be used to contact the Lewis University community in the event of closings due to weather, emergency situations or other occurrences that could affect the main campus or off campus centers. **It is the responsibility of the student to provide the University with current contact information.**

The University can also utilize the Federal Informer System as an Emergency Alert Intercom system for emergency situations, such as fire, electrical failures or situations which might threaten campus safety. This emergency intercom system is designed for emergency announcements only. The Federal Signal Informer system also has a weather alert tone that will be activated by the Romeoville Emergency Management Agency when weather alert sirens are sounded in the village.

## Injury and Medical Emergencies

- Call Campus Police at extension 5911 or (815) 836-5911.
- Describe the type of medical emergency or injury.
- Advise if an ambulance or paramedics are requested.
- Give a location and call back number if available.
- Stay on the line with the dispatcher until he/she has all the needed information. University Police will respond to all medical emergencies or injuries and will contact emergency medical service as needed. During normal University business hours, nonemergency medical assistance can be obtained through the Center for Health and Counseling Services located in the lower level of Mother Teresa Hall.

Campus Police will respond to all medical emergencies or injuries and will contact the Romeoville Fire Department paramedics as needed.

During normal University business hours, nonemergency medical assistance can be obtained through the Center for Health and Counseling Services located in the lower level of Mother Teresa Hall.

## Fire

- Upon discovering fire, smoke or an explosion in the building, stay calm and activate the nearest fire alarm pull station.
- Call Campus Police at extension 5911 and be prepared to give information on location, size and cause of the fire, as well as any injuries.
- Follow posted room/building evacuation routes and account for all occupants of the room. Do not use elevators, as electrical power may cut off.
- If trapped in a room, retreat and close as many doors as possible between you and the fire. Place cloth material around and under the door to stop smoke from coming in. Signal from windows and use phones/cell phones to advise Campus Police of your location.
- Provide assistance to individuals with disabilities in relocating to specified refuge areas and notify Campus Police at extension 5911 of these individuals and their location.
- If forced to travel through the smoke, stay low and breathe shallowly using a shirt or jacket as a filter.
- Before opening any door, check first to see if it is hot to the touch. If the door feels hot – do not open it!
- Never re-enter the building once you have evacuated it until instructed to do so by the fire department or Campus Police.

Whenever a fire alarm is sounded, all persons **must** evacuate the building in a safe and orderly manner through the nearest fire exit to an open area away from the building. The Residence Life staff in conjunction with Campus Police staff will oversee the evacuation of the residence hall areas. Please do not panic. Never disregard a fire alarm. Obstruction and/or disregarding the instructions of

firefighting personnel, Campus Police staff or Residence Life staff will result in disciplinary action. The Fire Department will determine when it is safe to re-enter the building. If a false alarm is witnessed, this violation should be reported to Campus Police.

## SEVERE WEATHER AND TORNADO ALERTS

- Tornado warnings are issued by the national weather service and the Romeoville Emergency Management Agency when severe weather is eminent.
- Once the warning is issued, move to a designated severe-weather refuge area as indicated on the evacuation/refuge plans in each building/room.
- Stay away from windows and doors and either sit or lie on the floor with arms folded over your head.
- If outside, take shelter in the nearest building or a ditch/depression.
- Once the storm has passed, call Campus Police at extension 5911 to report any injuries or damage.
- If the building is severely damaged, evacuate as soon as possible after the storm has passed.

## BOMB OR BIOLOGICAL THREATS

### Bomb Threats

- Since most threats are received by telephone – document as many details as possible, including any caller ID number displayed.
- Immediately call Campus Police at extension 5911 or at (815) 836-5911 and provide them with as much information as possible from the bomb-threat call.
- Immediately conduct a quick visual search of your area for any unusual or unfamiliar items. Do not handle, move, or touch suspicious items – report them to Campus Police.
- Move to a safe location and wait for the police. The University Administration will make a determination as to whether an evacuation is warranted based upon the assessment of the threat level.

Unlike an explosion, a biological threat or attack may or may not be obvious. While it is possible you will see signs of a biological threat, it is more likely that local healthcare workers will report a pattern of suspicious illness.

- Protection of breathing airways is the single most important things a person can do in the event of a chemical or biological threat, incident, or attack.
- In most cases, without a gas mask the only sure way to protect an airway is to put distance between yourself and the source of the agent.
- Evacuate the area where there is a threat, cover your mouth and nose with a handkerchief, coat sleeve, or any piece of cloth to provide some moderate mean of protection.
- Move upwind from the source of the attack.
- If evacuation from the immediate area is impossible, move indoors (if outside) and (if indoors) upward to an interior room on a higher floor.

- Once indoors, close all windows and exterior doors and shut down all air conditioning or heating systems to prevent circulation of air.
- In any case of exposure to chemical or biological agents, no matter what the origin, assistance should be sought as soon as possible, even if no symptoms are immediately evident. Contact Campus Police at extension 5911 or (815) 836-5911 if calling from a cell phone.

### **Evacuation of Individuals with Disabilities**

In cases of emergency, those individuals with physical disabilities, who are not on the ground floor, may need assistance with building evacuation.

### **For Ambulatory Individuals**

(Those individuals with disabilities that might impair rapid building evacuation such as those who are blind, deaf, or using walkers or crutches):

- Guide the individual to a stairwell and assist them in evacuating once a clear passage has been established.
- Guide them to the designated evacuation area.

### **For Non-Ambulatory Individuals**

(Those confined to wheelchairs):

- Move the individual to the appropriate refuge area near a stairwell and await assistance if there is no immediate danger.
- Contact Campus Police at extension 5911 or (815) 836-5911 and provide as much information as possible as to the location and condition of the individual.
- If the hazard becomes life-threatening, move the individual to a room and close the door. Inform Campus Police immediately of the new location of the individual.

**Do not use elevators for evacuation in any fire or other emergency that may affect building electricity.**

### **Campus Violence**

Campus or workplace violence may include the use of deadly weapons. Advance warning is unlikely. Contact Campus Police at extension 5911 or (815) 836-5911 in the event of any incident of violence and try to remain calm for your safety and the safety of others.

### **Weapon Observed**

- Call Campus Police at extension 5911 or (815) 836-5911, if it is safe to do so and advise exactly where you are located.
- Stay on the line with the dispatcher if it is safe to do so.

### **Violent Crime in Progress**

#### **If exiting the building is possible**

- Exit the building immediately.
- Tell others who may be approaching to stay out of the building.

- Try to be aware of your surroundings.
- Notify Campus Police at extension 5911 or (815) 836-5911 or 911 immediately upon reaching a safe location.

#### **If exiting the building is not possible**

- Go to the nearest room or office.
- Close and lock the door.
- Choose a room without windows if possible, if not stay away from windows.
- Turn off the lights and remain quiet.
- DO NOT answer the door.
- Call Campus Police at extension 5911 or (815) 836-5911 or 911.
- Remain in place until help arrives or you receive further direction from University communication systems (Send Word Now, Federal Informer systems).

#### **If the incident is occurring in the immediate area where you are located**

- Try to exit if safe to do so.
- Take cover if threatened and you cannot exit.
- If possible, call extension 5911 or (815) 836-5911 or 911.

### **Explosion/Bomb**

- Do not disturb, move, or touch any suspicious packages.
- Immediately evacuate the building using established evacuation routes.
- Call Campus Police at extension 5911 or (815) 836-5911 or 911. Provide as much information as possible and stay on the line with the dispatcher, if it is safe to do so.

### **Crisis Management**

- Become familiar with the areas you use. Before an incident occurs, know your evacuation route and where to take shelter depending on the emergency.
- Stay calm – do not make the situation worse. Do not let yourself or others take unnecessary risks. Others will respond as you do – set the example.
- Use plain language during a crisis. Everyone will be under stress and keeping things simple and straightforward will make the information easier to understand.
- Aid those you can without added risk. Follow instructions exactly when they are relayed.
- Talk to each other – prior conversations about what could happen and how to respond will help prepare us for a crisis.
- Stress, fear, fatigue, and anger will be present in those around you. Be prepared to deal with human nature. Do not become frustrated.

## Campus Security Act

The University is required to publish annual reports on the number of incidents of murder, manslaughter, sex offenses, aggravated assault, burglary, robbery, vehicle theft, arson, arrests for liquor, drug or weapons laws, and the number of students referred to campus judicial systems for liquor, drug and weapons violations.

In addition, the University is required to publish general information about reported violations of the above crimes. Exceptions are allowed if publicizing details would compromise a criminal investigation or jeopardize the safety of any party involved.

For more information regarding the Campus Security Act or Lewis University crime statistics, you may contact the Police Department or visit [www.lewisu.edu/student-services/security/campuscrime.htm](http://www.lewisu.edu/student-services/security/campuscrime.htm).

## Parking and Traffic

The following regulations are intended to serve as guidelines to ensure maximum use of on-campus parking facilities and an orderly and safe traffic system.

## Vehicle Registration

All individuals (students, faculty, staff and visitors) must obtain a parking permit from Campus Police. The parking permits must be obtained and placed in the correct location on your vehicle no later than the end of the second week of classes each semester. Should anything happen to your parking permit (lost, damaged or stolen) a new permit must be obtained immediately from Campus Police.

- Once issued, parking permits are active as long as you are a member of the Lewis University community. Individuals are asked to deactivate permits when they are no longer a member of the community. This process can be completed by using the online form from the webpage.

## Parking Permit Fees

- Undergraduate Parking Permit per semester: \$80 (fee waived for graduate/accelerated students).
- Additional vehicles registered for the same student: \$25
- Remote Permit (Lot NN only): no charge (Supply is limited to the first 200 applicants).
- Replacement permit (if lost or damaged): no charge
- Temporary permits (up to one week): no charge
- Guest permits: no charge
- Faculty/Staff permit: no charge

## Procedures

- Students must present a University Identification Card and the make, model, and state registration number of the vehicle to be registered.
- New permits are issued one time, a parking fee will be charged every semester you have an active permit. In order to replace a permit (for a new vehicle or lost permit) the student must deactivate the old permit. A

permit deactivation form can be completed on-line at the Police Department website [www.lewisu.edu/police](http://www.lewisu.edu/police).

- Parking permits are billed by the business office to the students account. Accounts can be monitored and paid online. It is the responsibility of the student to make contact with University Police or the Business Office in the event there is a permit billing error.
- If a non-registered vehicle is to be operated on campus on a temporary basis, a temporary parking permit must be obtained from University Police Department.
- Temporary permits are valid for up to one (1) week and may be obtained no more than three (3) times each semester. These permits are only issued from the University Police Department office.
- All vehicles must be properly licensed and completely operable according to Illinois State Vehicles Codes and Village of Romeoville Ordinances.
- Lewis University cannot assume responsibility for any damage or thefts from vehicles on campus.
- Student parking permits must be displayed in the upper left (driver side) rear windshield of the vehicle. For motorcycles, the permits may be displayed on the windshield or other prominent location near the front of the cycle.
- Faculty/Staff parking permits must be hung from the inside rear-view mirror of the registered vehicle.
- Faculty/Staff parking permits may be requested via online form on the Police Department web site.
- Temporary permits and guest permits should be displayed on the front dashboard in plain view.

## Parking Regulations

Special restrictions such as handicap parking, designated spaces for visitors, and other special designations are posted in each parking lot. Vehicles with state issued handicapped plates or placards may park in any designated handicapped parking space regardless of the lot usage designation in accordance with State law and Village ordinances.

- Handicapped parking spaces are (2) parking spaces wide. Parking is not permitted in the hashed area between marked spaces unless your vehicle is properly registered with state handicapped plates or placards.
- There is no parking allowed on any University street by other than authorized University vehicles, emergency vehicles, or where otherwise posted.
- All vehicles operated by students and faculty/staff members must display a valid parking permit. Parking permits must be visible and legible. Instructions on proper display of permits are available from Campus Police.
- No parking is permitted at the side of campus buildings, in grassy areas, on sidewalks, or within 15 feet of fire hydrants or crosswalks.
- Students who have registered for the free parking permit (Lot NN) are restricted from parking in any parking lot on campus other than Lot NN.

## Traffic Regulations

- The speed limit on all University streets is 15 MPH.
- The speed limit in all University parking lots is 10 MPH

All traffic regulations of the Village of Romeoville and the State of Illinois are in effect on the campus and will be enforced. This includes enforcement of stop signs, pedestrian crosswalks, and other state and local traffic regulations.

## Other Regulations

- The person to whom a vehicle is registered is responsible for any and all violations of campus traffic and parking regulations, unless the driver at the time of the violation is specifically identified.
- Adding automobile oil is permitted, but oil cans and other debris must be placed in receptacles. No oil changing or repairs to cars may be made on campus. Any exceptions must have the prior approval of Campus Police.
- Inoperable vehicles may not be left on campus. Such vehicles will be towed at the owner's expense.
- Students accumulating more than five tickets during a semester may be referred to the Office of Student Services for judicial processing. Any additional violations may result in suspension of driving privileges on campus. Students operating a vehicle on campus while under such suspension will be referred to the Office of Student Services for disciplinary action.

## Enforcement

- Campus Police will enforce all traffic and parking regulations on the campus. Vehicles in violation of parking regulations are subject to ticketing and towing.
- A two week time period will be allotted at the beginning of each semester to allow students and faculty/staff members to obtain and display valid parking permits. (This period simply allows individuals to register their vehicles. All other parking and traffic regulations are in effect).
- Fines range from \$20.00 to \$250.00 for each offense cited. Fines are payable at the Business Office within seven days of the issuance of the citation. Failure to satisfy the fines charged will ordinarily result in fines being billed to students, faculty, or staff by the Business Office.
- Unauthorized vehicles parked in reserved parking areas, including handicapped, will be subject to a fine and towing at the owner's expense.
- Campus parking lot restrictions are removed beginning each Friday at 6 p.m. until Sunday night at 6 p.m. All lots are open, with the exception of handicapped accessible spaces.
- The purchase of a permit allows you to park on campus. It does not guarantee you a spot.

## Parking Ticket Appeals

The issuance of parking/traffic violations is an indication that a University policy has been violated. It is the responsibility of the alleged violator to prove in an appeal that the Policy was not violated.

A ticket may be appealed, based on either factual error or extenuating circumstances, within 7 calendar days of issuance. After this period has elapsed, the ticket stands as written and will be billed.

Appeals using any of the situations/conditions listed below are not an example of proof that the policy was not violated. The following are not valid grounds for appeal:

- Lack of knowledge of Universities Parking Policies
- Parking in a location for only a "few minutes" where parking is not allowed
- Using your hazard lights to indicate that you are parking in an area where you are restricted from parking.
- Using another errant driver as evidence that "they got away with it, so should I"
- Parking in areas that are restricted for your permit. (residents parked in commuter lots)
- Inclement weather (rain, snow, wind)
- Not having a visible permit
- Permit is improperly displayed
- Late for class
- Violation of handicapped parking areas without appropriate permits.
- A borrowed or rental vehicle without a temporary permit attached.
- Loaning a car to another driver who does not know University policies.
- Inability to find legal or convenient parking

## The appeal process:

A ticket may be appealed, based on either factual error or extenuating circumstances, within seven (7) calendar days of issuance. After this period has elapsed, the ticket stands as written and will be billed.

The appeal will be reviewed by a Police Department professional staff member. A determination will be made as to whether:

- A ticket will stand as written.
- The violation cited and/or fine will be modified.
- The ticket will be voided.
- A request for an appeal is no guarantee that the appeal will be considered. Grounds for the appeal must be clearly outlined in the written request.

## Auto Accidents

All auto accidents occurring on University property are to be reported to Campus Police immediately. A complete accident report will be prepared on the incident and will be made available to the involved parties. Failure to report an accident or leaving the scene of the accident are serious violations of both University regulations and state law.

## Snow Removal

To facilitate snow removal and maintain adequate parking facilities on campus, NO OVERNIGHT PARKING is permitted during the winter months (December 1 through April 15) in parking lots C, D, E, and F.

Snow removal in parking facilities will be in accordance with the above listed priority. Illegally parked vehicles will be ticketed and subject to towing at the owner's expense.

## Additional Services

- Temporary parking permits free of charge.
- Battery jump starts.
- Assisting when keys are locked in a vehicle.

Should a student be unable to resolve the situation, an officer will provide a list of off-campus services. In order to obtain any of these services, a student must display his/her ID card. These services will be provided subject to the availability of personnel and equipment.

## Campus Access

After normal University business hours, at night or at certain other times, vehicles entering the campus are stopped and identification is required of the occupants. At such times, access to the campus will be controlled on a restricted basis. The University is private property and therefore persons entering the campus are subject to University rules and regulations.

All resident and commuter students must carry with them at all times their Lewis University ID card to present upon request to any University staff member for verification. All non-students traveling in a vehicle with a student must also have some form of identification to display, such as a driver's license or a school ID from another institution. It is the responsibility of the Lewis student to ensure that his/her guest(s) has an ID with them before an attempt is made to enter the campus.

## Guest Registration

Students must register their expected guests in advance in person with Campus Police so that the guests can be admitted by the officer controlling vehicle access to the campus. Failure to do so will result in guests being denied access to the campus. All guests must submit identification prior to being admitted to campus. A student may sign in no more than eight guests a day.



## Escort Service

The Police Department provides a walking escort service for students, faculty, staff and visitors who desire to be escorted from one point on campus to another. The escort service is limited to two persons per escort.

## COMMUTER STUDENT SERVICES

Commuter students are a vital part of the Lewis University community. The Office of Student Services provides support and guidance to students in a variety of matters.

Commuter students are highly encouraged to get involved in co-curricular activities. Membership in the Commuter Council of the Student Governing Board is an excellent way to influence the commuter student experience.

The Office of Student Development and Leadership is the primary source of commuter student programming. The Office of Student Development and Leadership are located on the main floor of the Student Union and their number is (815) 836-5834 or 5607. Call or stop by if you have questions or ideas.

## DINING SERVICES

The Lewis University food service is operated by Sodexo Campus Services. The main goal of Sodexo is to provide a pleasant, clean, comfortable and satisfying dining experience to the Lewis students, faculty, and staff.

Sodexo office hours of operation are Monday through Friday 9:00 am – 5:00 pm.

Serving hours for the University dining services are as follows:

### Monday through Friday

Breakfast .....	7:00 am - 9:30 am
Continental Breakfast.....	9:30 am - 10:30 am
Lunch .....	11:15 am - 1:15 pm
Dinner .....	5:00 pm - 7:00 pm

### Saturday and Sunday

Continental Breakfast.....	9:30 am - 11:00 am
Brunch.....	11:00 am - 1:00 pm
Dinner .....	4:30 pm - 6:00 pm

On holidays and non-class days, the Dining Hall will observe the weekend schedule; during breaks and vacation periods, when the regular student meal plan is not in effect, the Dining Hall or Flyers' Den Snack Bar will be available on a limited basis. All goods and services may be purchased during this time using your meal plan. Cash and credit cards are also accepted.

**Please note: that although these services are available, semester breaks and vacation periods are not considered to be a part of the semester meal plan. If you are intending to remain on campus and use your meal plan we recommend that you plan accordingly. Also note that you may add money to your balance if needed.**

To assist the Dining Services staff in the performance of its duties, the following policies will be enforced:

- 1) At the end of each meal, students must return all trays and utensils to the conveyor belt; students also should deposit all garbage in the receptacles near the belt.
- 2) Shoes and shirts must be worn in the Dining Hall.
- 3) Students should adhere to the policies regarding the non-smoking policy in the Dining Hall.
- 4) The following are expressly prohibited:
  - loud or disruptive behavior;
  - use of vulgar language;
  - throwing food and debris;
  - personal or verbal abuse of the dining services staff;
  - sitting on tables or misuse of chairs;
  - removal of trays, utensils, tables or chairs without permission of the Dining Services manager.
- 5) Serious or repeated violations of behavioral standards including a theft of property will be reported to the student judicial process. In the event of illness, residents may arrange to have either hot meals or ice taken to a student's room, provided he/she obtains a note from the Residence Life staff verifying the illness. That note must be presented to the dining services manager.

### Flyers' Den Snack Bar

The University also operates a snack bar serving a wide variety of selections for students. The snack bar is located in the lower level of the Student Union. Snack bar service hours are as follows:

Monday-Thursday.....	11:00 am - 12:00 am
Friday.....	11:00 am - 12:00 am
Saturday.....	3:00 pm - 12:00 am
Sunday.....	3:00 pm - 12:00 am

### Common Grounds

Common Grounds, located in Fitzpatrick Hall, provides specialty coffee drinks and convenience store items.

Open 24 hours, 7 days a week except for break periods (Spring, Summer, Fall & Christmas breaks).

### Courtyard Café

The Courtyard Café, located in De La Salle Hall, provides an alternative dining environment. It also serves as an area for meetings and other functions. Courtyard

#### Café hours are as follows:

Monday - Friday.....	7:00 am -11:00 pm
Saturday.....	7:00 am -1:00 pm

Meal hours are subject to change. All changes will be posted in advance.

A dining services committee, composed of students, faculty, and staff, assists the University's Dining Services in establishing policy and reviewing performance. Interested students should contact either the Dining Services manager or the Director of Residence Life.

Service hours are subject to change. All changes will be posted in advance.

## FINANCIAL AID SERVICES

It has been the philosophy of the University that no student should be prevented from attending the University because of limited financial resources. The Student Financial Aid Program has been developed to help meet that goal. The Office of Financial Aid administers programs in cooperation with federal, state and private agencies as well as funds provided through the University. Funding may be based on financial need or may be based on academic, athletic or fine arts merit.

Students who have been accepted for admission to Lewis are eligible to be considered for financial aid. Lewis University requires that you complete the Free Application for Federal Student Aid (FAFSA) in order to apply for need-based financial aid/grants, loans and work programs available through federal, state and institutional resources. This form is available through the Office of Financial Aid, high school guidance offices, and on the Internet at [www.fafsa.gov](http://www.fafsa.gov).

### YOU ARE ELIGIBLE FOR FINANCIAL AID IF:

- you are a U.S. citizen or eligible non-citizen
- you show that you have financial need by completing the FAFSA
- you are making Satisfactory Academic Progress
- you are not in default on a federal student loan
- you are registered with Selective Service if you are a male between 18-25 years old

### How to Apply

Students must complete a Free Application for Federal Student Aid (FAFSA) *each year* in order to be eligible for financial assistance. Students can obtain the FAFSA in the Financial Aid Office or they can complete the application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial preference is given to those students who complete the financial aid application process prior to March 1st. If a student wishes to receive a paper FAFSA they must contact the US Department of Education to obtain a copy.

### Financial Aid Application Process

- Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) – Lewis University's School Code is 001707.
- Obtain your Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov) before completing your FAFSA or create one at the time you complete your FAFSA.
- The Department of Education is recommending that families utilize the IRS Data Retrieval Process when completing the FAFSA. In order to utilize this process your 2013 Federal Tax Return should be processed by the IRS before completion of the FAFSA.
- The Department of Education will process your FAFSA and email your results.
- If you are selected for verification, additional documentation will be requested (e.g., IRS tax listing, verification of child support, w-2's) by Lewis University. The IRS Data Retrieval process provides

# STUDENT HANDBOOK

the student with the easiest way to meet the verification requirements.

## Priority Processing Deadlines

	Freshman	Transfer	Returning
Merit Scholarship	2/1/2014	6/1/2014	NA
Lewis LaSallian Grant	3/1/2014	3/1/2014	3/1/2014
MAP Grant	The State of Illinois changes the deadline for MAP grant funds each year depending on funding. Please complete your FAFSA prior to March 1 <sup>st</sup> each year to ensure the awarding of MAP Grant funds.		

*Deadlines will vary depending on funding levels.*

## Financial Aid Definitions:

**FAFSA Application** – The standard form used by students and families to apply for financial aid.

**Financial Aid Budget** – An average estimate of what it will cost to attend Lewis University depending on your living arrangements indicated on the FAFSA. It is comprised of tuition and fees, room and board, transportation, books and supplies, and personal expenses.

**Expected Family Contribution (EFC)** – This number is determined by the Federal government and is a calculation of your financial information as submitted on the FAFSA.

**Financial Need** – The difference between the student’s budget and the expected family contribution (EFC).

**Grants** – Awarded aid dollars that need not be repaid by the student. Federal, state and institutional grants are normally based on a student’s financial need.

**Scholarships** – Awarded aid dollars to students on the basis of outstanding achievement. Lewis University offers scholarships based on academic merit as well as talent in art, music, drama and athletics. The scholarships are renewable based on their criteria.

**Loans** – Money that a student may borrow to help pay their educational costs. Loan repayments may be deferred while a student is enrolled halftime or more.

**Student employment** – Employment opportunities are available to students to work on-campus or off-campus community service jobs.

## Federal Direct Stafford Loan Information

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click “sign in” to access loan options and enter the requested information about yourself:
  - Social security number
  - First two letters of your last name
  - Date of birth
  - Federal (FAFSA) Personal Identification Number (PIN)
3. Go to Master Promissory Note
  - Select “Complete MPN”
  - Select “Subsidized/Unsubsidized” option
  - Complete all four steps of this process and sign your application
4. Go to Counseling and select “Complete Entrance Counseling”
5. Confirm receipt – check your e-mail for confirmation that this process has been completed. The information is usually forwarded to Lewis within 24 hours.

## Additional Direct Loan information

MPN website – <https://dlenote.ed.gov/empn/index.jsp>

Direct Loan counseling (Entrance & Exit) –

<https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContext>

Direct Loan Information Page for Students –

<http://www.direct.ed.gov/student.html>

## FINANCIAL AID ONLINE

Student financial aid awards can be viewed 24/7 online at [www.collegeregistrar.com/lewis](http://www.collegeregistrar.com/lewis)

A listing of financial aid awards and all related documents concerning a student’s financial aid application can be viewed on this website.

Copies of all our financial aid forms and additional resources can be found on our home page at [www.lewisu.edu/admissions/finaid/index.htm](http://www.lewisu.edu/admissions/finaid/index.htm)

## Student Employment

Students interested in working on campus can find employment through the Blackboard Web site. The jobs are listed in the “Student” tab under “On-Campus Student Employment.” Jobs are arranged by location such as Romeoville, Regional sites and Tutoring. The listings are divided by department. Students should click on a job to find out more about the position. The job description and qualifications give students information about the position and allows students to match their strengths and interest areas with some of the job responsibilities. Contact information for the department, wages, and other pertinent information is also listed here. It is recommended that students use these job descriptions to help build their resumes for internships and externships with Career Services.

The jobs listed on Blackboard are updated as positions become available. This site should be utilized as a continued resource of open positions and other parameters of the Student Employment Program that are listed in the Student Employment manual. Students will also find pay dates and access information to view their paystubs. To find out additional information about eligibility to work contact the Office of Financial Aid Services.

## HEALTH AND COUNSELING SERVICES

### Our Mission

The Center for Health and Counseling Services strives to empower Lewis University students to maintain and enhance their physical and emotional health and well-being.

The Center is a multipurpose department geared towards the treatment of short-term illnesses, minor injuries and other problems. On-campus services are free of charge.

### Confidentiality

The Center strongly believes in maintaining the trust of our students. Staff members remain committed to professional ethical standards, and abide by state and federal laws regarding confidentiality. In order to ensure the best care for a student, the professional staff of the Center, working as a treatment team, may consult with one another on cases. Typical limits to confidentiality include cases where there appears to be a potential threat to self or others, cases involving child abuse, cases in which there is a signed judge's subpoena requesting information, cases involving clinical consultation or supervision, and cases of public health matters when reports on contagion are required. Students desiring that information be released to other parties (including parents) must sign a Release of Information Form at the Center.

### Staff

The staff is a multi-disciplinary treatment team of health and mental health professionals. Physicians, nurses, counselors and administrators are dedicated to serving our campus community. The Center also employs student workers to assist with clerical duties. Student workers have limited access to patient information. All staff members sign a confidentiality agreement upon employment.

### Location

The Center for Health and Counseling Services is located in the lower level of Mother Teresa Hall on the south end of campus. The Center for Health and Counseling Services can be reached at (815) 836-5455.

### \*Hours of Operation

#### Health Services during Fall and Spring Semesters

Monday-Friday..... 8:30 am - 4:30 pm

#### Physician hours

Monday and Thursday..... 1:00 pm - 3:00 pm

#### Counseling Services during Fall and Spring Semesters

Monday- Friday..... 9:00 am - 5:00 pm

*\*Please contact the Center for summer and break hours of operation.*

### Counseling Services

Counseling Services is staffed by licensed mental health professionals and is dedicated to assisting resident and commuter students with problems/concerns that could impact their academic success and/or quality of life. These problems/concerns may include: relationship issues, depression, anxiety, transition difficulties, post-traumatic stress disorder, concerns over alcohol or other drug abuse, loss, grief reaction, stress management and self-esteem. Our professionals offer the following services at no charge to students:

- Short-term individual and group counseling
- Outreach programming
- Consultation
- Referral to community resources
- Crisis intervention
- Advocacy

Non-emergency counseling assistance is provided through an appointment system by calling the Center at (815) 836-5455.

Emergency counseling services will be provided on a 'walk-in' basis.

### Health Services

Staffed by University medical personnel including Loyola University physicians on a part-time basis, Health Services is equipped to handle acute, non-emergency illnesses and minor injuries. We do not manage care for chronic illnesses or provide routine physicals. Our professionals offer the following services at no charge to students:

- Treatment of minor illnesses and injuries
- Basic prescription and over-the-counter medications for many non-chronic conditions
- Medical equipment loans (e.g. heating pads, crutches, wheelchairs)
- Outreach programming
- Tuberculosis skin testing
- Immunization updates and other illness prevention programs
- Assistance with referral to appropriate community health agencies and specialists when a student needs services outside of our scope of practice.

No appointment is necessary for Health Services. Simply 'walk-in' for assistance. Our physicians also see patients on a 'walk-in' basis during physician hours.

### **Ambulance Services**

Should a staff member of the University determine that there is a need for an emergency transport to the hospital, either for medical or psychiatric reasons, 911 will be called. The responding emergency personnel will assess the situation and, if appropriate, transport the student to a local hospital. In most cases, University staff members do not accompany students to the hospital. In all cases, students are financially responsible for all costs related to the ambulance services and any off-campus care. Additionally, the University does not provide transportation to and from the hospital or other off-campus services. It is the student's responsibility to arrange transportation to off-campus care facilities in non-emergency situations.

### **Immunization Policy**

The Illinois College Student Immunization Act (110-ILCS 20) requires ALL students born after January 1, 1957, enrolled in six (6) or more credit hours per semester (on the main campus), to provide written evidence of current immune status with respect to certain communicable diseases. The Health Related Admission information is available on the Health and Counseling website homepage under Helpful Resources in the right margin. Students are directed to or otherwise made aware of this information at the time of their admission. The New Student Health Related Admission Letter explains the requirements in detail. These requirements apply to ALL students; including advanced degree and accelerated students taking 6 or more credit hours on the main campus. **Deadline:** Documentation must be submitted to Health Services by the 6th week of the first term enrolled to avoid a non-refundable \$50 late fee and a Health Services Hold for future class registration. The Health Services Hold will be removed only after the required documentation is received. **NO EXCEPTIONS.** Non-compliant students are notified via mail and/or email prior to the DEADLINE each semester.

### **Communicable Disease Policy**

The primary goal of the University's policy on communicable diseases is the maintenance of a healthy and safe environment for all members of the University community. For individuals who have contracted a communicable disease, the University will strive to protect the privilege of continuing their educational endeavors unless they are unable to perform their activities or their illness presents a threat to other members of the University community. In Illinois, regulations require reporting, on certain communicable diseases, by physicians, nurses, nurse's aides, dentists, health care practitioners, laboratory personnel, school personnel, long-term care personnel, day care personnel and university personnel. Diseases are made reportable because regular and timely information is necessary for prevention and control efforts.

Any student who has been exposed to or diagnosed with a communicable disease is required to be under the supervision of his/her physician, and must also inform Health Services. The physician's guidelines for interacting with the student, faculty and staff population may be superseded by directives and guidelines issued by health authorities or by appropriate University personnel. The University offers confidential assistance to those individuals with communicable diseases. The University will also provide necessary information regarding health and safety to other members of the University community on an as needed basis.

### **Missed Classes Due to Illness/Personal Concerns**

The staff of the Center for Health and Counseling believes strongly in empowering students to manage their personal affairs. Therefore, we encourage students to discuss missed classes or personal concerns with their instructors directly. It is the student's responsibility to communicate with instructors and/or employers when missing school or work. Written notes/excuses are generally not provided.

### **Diet Waivers**

Resident students requiring a special diet must provide evidence of the medical condition (laboratory reports, x-ray reports, evidence of hospitalization, etc.) warranting the special diet. The student's physician must submit a copy of the diet. The student must meet with the University Dining Services management staff to discuss the requirements of the diet. Health Services will authorize a waiver of a required meal plan only if the University Dining Services are unable to satisfy the requirements of the diet. Diet waivers will be granted during the first two weeks of a semester and are valid only for that particular term. A waiver request must be completed each semester.

### **Health/Accident Insurance**

While the Center provides our services to students for free, our services are limited. Students requiring care beyond our scope of practice will need to seek outside services. Lewis University is located in a medically well-served area. As of 2014, the Affordable Care Act (ACA) includes a mandate for most individuals to have health insurance or potentially pay a penalty for non-compliance. It is advisable for all students to have a copy of their insurance card and to be knowledgeable about their insurance coverage.

The University carries accident insurance only for all resident students, student athletes and those participating in intramural sports.

All international students must provide the Director of International Student Services with proof of health insurance. Please contact that department for details.

All student athletes are required to show evidence of primary health and accident insurance in order to participate in intercollegiate athletic programs at Lewis University. Any questions should be referred to the Head Athletic Trainer.

## SPECIAL ISSUES

### Alcohol and Other Drugs

The Center for Health and Counseling Services staff may assist in assessing a student's pattern of use/abuse. Based upon this assessment, the student may continue to receive services on campus and/or the student may be referred to an off-campus treatment program or licensed treatment professional. The Center for Health and Counseling Services staff will keep all information regarding alcohol and other drug use, misuse, or abuse confidential except in cases where it has been determined that there exists a serious potential and/or immediate threat to self and/or to others.

### Sexual Assault

As always, our primary concern is the physical health, emotional well-being and safety of our students. Should a student be a victim of sexual assault of any kind (acquaintance, date or stranger), staff members of the Center for Health and Counseling Services are available to provide medical referral and counseling support. University judicial and legal options may also be presented to the student; however, respect for the student's privacy remains a major focus for Health and Counseling Staff.

### Threat of Harm

Because we consider threats of suicide, violence, other threatening behavior, and significant health risks to be extremely serious, immediate action will be taken to secure the health and safety of the individual and of the campus community. If necessary, appropriate University staff will contact Emergency Services (911) for assistance. If a student appears to be a potential threat, the student will be transported to a local hospital in accordance with Illinois State Law. Before any student who has presented a potential threat and/or was hospitalized for psychiatric reasons may return to the University, the student must receive psychiatric/medical clearance and must show evidence of obtaining appropriate treatment.

Please refer to THREAT OF HARM POLICY located on page 56.

## URGENT CARE AND EMERGENCIES

### Urgent Care During Center Hours

Students are encouraged to call or come to the Center for Health and Counseling Services for assistance during normal operating hours. Staff will assist the student in receiving appropriate care.

### Urgent Health Need After Center Hours

For non-emergencies contact Campus Police at Ext. 5222 or Residence Life staff at DUTY (Ext. 3889) and appropriate assistance will be provided.

### Urgent Counseling Need After Center Hours

Any student requiring urgent after-hours Counseling Services should contact Residence Life staff at DUTY (Ext. 3889) or Campus Police at extension 5222 and an appropriate referral will be made.

### Emergency Care

In the case of any life-threatening emergency, students should call Campus Police at Ext. 5911 for emergency assistance. Emergency Services (911) will be contacted.

### After-Hours Non-Emergency Health Care Resources

- Corwin Medical Care in Romeoville  
Phone: (815) 436-8831
- CVS Minute Clinic (Joliet)  
Phone: (815) 267-8130
- Edward Immediate Care  
Phone: (630) 646-5770
- Loyola Center for Health at Burr Ridge  
Phone: (708) 327-1000
- Loyola Center for Health at Homer Glen  
Phone: (708) 645-3400
- Meridian Medical Associates (Joliet)  
Phone: (815) 725-2121
- Physicians Immediate Care (Joliet 2 locations)  
Phone: (815) 823-8800 or (815) 741-4300
- Walgreens Take-Care Clinic (Romeoville)  
Phone: (815) 293-3465
- Will County Community Health Center  
Phone: (815) 727-8670

### Local Hospitals

- Adventist Bolingbrook Hospital  
Phone: (630) 312-5000
- Edward Hospital, Naperville  
Phone: (630) 527-3000
- Presence St. Joseph Medical Center, Joliet  
Phone: (815) 725-7133
- Silver Cross Hospital, New Lenox  
Phone: (815) 300-1100

## INTERNATIONAL STUDENT SERVICES

The University has a diverse international student population and includes students from more than 30 countries. This office assists international students on campus to adjust to the United States and Lewis University, as well as to learn how to communicate across cultures. The International Student Services office provides individual counseling, visa advising, issuance of immigration documents, enrollment and expense letters, information about on- and off-campus employment for international students (including practical training), cultural excursions, informational seminars, campus and community programming.

### Non-Immigrant Visa Students

The U.S. Immigration and Customs Enforcement regulations require that all students on temporary visas pursue their studies on a full-time basis at the institution they have been authorized to attend. Undergraduate students must successfully complete at least 12 credit hours each semester. Graduate students (including those in premaster's status) must successfully complete at least nine (9) credits each semester (excluding an approved annual vacation). International students must get written permission from the International Student Services before dropping any courses which takes them below full time, or withdrawing from the University. If you apply for and are granted an "exception from full time enrollment," you must continue to carry at least a half-time course load and you must resume a "full course of study" in the following semester. See the International Student Services office for details on complying with this and other ICE requirements. International students in F-1 status should be aware that they may consider only one online course or three (3) credit hours per semester toward his/her full time course of study requirements. While the rule does not prohibit taking more online or distance courses, only three (3) credits may count towards full time attendance.

All non-immigrant international students must check in at the International Student Services office within ten (10) days of their arrival in the United States, complete a data sheet, and show their immigration documents (passport, I-94 Record of Arrival and Departure, and their SEVIS I-20) before registering for classes. All international students should carefully read the International Student Services publication *Immigration Rights and Responsibilities* (available at the ISS office) in order to insure that they understand and comply with their obligations under federal immigration law.

Transferring F-1 students must obtain a transfer clearance form from their previous school in the United States within 60 days of completing their classes from their previous institution and before the end date on their current I-20, and must complete transfer procedures as provided in the federal regulations within fifteen days of the first day of class. F-1 students must notify the ICE through the International Student Services office of any change in program, including changes in level and field of study. All international

students must report changes of address to the government through the ISS office within ten (10) days. All undocumented aliens and individuals who hold a status other than US citizen or permanent resident alien should also check in at the International Student Services office.

Under federal law, all international students on nonimmigrant visa status are expected to maintain current, valid immigration documents and passports and to have adequate financial support during their stay in the United States. The University is required by ICE and DOS regulations to file reports in cases of non-compliance with various aspects of immigration law relating to the stay and employment of non-immigrants on campus.

International students holding F-1 statuses are reminded that they may engage in on-campus employment for a maximum of 20 hours per week during fall and spring semesters. Full-time (more than 20 hours per week) on-campus employment is allowed only during official breaks and during the summer semester. Students are reminded that if they plan to apply for OPT (Optional Practical Training) they must apply prior to the last day of class (not graduation date). Information about OPT and other types of employment authorization is available at the International Student Services office.

### Health Insurance

International students as a condition of enrollment are required to comply with the health insurance requirements of the University. International students must have proof of health insurance valued at not less than twenty thousand (US \$20,000) dollars. The insurance carrier must have a U.S.-based office. Insurance which meets these requirements may be purchased through the International Student Services (ISS) office. The mandatory international health insurance program is designed to provide international students, exchange visitors, and their eligible dependents with continuous insurance protection and access to quality, affordable health care services. The University is mandated by federal law to terminate from its program all exchange visitors and their dependents who do not meet minimum insurance requirements.

### Orientation

All F-1 exchange visitors are required to participate in an orientation program offered through the International Student Services office.

### Cross-Cultural Activities

The International Student Services office provides cross-cultural activities both on- and off-campus, in order to provide the broadest exposure to American society, culture, and institutions. Activities include field trips, special programs, and excursions.

### International Student Association

The International Student Services office provides support and guidance for the activities of the International Student Association (ISA). The ISA provides opportunities for students to share their different cultures, promote

# LEWIS UNIVERSITY

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friendships and unity. In coordination with the International Student Services office, the ISA promotes internationalism and diversity on campus through a variety of campus events including the annual International Fair.

## MAILROOM

The Mailroom is located on the lower level of De La Salle Hall. Regular hours are from 8:30 am to 4:30 pm, Monday through Friday. Any schedule changes will be posted by the Mailroom window. Incoming mail is usually sorted by 11:00 am. Stamped outgoing mail only should be deposited in the upper box to the right of the Mailroom window no later than 1:00 pm. The U.S. Postal Service pickup from the outside box at the north end of the LRC building is at 12:45 pm.

Interoffice mail should be deposited in the right hand slot below the Mailroom window. Chain letters will not be distributed. Newspapers will not be kept for more than one day. Term papers are not accepted in the Mailroom. Please do not call requesting the Mailroom staff to check your mail. A key is required at all times to pick up mail. In the case of a lost key, a key card form can be filled out to obtain another key for a small fee that will be added to the student's account.

In order for a resident student to obtain a long distance telephone access code, a mailbox must be issued by the Mailroom. Students are billed through their University mailboxes.

Due to periodic changes in mailing regulations, students will be notified annually of the most current mailing address requirements.

Box numbers must be referred to as unit numbers when addressing mail. The U.S. Post Office does not recognize these as post office box numbers therefore they must be addressed as unit numbers.

The residence hall name is not required, but the correct unit number is necessary. Unit numbers are assigned by the University's Mailroom. Letters mailed by resident students should have a return address, including correct unit number. Stamps and some mailing accessories are available at the Mailroom window. Parcel post and certified mail services are also available. Students must have a home address on file. Students are not permitted to use the University as their permanent address.

## RECORDS

### Directory Information Policy

The following information about students is considered Directory information and may be released by Lewis University without prior consent of the student. This information is not generally considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports,

weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended.

Any student in attendance may have any part or all of the above classified as unreleasable and unpublishable by written request through the Office of Student Services. Students are allowed until September 15<sup>th</sup> of each academic year to file such a request. Students should consider very carefully the consequences of such a decision to withhold information. Should they decide to do this, requests for information, no matter how legitimate, will be refused in the future. Such inquiries come from friends, parents, relatives, prospective employers, graduate schools, licensing agencies, government agencies, etc. The University assumes no responsibility for contacting the student for subsequent permission to release requested information. The University assumes no liability for honoring instructions from the student that such information be withheld. The University adheres to the Family Educational Rights and Privacy Act of 1974, including any future amendments.

## STUDENT SERVICES, OFFICE OF

The Office of Student Services serves as a liaison between the students and the University, and also is responsible for administering the policies and programs affecting student life. The following positions comprise the Division of Student Services and are under the leadership of the Senior Vice President for Student Services: Dean of Student Services and the Directors of: Campus Police Department, Health Services, Counseling Services, International Student Services, Residence Life, Student Recreation, Fitness and Wellness, Student Development & Leadership, and Multicultural Student Services.

The Office of Student Services is located on the main level of the Student Union and houses the offices of the Senior Vice President and Dean of Student Services, as well as the Residence Life staff. Regular hours are from 8:30 am to 5:00 pm, Monday through Friday.

## Student Life



## CAMPUS MEDIA

The purpose of campus media at Lewis University is to provide students with a practical learning environment for students to develop the skills, knowledge, editorial judgment and leadership abilities to pursue a media career after graduation.

### Media Advisory Board

At Lewis University, the campus oversight committee for all media activities is the Media Advisory Board comprised of students, media advisors and University administrators.

The Board consists of the Dean of the College of Arts and Sciences; the editor-in-chief and moderator of *The Flyer*; the editor and moderator of the *Online Flyer*; the general managers of WLRA and the Lewis Television Network and their advisors and program directors; the Director of Media Relations; the Dean of Student Services; the Associate Dean of the College of Arts and Sciences; Director of University Ministry; the Chairperson of the Communications

Department; Student Governing Board representative(s); a representative from Marketing and Communications a representative from Athletics, and a representative from Mission & Heritage.

The responsibilities of the Media Advisory Board include the establishment and review of policy for all campus media, the review and recommendation of resources and the review of budgets and expenditures. The Media Advisory Board also publishes the *Campus Media Handbook* which consists of best practices, operational guidelines and policies for all campus media.

### The Flyer and Online Flyer

*The Flyer* and *Online Flyer* are the official student publications of Lewis University. All Lewis University students are encouraged to join the staff of *The Flyer* and *Online Flyer*. *The Flyer* and *Online Flyer* provide a practical learning environment for students interested in careers in journalism, computer graphic design, electronic publishing, advertising, public relations, photography and media production. Since 2000, *The Flyer* and *Online Flyer* have won over 80 statewide, regional and national journalism awards, including the Pacemaker Award for the *Online Flyer*.

The Mission of *The Flyer* and *Online Flyer* is to publish student media consistent with the mission of a Catholic, private institution of higher education and the highest norms of American journalism. In fulfilling this mission, *The Flyer* and *Online Flyer* report news and information relevant to Lewis students, provide a forum for the discussion of issues, and serve as a central location to learn about student and university activities, events and programs.

*The Flyer* and *Online Flyer* are published by Lewis University students under the direction of a faculty advisor. *The Flyer* is published 12 times a year. The *Online Flyer* is published at least once a week during the semester and can be accessed at [www.thelewisflyer.com](http://www.thelewisflyer.com). *The Flyer* and *Online Flyer* are published in the Multimedia Lab using current industry standard desktop and electronic publishing hardware and software. *The Flyer* is located in Pope John Paul II, room JP006. For more information, call (815) 836-5234 or e-mail [lewisflyernews@gmail.com](mailto:lewisflyernews@gmail.com).

### WLRA Radio Station

WLRA is the non-commercial educational radio station owned by and licensed to Lewis University. Broadcasting in stereo at 88.1 on the FM dial and simulcast on the Internet at [www.lewisu.edu/wlra](http://www.lewisu.edu/wlra), WLRA is a class "A" radio station with potential listeners numbering around one million. Music, news, talk, sports, and educational material comprise WLRA's 24-hour broadcast day. The goals of WLRA Radio are to provide quality news and entertainment programming in a manner consistent with the Mission of Lewis University as a Catholic, private institution of higher education and with the accepted norms and best practices of American broadcasting. WLRA is the flagship station of the Flyer Sports Radio Network. WLRA has transmitted Lewis University sporting events and talk shows from across the country. In addition to sporting events, WLRA has

## LEWIS UNIVERSITY

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broadcast cultural music and events from Lewis University as well as student produced productions from various campus locations and locations in the community.

WLRA Radio was the first college radio station in the country to become entirely digital. WLRA is equipped with the latest state-of-the-art broadcasting technology. The studios include an on-air control room, conference studio, news production, digital audio production, producing offices, student management offices, and music library. WLRA Radio Station's studios and offices are located in the Andrew Center of Electronic Media in De La Salle Hall. WLRA is open to all students who wish to participate in broadcasting. Students interested in participating in WLRA's activities can contact WLRA's general manager or program Director at (815) 836-5214 or e-mail the radio station at [wltra@lewisu.edu](mailto:wltra@lewisu.edu). Visit the WLRA Radio Station Web site at [www.lewisu.edu/wltra](http://www.lewisu.edu/wltra). WLRA is managed and staffed by Lewis University students under the direction of the Director of Electronic Media. For more information, contact the Office of Electronic Media at (815) 836-5400.

### **Lewis University Television Network**

The Lewis University Television Network is the Lewis University campus cable television local origination channel. Channel 6 provides career training and professional experience for communications majors and other interested students. In addition, this channel promotes University activities, programs, and events through its news shows, daily bulletin board, and weekly schedule of programs.

The Lewis University television production facilities are equipped with the latest state-of-the-art broadcasting technology. The facilities include a television control room, 25 X 30 television studio, news set, non-linear video editing, producing offices, student management offices, and videotape library. The Lewis University Television Network also has a live electronic newsgathering vehicle complete with microwave transmitter, 45-foot mast, video editing, and two-way radio. The Lewis University Television Network studios and offices are located in the Andrew Center of Electronic Media in De La Salle Hall.

The Lewis University Television Network also provides a 24-hour electronic message board of upcoming university events on Channel 25 with background music of WLRA Radio. University organizations and departments can post messages by sending them to the Office of Student Services.

The Lewis University Television Network is operated by Lewis University students under the direction of the Communications department of the College of Arts and Sciences. A student Senior Producer and field producers manage the Lewis University Television Network's operations. Students interested in participating in the network's activities should consult the Director of Electronic Media at (815) 836-5400. Visit the Lewis Television Network Web site at [www.lewisu.edu/academics/broadcast](http://www.lewisu.edu/academics/broadcast).

### **WFLY-TV News**

WFLY-TV News – Flyer TV, is the broadcast journalism arm of LUTN. This student-run news organization focuses on providing news and sports information to the Lewis community through the production of twice-weekly live newscasts broadcast on LUTN's Channel 6. Starting in the Fall semester of 2011, WFLY-TV will also produce a weekly news magazine show airing on Fridays.

WFLY-TV gives students the opportunity to apply and develop the theory and skills they acquire in their journalism, digital production and other communication classes. The students in broadcast journalism and Radio/TV/News Media use WFLY-TV as a learning lab to build their skills outside the confines and schedules of classes – giving them the opportunity to not only build their resume reel – the primary requirement of future employers. WFLY-TV is open to all students at Lewis University and unlike most major colleges and universities, our students have four years to build their skills and will leave Lewis very prepared for the job market.

WFLY-TV News (Flyer TV!) is structured as a student-run small-market broadcast news station. As an affiliate of CNN Newsource, WFLY-TV brings to Lewis University regional, national and international news and sports as well as student-produced news and sports of interest to the Lewis community as well as the surrounding communities.

Students interested in participating in WFLY-TV activities should contact John Kilpatrick at (815) 836-5656.

### **Cable Television**

Lewis University provides over 80 channels of cable television to all rooms in the residence halls and various classrooms.

## CO-CURRICULAR ACTIVITIES

### Arts & Ideas

*Arts & Ideas* is a community cultural and educational program, presenting a series of performances, lectures, panel discussions, seminars, films, master classes, workshops and concerts to students, staff, faculty, and the greater Lewis University community. These events are open to the public and are free of charge except for some theatre and performing arts events. Theatre Department productions in Philip Lynch Theatre are \$2 for students. The Performing Arts Series brings four or five professional performers, ensembles and companies to campus each semester. These events are free for students, who may purchase additional tickets for \$5 each.

In a typical semester, Arts & Ideas has offered many series on a wide variety of topics, especially those related to social justice issues. Interdisciplinary topics such as prison reform, food culture, the presidential election, and memory are the regular fare for Arts & Ideas programming.

### Music

A number of activities are sponsored by the Department of Music. Student groups perform at regularly scheduled concerts and at special University functions throughout the year.

#### The Lewis University Choir

The Mission of the choir is to:

- Perform historic sacred and liturgical music for a *cappella* choir.
- Encourage the composition of new sacred music for a *cappella* choir.
- Provide an opportunity for students to learn these repertoires.
- Establish and maintain a high standard of choral music performance.
- Involve faculty, staff, and community singers in presenting sacred choral music.

The Lewis University Choir is open to the students, faculty, staff, and members of the community who:

- Share a love of choral singing and sacred music.
- Sing well and enjoy the association of other musicians.
- Read musical notation.
- Commit to the choir's rehearsal and performance schedule.

The Lewis University Choir rehearses in Ives Recital Hall every Tuesday evening from 6:00pm to 8:00pm while classes are in session. The choir gives public performances in December and May. The choir also sings for the College of Arts and Sciences Senior Honors Convocation each semester. Audition is required.

#### Chamber Choir

Chamber Choir is open to all Lewis University students by audition. Rehearsals are Monday and Wednesday from

4:00pm to 5:15pm in Ives Recital Hall. Contact Mr. Jeremy Landig at [landigje@lewisu.edu](mailto:landigje@lewisu.edu) to arrange an audition.

#### University Gospel Choir

The Lewis University Gospel Choir is open to all students who are interested in singing gospel music. No auditions are required and everyone is welcome. The Gospel Choir participates in events both on- and off campus. The Gospel Choir rehearses on Monday evenings at 7:00pm in Ives Recital Hall. The Gospel Choir can also be taken for 1 credit hour class.

#### Jazz Band

A Big Band ensemble plays a variety of jazz literature and meets Thursday evenings. Audition is required. Thomas Drake is the director.

#### Symphony Orchestra

The Metropolitan Youth Symphony Orchestra is in residence at Lewis University. Lewis University students may participate in the orchestra for course credit. An audition is required. There are openings in all string sections every semester, but this is not the case for wind and percussion. Students should contact the Department of Music to arrange an audition.

Students are encouraged to participate in the various ensembles, all of which can be taken for one hour of credit or no credit. Check the *University Course Schedule* or the Department of Music for rehearsal and performance times.

#### Theatre

The Department of Theatre is student-centered in its philosophy. It seeks to develop performing skills in acting and directing, to provide technical skills in stage craft and to provide an opportunity for involvement in performing arts. The department also seeks to improve student-teacher interaction and to provide culture and entertainment for both the university community and the surrounding area, while preparing students for careers or graduate study in the performing arts.

#### Philip Lynch Theatre Productions

The department presents five main stage productions a year with over 700 subscribers from surrounding communities. Two productions are presented every fall and spring semester. Auditions for these four shows are open to all students, faculty and staff of the Lewis community. Auditions for the summer musicals are open to everyone, including the general public.

## Heritage Theatre Productions

The Heritage Theatre Company is the Lewis alumni theatre troupe. It presents productions throughout the year, most notably the annual Christmas Show. Auditions are open to everyone.

## Student Productions

The Student Directed Ten Minute Play Festival is presented in the spring of odd numbered years. These productions are the final assignments of the Directing class. Auditions are open to everyone. If time permits at the end of the spring semester, theatre majors are encouraged to present original performance pieces using all interested students.

## INTERCOLLEGIATE ATHLETICS

Lewis University offers varsity intercollegiate competition for both men and women. The men's intercollegiate program includes baseball, basketball, cross country, golf, soccer, swimming, tennis, track and field, and volleyball. The women's intercollegiate program includes basketball, cross-country, golf, soccer, softball, swimming, tennis, track and field, and volleyball. Lewis University also sponsors a cheerleading program that is open to both men and women. Guided by the Mission values of Lewis University and its Lasallian heritage, the Athletics program provides students with opportunities to enhance their education, develop skills and understanding through participation in athletics, and represent the University in intercollegiate competition.

Lewis University is a member of the National Collegiate Athletic Association (NCAA) and competes at the Division II level. All sports, with the exception of Men's Volleyball, compete in the Great Lakes Valley Conference (GLVC) which is considered one of the premier Division II conferences. The Lewis University Men's Volleyball team competes in the Midwestern Intercollegiate Volleyball Association (MIVA).

Lewis University has outstanding athletic facilities. The indoor facilities are located in the John F. Kennedy Sports Center. The center includes the Neil Carey Arena, the home of the basketball and volleyball programs. The swim programs compete in the competition-size pool in the center. There is also a 200-meter competition track in the facility that is home to the track programs. Training facilities also include the free weight area.

The outdoor facilities include the Father Brennan Baseball Field, the Oremus Tennis Courts, varsity softball field, and Lewis Stadium that has a nine (9) lane 400-meter competition track, and a multipurpose artificial playing surface that allows for play in soccer, football and lacrosse.

All student athletes are required to show evidence of primary health and accident insurance in order to participate in intercollegiate athletic programs at Lewis University. Any questions should be referred to the Head Athletic Trainer.

Lewis University students who participate in intercollegiate athletics are subject to all rules and regulations set forth in the Student-Athlete Handbook which includes the Lewis University Athletic Department Drug Testing Policy.

The Athletic Director and coach's offices are located in the Paul Ruddy Athletic Administration Annex in the JFK Sports Center.

For more information on the Lewis University athletics, visit our Web site at [www.lewisflyers.com](http://www.lewisflyers.com)

## Student Athlete Advisory Committee (SAAC)

The Student Athlete Advisory Committee is comprised of student athletes moderated by the Athletic Department and holds a council seat on the Student Governing Board. This student organization seeks to continuously improve the experience of student athletes.



## MULTICULTURAL STUDENT SERVICES

The Office of Multicultural Student Services (MSS), located in the Student Union, is housed in the Division of Student Services that is led by the Senior Vice President and Dean of Student Services and reflects the commitment to assisting students in achieving a successful college education in a diverse and culturally enriched environment.

The MSS office reflects the commitment to the understanding, appreciation and celebration of diversity. The staff works with the University community to provide programs and services that promote the educational, cultural and social growth of all its students in developing cultural competencies.

The MSS office seeks to facilitate an environment where all students interested in diverse issues are welcome to participate. The office supports the general educational goals of the University and actively participates in the rich educational experience that Lewis University offers its students.

Some of the student organizations located within the Office of Multicultural Student Services include: The Black Student Union, Gay Straight Alliance, Latin American Student Organization, the University Gospel Choir and the Asian Student Association. In addition, the Office of Multicultural Student Services partners especially with the Office of International Student Services and the activities of the International Student Association.

### **The Black Student Union (BSU)**

The Black Student Union has been an active student group at Lewis University since 1968. The goal of the Black Student Union is to educate people historically, culturally, socially and politically about African-American culture and issues. The Black Student Union is committed to promoting diversity. The BSU offers members the chance to get acquainted with other students and faculty, as well as the opportunity to participate in numerous activities. The Black Student Union sponsors and co-sponsors many social, cultural and educational functions throughout the academic year.

### **Gay Straight Alliance (GSA)**

The Gay Straight Alliance founded in the spring of 2007, brings together Gay, Lesbian, Bisexual, Transgender, Questioning youth and straight allies to raise awareness of different sexual and gender identities, linking homophobia with other oppressions, and advocating for equal treatment for youth of all sexual orientations. Educate the school community about homophobia, gender identity, and sexual orientation issues. Create a fun, safe environment in which students form friendships, support each other and learn about preventing homophobia and other oppressions.

### **Latin American Student Organization (LASO)**

Open to all students, the Latin American Student Organization; which was founded in 1989, seeks to promote

the richness of Latino culture and heritage through educational, cultural and social activities by expanding cultural awareness and promoting greater understanding. LASO is a recognized organization throughout Chicago-area high schools, junior colleges and universities. The Latin American Student Organization sponsors and co-sponsors many social, cultural and educational functions throughout the academic year.

### **The Lewis University Gospel Choir**

The Lewis University Gospel Choir, founded over 20 years ago, was formed by a small group of students interested in gospel music. The Lewis University Gospel Choir membership is multicultural and diverse. Anyone interested in gospel music is welcome to join. There are no prerequisites for becoming a member of the gospel choir. The choir sponsors several events throughout the school year.

### **Asian Student Association (ASA)**

ASA was founded in 2006 to promote cultural unity and awareness to the Lewis University community and among its members, increase awareness of social, political and cultural issues relevant to Asians and Asian Americans, increase awareness of Asian cultures and traditions and encourage cultural unity by celebrating diversity.

## STUDENT DEVELOPMENT & LEADERSHIP

The Office of Student Development & Leadership's (SDL) main focus is to develop the leader within students by providing co-curricular activities that enhance the traditional classroom experience. SDL oversees campus-wide activities and programming involving everything from entertainment to educational opportunities, engaging students in social and educational events at all levels.

SDL encourages the development of student leaders in a number of areas. Each fall and spring there are leadership retreats that focus on skills that include group cohesiveness, time management, interpersonal skills, member retention, recruitment and activity planning. Additional programs such as alcohol awareness and hazing education are available and mandatory in some cases for students to take part in as well.

SDL oversees the Student Organization Resource Center (SORC), located in the Student Union, in coordinating student organization events throughout the year. Students are encouraged to visit the office and get involved in any of the more than 100 student organizations on campus.

Campus wide events that are planned by SDL include: Welcome Days, Homecoming Week, Family Day, Annual Birthday Bash and the Spring Concert. Entertainment programs also include (but are not limited to) hypnotists, comedians, mentalists, bus trips to sporting events and outdoor movies.

The staff publishes a calendar of events that is available online to the campus and greater community.



## STUDENT GOVERNING BOARD/ STUDENT ORGANIZATIONS

Students at Lewis University are represented in the governance of the University by the Student Governing Board (SGB). Student members of the SGB include an executive committee composed of a president, vice president, secretary, and treasurer. The Student Governing Board is the lead student organization whose activities are advised by Student Services personnel. Black Student Union (BSU), Latin American Student Organization (LASO), Asian Student Association (ASA), International Student Association (ISA), Commuter Council (CC), Inter-Greek Council (IGC), Inter-Organizational Council (IOC), National Pan Hellenic Council (NPHC), Freshman Class Council, Sophomore Class Council, Junior Class Council, Senior Class Council, Student Athletic Advisory Council, Service and Social Justice Council, and Residence Hall Association (RHA). Up to eight (8) at-large members are appointed by the Executive committee.

The SGB considers matters related to academics, residence and commuter life, activities, organizations, finances, facilities and maintenance.

The SGB exercises its office in the following areas:

- 1) Reviewing the quality of student life;
- 2) Representing student needs and concerns to the administration of the University;
- 3) Assisting with the initial process for recognition of new organizations, discipline of organizations, and in the evaluation of organizations seeking a renewal of recognition;
- 4) Assisting with the review of the activity plans and working budgets of all student organizations;
- 5) Providing and/or recommending membership for various University committees and boards.

SGB has several standing committees including, Service Review, Judicial, Finance, and Working Documents. These committees report to the Student Governing Board at each meeting. Ad hoc committees are also formed as needed and continue as long as there is work for them to complete and works under the guidance of Student Services personnel.

The SGB Executive Committee and advisors meet as needed during the academic year and when necessary during

the summer and winter breaks. The full board and advisors meet regularly, or when necessary to assist with organization disciplinary hearings, organization recognition, organization review, and activity plan submission. If necessary, between full board meetings, the SGB Executive Committee may speak and act in SGB's name with the approval of the advisors.

For details regarding the operation of the SGB, refer to the *Student Organization Manual* and SGB constitution.

### Student Organizations

Lewis University recognizes only those organizations whose constitutions and activities are consistent with the educational Mission and Catholic tradition of the University. Once recognized, a student organization enjoys the privilege of holding meetings, of sponsoring activities on the campus, of recruiting new members, and of applying for allocation of funds from student activity monies.

Along with these privileges, an organization assumes the responsibility to sponsor activities open to all Lewis students, to provide an accountability for funds generated through the use of University monies, to refrain from discrimination in its membership on the basis of race, religion, disability, sexual orientation or gender (certain fraternal or sororal organizations may by their own definition be open only to members of one gender).

All recognized organizations at Lewis University, must first adhere to the policies, practices, and procedures mandated by the Lewis University *Student Organization Manual* and the *Student Handbook*. These documents take precedence over the authority of any national organization. Additionally, all national organizations must have a certified copy of their national standards and procedures on file with the Office of Student Services.

### Recognition

Recognition of a student organization is an official action of the University. In order to be recognized, procedures must be followed as outlined in the *Student Organization Manual* available in the Office of Student Services.

### Advisor

Advisors are approved by the Office of Student Services. Advisors must be a full-time Lewis University faculty or staff member. Advisors are charged with assisting the organization in its operation and ensuring proper supervision. Advisors or an authorized representative must be present at certain events sponsored by the organization whether on campus or off campus as directed by the Office of Student Services in the event approval process. Advisors must also sign the Advisor Agreement Form at the beginning of each academic year.

### Eligibility

Each semester, the Membership Eligibility Form for each organization will be checked to be certain that each member has a minimum cumulative GPA of 2.0 and is in good judicial standing. To be in good judicial standing, a student

cannot be on University probation. The Office of Student Services annually reviews approved organizations to determine continued recognition.

## **Funding**

Organizations are required to fulfill the “5 Prongs of Responsibility” each semester in order to qualify for University funding. Forms and instructions are available in the SORC Office. Funds requested must be used to sponsor approved campus-wide activities. Details are outlined in the *Student Organization Manual*.

## **Student Organizations, Advisory Councils and Their Respective Organizations:**

### **Black Student Union (BSU)**

The Black Student Union has been an active student group at Lewis University since 1968. The goal of the Black Student Union is to educate people historically, culturally, socially and politically about African-American culture and issues. The Black Student Union is committed to diversity. The BSU offers members the chance to get acquainted with other students and faculty, as well as the opportunity to participate in numerous activities.

### **Commuter Council (CC)**

The Commuter Council is composed of representatives of the commuter student population. The council elects an executive committee composed of a president, vice president and a secretary/treasurer from its membership. The president of the Commuter Council is a member of the Student Governing Board.

The Commuter Council works with the Office of Student Development & Leadership to plan activities for commuter students and provides feedback to the administration on how to improve the quality of life on campus for commuters.

### **Latin American Student Organization (LASO)**

LASO is an organization that provides unity, support, and community service among Latin American students on campus while promoting and sharing Latin culture with the Lewis Community. The mission of LASO is to create many opportunities for Latin American students to enhance their educational, cultural, and social development. These objectives are promoted through various programs and activities.

### **International Student Association (ISA)**

ISA promotes education regarding international cultures and the creation of strong coalitions with other student groups on campus so that the whole campus community benefits from the richness of our diverse community.

The mission of the ISA is to educate the Lewis community on global cultures through social and educational activities.

### **Asian Student Association (ASA)**

The purpose of ASA is to promote cultural unity and awareness to the Lewis University community and among its members, increase awareness of social, political and cultural issues relevant to Asians and Asian Americans, increase awareness of Asian cultures and traditions and encourage cultural unity by celebrating diversity.

### **Residence Hall Association (RHA)**

The Residence Hall Association (RHA) is comprised of resident students from each residence hall. The council elects an executive committee comprised of a president, vice president, secretary, and a treasurer from its membership. A Student Services staff member will serve as the RHA moderator. The president of the RHA is a member of the Student Governing Board.

The RHA provides activities in the residence halls and provides feedback to the administration on the quality of life in the residence halls and dining services.

### **Organization Councils**

Organizations at Lewis University may be affiliated with one of seven organization councils depending upon the nature of that organization. The organization councils are:

- Class Councils
- Inter-Greek Council (IGC)
- Inter-Organization Council (IOC)
- National Pan-Hellenic Council (NPHC)
- Student Athletic Advisory Council (SAAC)
- Service and Social Justice Council (SSJC)
- Scholars Council

The IGC and NPHC oversee the activities of the Greek organizations within each of the respective councils. The IOC oversees the activities of these special interest organizations and clubs within each of these Councils. The Scholars Council oversees student-based activities in the Scholars Academy and is an advisory group for the academy’s governing council.

The primary function of the organization councils is intercommunication. It is essential that each organization recognizes that, although it is unique among all other campus organizations, it shares a common purpose with other organizations within the same council.

Each council consists of a full-time faculty/staff advisor, and an executive board. The selection of officers is through secret ballot by council representatives of the member organizations. The selection process is conducted in accordance with the by-laws of each council.

## Inter-Greek Council (IGC)

Alpha Eta Rho Fraternity  
Alpha Psi Lambda Fraternity  
Gamma Phi Omega Sorority  
Lambda Theta Alpha Sorority  
Phi Kappa Theta Fraternity  
Sigma Delta Fraternity  
Sigma Lambda Beta Fraternity  
Sigma Lambda Gamma Sorority  
Theta Kappa Pi Sorority

## Inter-Organization Council (IOC) and Honorary Organizations/Academic Clubs

American Association of Airline Executives  
American Chemical Society  
American Marketing Association  
Art Club  
Best Buddies  
Beta Beta Beta, National Biology Honor Society  
Book Club  
Collegiate Middle Level Association (CMLA)  
Delta Sigma Pi, Business Fraternity  
Delta Epsilon Sigma  
Delta Mu Delta Business Honors  
Fellowship of Justice  
Flyerettes (Dance Troupe)  
Flyer Photo Club  
Gay Straight Alliance  
Math Club  
Movie Club  
National Society of Collegiate Scholars  
National Science Teacher Association  
P.E.A.C.E.  
Phi Alpha Theta, National History Honor Society  
Phi Alpha Social Work Honors  
Phi Sigma Tau, Philosophy Honors  
Philosophy Club  
Pi Mu Epsilon, Mathematics Honors  
Pi Sigma Alpha, Political Science Honors  
Polish Club  
Political Science Organization  
Pre-Law Club  
Prometheon, Computer Science  
Psi Chi, National Psychology Honor Society  
Saudi Student Association  
Sigma Pi Sigma, Physics Honors  
Sigma Tau Delta, National English Honor Society  
Society of Human Resource Management  
Society of Physics Students  
Social Media Club  
Sports Management Association at Lewis  
Student Nurses Association  
Students of AMF (Actively Moving Forward)  
Students for Life  
Table Tennis Team  
Teachers of Tomorrow  
Theta Alpha Kappa, Theology Honors  
Upsilon Pi Epsilon, Computer Science Honors  
Women in Aviation

## National Pan-Hellenic Council (NPHC)

Alpha Phi Alpha Fraternity Inc.  
Delta Sigma Theta Sorority Inc.  
Kappa Alpha Psi Fraternity Inc.

## Service and Social Justice Council

Big Brothers/Big Sisters  
InterVarsity Christian Fellowship  
STAND

## Special Interest Organizations

Gospel Choir  
Harmonic Uprising  
Intramural Sports  
Mock Trial  
Peer Ministry  
Student Veterans Association  
*The Flyer* – Student Newspaper  
The Pulse – Student Programming Board  
Theatre  
WLRA Radio

This is a current list as of Spring 2014. Any groups who formerly existed and have not made reapplication are not recognized and must go through the formal recognition process.

For further information outlining all aspects of student organizations, students are referred to the *Student Organization Manual*.

## STUDENT RECREATION AND FITNESS CENTER

Lewis University has long recognized that a quality education includes both the classroom and co-curricular activities. The University has demonstrated its commitment to the development of a healthy mind and a healthy body with its Student Recreation and Fitness Center. This center, the largest building on our campus, is FREE to any student attending Lewis University with a valid ID. Fulltime faculty and staff members are also FREE. Lewis community members may purchase a membership for a nominal fee. The facility has many outstanding features including:

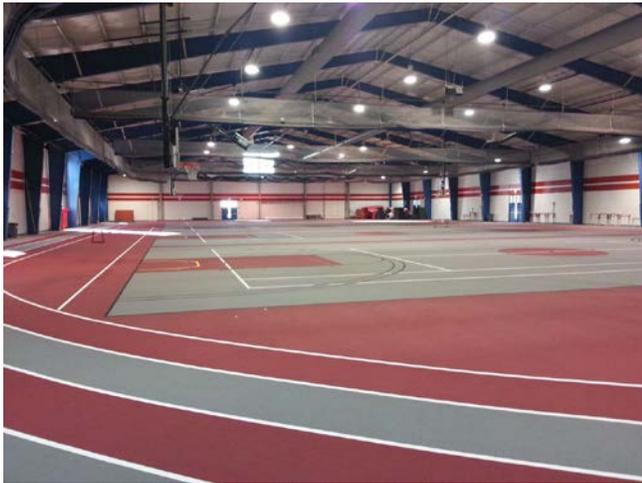
- 2,300 square-foot fitness center featuring cardiovascular and weight training machines.
- 50,000 square-foot field house with four interchangeable, multipurpose courts for basketball, volleyball, tennis and badminton.
- 1,000 square-foot group exercise facility with a wood suspended floor (designed to absorb shock).
- 200 meter, four lane, indoor track for running, jogging or walking.
- 25 yard, eight lane collegiate size swimming pool with sauna.
- 2,000 square-foot free weight area complete with state-of-the-art equipment.

# STUDENT HANDBOOK

- Locker rooms and shower facilities, including a lock and towel service.

There are a variety of wellness, fitness and recreational activities in the Student Recreation and Fitness Center. Watch for information on various intramural, wellness, group exercise and general fitness activities.

The Student Recreation and Fitness Center is generally open according to the schedule below. There are times when certain areas of the facility are closed for other events. The front desk staff can generally update callers in regard to changes in our hours of operation. The number is (815) 836-5051.



### Student Recreation and Fitness Center Hours

Monday through Thursday.....6:30 am - 11:00 pm  
Friday.....6:30 am - 9:00 pm  
Saturday .....10:00 am - 6:00 pm  
Sunday ..... 1:00 pm - 11:00 pm

These hours include the field house, fitness center and group exercise studio. Pool hours are posted at the front desk. There is an abbreviated schedule during the summer and vacation periods.

Students are expected to adhere to all facility policies and procedures. Non-compliance may result in suspension or termination of facility privileges and a referral to the judicial process.

### Intramural Program

The Intramural Sports Program at Lewis University provides students, faculty and staff a chance to stay fit and have fun in a relaxed, yet structured environment. The program offers a variety of sports and activities for both recreational and competitive play. All Intramural Champions receive a Championship t-shirt and an 11x17 team poster that is put on the “Wall of Champions”. All on campus Intramural events are free of charge for all Intramural participants.

All current students, faculty and staff, with a valid Lewis University ID and an IMLEAGUES account, are eligible to participate. IMLEAGUES is a free online database

specifically designed for Intramural Sports. Registration is quick and easy. Once a student, faculty or staff member creates an account they have access to event schedules, standings, team registration and personal statistics! Aside from enabling participants to create or join a team, IMLEAGUES provides the option for individual participants to join a league as a free agent. Free agency allows those without a team an exceptional opportunity to have fun and meet new friends.

[www.IMLEAGUES.com/Lewisu/Registration](http://www.IMLEAGUES.com/Lewisu/Registration).

### Sport Clubs

A sport club is a group of individuals organized for the purpose of furthering their interest in a common sport or recreational activity. To be recognized as a sport club by the Student Recreation, Fitness and Wellness department, a club must first be recognized as a student organization by the Student Activities Board (located in the Student Union).

Sport Clubs are designed to accept members at any and all skill levels and to provide recreational fun and/or competition, depending on the desires of the members. Everyone is welcome to participate in sport clubs. However, to be sponsored by the University, the team must be made up of students, faculty and staff.

Contact information for all sport clubs will be kept as current as possible on our website:

[www.lewisu.edu/sportclubs](http://www.lewisu.edu/sportclubs)



## Starting a New Club

Submit a written request to the Director of Student Recreation, Fitness and Wellness at least one full semester prior to establishing your group as a club.

Within the proposal the following criteria **MUST** be covered:

- A. Name of proposed club
- B. Name of proposed president with contact information
- C. Description of how the new club will benefit the University
- D. Description of how the new club will benefit Campus Recreation
- E. Description of how the new club will benefit Sport Clubs
- F. Equipment and facility needs
- G. Extra costs on starting the club
- H. How you will market the new club to participants
- I. If you have fundraising ideas, please explain
- J. Background of sport/activity
- K. Any other pertinent information that should be noted or described

The president of the prospective club will schedule a meeting with the Club Sport Administration to discuss recognition as a club sponsored by the Student Recreation, Fitness and Wellness department. The Club Sport Administration will grant acceptance as a member or reject (after first consulting with the appropriate committees). First year groups are required to spend one year on provisional status to demonstrate their ability to function as a club. After the first year, a review is conducted of the club to either grant permanent status or discontinue, or continue on probation status.

Insurance coverage for participants of Sport Clubs is not provided by the University and is the responsibility of the participating student.

## STUDENT UNION

The Student Union, under the supervision of the Office of Student Office of Student Development & Leadership, provides space for lounging, recreational activities, meetings, dances, movies, small concerts, lectures, and other student activities.

The Flyers' Den, in the lower level of the Union, features a snack bar serving a variety of food and drink items.

## UNIVERSITY MINISTRY

### Mission Statement

University Ministry, in harmony with Lewis' Catholic and Lasallian identity, embraces and nurtures enlightened religious experience within our community. University Ministry's primary focus is to be a sign and instrument of the Gospel. Therefore, we proclaim and celebrate the Gospel and invite the University Community into this mission. We seek to light our students' hearts on fire for God's Kingdom valuing:

- **Faith** – that is, loving the generous God made known to us through Jesus and the Holy Spirit and in the giftedness and dignity of all human beings;
- **Service** – that is, becoming more generous and loving with our time, talents, and treasures;
- **Community** – that is, celebrating our joys and sharing our sorrows with each other.

### We seek to promote an environment:

- in which people encounter God as the foundation and source of ministry
- where faith in God is explored and developed.
- in which students are developed as leaders by discovering, eliciting, and developing their gifts
- where the links between faith, service, and justice are made apparent
- that educates and empowers members of the University community to use their gifts to serve the church and the common good.
- that raises and addresses social justice issues.
- where students witness to God by their words and actions

### We create this environment by offering programs:

- Mass – Sundays and Weekdays
- Retreats – First Year Interaction, Koinonia, EPIC Retreats (Camping, Advent/Lent, Busy Person)
- Heritage Programs – Nafsi African American Heritage Experience, ORO (Oscar RomerO) Latino Heritage Experience
- Ministry Service – Local Service (SOL), National Trips (LUMINATE), International Missions to Bolivia & the Philippines
- Justice – Catalyst Social Justice Retreat, STAND, Pilgrimage Experiences, STAND Human Rights Group
- Groups - Inter-Varsity Christian Fellowship & Peer Ministry

### We nurture this environment by being people who:

- grow spiritually.
- invite others to live, with zeal, lives of faith, service, and community.
- welcome all and advocate for those in need.

## Locations

- The Sancta Alberta Chapel is situated at the center of the Romeoville campus.
- The Miguel Center for University Ministry (Ministry staff offices) is at the east end of Sancta Alberta Chapel.
- The James A. LaGrippe Pastoral Center (adjacent to the Chapel) provides a peaceful place for many activities sponsored by University Ministry. (By arrangement with the Director of Ministry, other University groups may also sponsor programs in the ministry center which are appropriate for the space.)

## Contact Information

To speak with a University Minister or to find out more about our programs, call (815) 836-5550. We can also be reached on the internet through the following ways:

University website:

<http://www.lewisu.edu/student-services/ministry/index.htm>

University Ministry Facebook:

[www.facebook.com/LUMinistry](http://www.facebook.com/LUMinistry)

## Residence Life



At Lewis University, supervision of the residence halls falls under the purview of the Office of Residence Life and is considered an integral part of the campus experience. The University seeks to maintain an environment on campus that fosters both the academic and personal growth of its resident students. The living areas should be quiet, providing an atmosphere appropriate for study, small group interactions and sleep.

Living in the residence halls is a unique experience that can provide many benefits and opportunities. However, it should be understood that when hundreds of people live in close proximity in a residential college community, it is essential that the rights and responsibilities of each person be respected. At various times, everyone must adapt his or her lifestyle out of consideration for others.

It is vital to the continuance of safe and comfortable residence halls that each person abides by the rules, regulations and standards for community living. It is expected that qualities such as self-discipline, social

maturity, and respect for public and private property will be the norm. The residence hall regulations are designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the entire community.

## RESIDENCE HALL STUDENT RIGHTS AND RESPONSIBILITIES

The **right** to read, study, or sleep free from undue interference.

The **responsibility** to observe quiet hours, control noise and limit distractions that inhibit the rights of others.

The **right** to recreate in or around residence halls.

The **responsibility** to modify recreation so as not to interfere with others or damage the facilities.

The **right** to personal privacy.

The **responsibility** to abide by visitation hours and respect the personal space of others.

The **right** to facilities that are clean, safe and orderly.

The **responsibility** to respect all property, to keep common areas free of litter, to report vandalism, and request necessary repairs.

The **right** to the redress of grievances and recourse to due process in the judicial system.

The **responsibility** to cooperate with University grievance and judicial procedures and to refrain from conduct which infringes upon the rights of others.

Every student in the residence halls is expected to adhere to the guidelines and rules that protect the rights and responsibilities of every community member. Failure to do so will result in a referral to the Judicial Process. Any violation of University Behavioral Standards and Policies may result in disciplinary action.

Each resident is required to maintain a clean room, and is responsible for whatever occurs in it.

In addition, all Residence Life staff members, including full-time professional staff, graduate Residence Life Coordinators and undergraduate Resident Assistants live on campus and are available for resource and referral purposes.

## Disciplinary Procedures in the Residence Halls

The Office of Residence Life is responsible for enforcing all regulations of the residence hall program and making the appropriate referrals to the University Judicial Process.

Any violation of residence hall regulations should be reported promptly to the Residence Life staff. Staff members may require a student to present a student identification card. All residence hall violations and other University offenses will be referred to the Office of Student Services for judicial action. Students are referred to the University Behavioral Standards and Policies section of this *Student Handbook* for a detailed listing of rules and regulations.

## RESIDENCY REQUIREMENTS

Only full-time students are eligible for resident status. Full-time is defined as 12 credit hours for undergraduates and nine credit hours for graduate students. If during the semester you fall below the credit hour requirement, you may be removed from the halls. Exceptions to this policy may be granted by the Director of Residence Life. Additionally, campus housing exists in support of academic pursuits. Students not fulfilling academic requirements such as class attendance and assignments will be removed from housing.

Housing application forms for new students can be obtained from the Office of Admission, and by current students from the Office of Residence Life. A \$100 payment must be paid at the time of application. Room assignments are made each academic year by the University according to its policies and procedures. The student is expected to abide by all housing contract stipulations and is required to sign a Room Condition Report at the time of check-in. If a student fails to register for classes by the end of the first week of classes, the housing assignment may be cancelled.

Additionally, if a student fails to check into housing by the second day of classes, the housing assignment may be cancelled.

If a student cancels his/her application between July 1 and the first day of class (for fall applicants) or between January 1 and the first day of class (for spring applicants), a \$250 fee will be assessed to the student's University account. Any student withdrawing from housing after the first day of class will be assessed a \$500 charge in addition to prorated amount for time in housing. No refunds will be given after the completion of the sixth week of classes and the \$500 assessment will apply.

### Meal Plans

All resident students are required to participate in one of the Meal Plans offered by the University. The University offers four residential meal plans, each with a different level of participation. Typically all students are initially enrolled in Plan II. All meal plans function as declining balance accounts with the account balance divided into 15 weeks per semester. Every account is reloaded on a weekly basis; balances carry over from week to week and between semesters. **These balances do not carry over into a different school year, and accounts are non-transferable.** You may add money to account balances at any time. Changes may be made to the plan level you are on before the end of the second week of each semester. These changes are made at the Business Office. **If a student withdraws from housing at any time during the semester, all money accumulated will be immediately removed from the account; no credit for excess money will be given.**

If you have special meal requirements, for religious or medical reasons, please notify the Sodexo Dining Services. Every reasonable effort will be made to accommodate special dietary needs.

### Meal Cards

Selection of a Campus Dining Services Meal Plan entitles you to a Meal card, which allows you purchasing power equivalent to the plan you have selected. Here is how it works: After you've made your food selection, a cashier will scan your student ID at the register to complete the transaction. The sale amount will then be deducted from your meal plan account. The receipt will reflect items purchased along with the remaining balance on your account.

### Continued Residency

Residents who wish to continue their residency the following academic year are required to submit a completed housing contract during the designated room selection process. Upon the submission of the contract, students must be in good standing with the Business Office. The dates for this process are announced each spring semester. Housing contracts received after the stated deadlines will be processed during the summer months.

Any student failing to check into his/her assigned room by the designated date will forfeit the room and be subject to the cancellation policy stipulations. Student must be in good standing with the Business Office before keys to a residence hall can be issued.

### Room Cancellation

A Room Withdrawal Form must be submitted to the Office of Residence Life upon check-out. A room inspection by members of the Residence Life staff is necessary to complete this process. The student's room key(s) and laundry card must be returned by the student to a Residence Life staff member or the student will be billed the replacement cost. The room withdrawal is not processed until a Room Condition Report is completed by the Residence Life staff. Any damage beyond normal wear and tear will be billed to the student's account in the Business Office.

Students also may be subject to common area damage fines. The rooms and common areas are inspected to be certain all damages are documented and appropriately assessed. Students are encouraged to keep the space in good condition to avoid additional charges to their University account.

Room and meal costs will be prorated if the student withdraws from the residence halls prior to the conclusion of the sixth week of the semester. No refunds will be given after the completion of the sixth week of classes and the \$500 late withdrawal assessment will apply. If a student withdraws or is removed from the residence halls, any remaining balance on the student's meal plan is cleared from the account and may not be converted for commuter use. Also, there will be no refund if the student is suspended or expelled from the residence halls or the University. Additionally, if a student withdraws after the first day of classes, a \$500 charge will be assessed in addition to a prorated amount for time spent in housing.

Students are encouraged to follow designated checkout procedures in order to avoid additional fees and/or disciplinary action.

## RESIDENCE HALL POLICIES AND PROCEDURES

### Residence Life Staff

Members of the Residence Life staff are available 24 hours a day, seven days a week and can be reached through the Office of Residence Life during the regular office hours of 8:30 am to 5:00 pm Monday through Friday at extension 5275. Outside of regular office hours, staff can be contacted by dialing DUTY (3889) from a touch-tone campus phone or by contacting Campus Police at extension 5222.

### Activity Policy

The residence hall facilities are available for the use of the resident population and not for the use of student organizations. Resident students who wish to sponsor an activity in the lounges or hallway areas may do so, if the activity is scheduled outside established quiet hours and proper authorization has been granted at least seven days in advance.

Resident students sponsoring an activity are responsible for proper cleanup immediately following the event.

In addition, no more than eight people are allowed to gather in a residence hall room at any one time. Also, no athletic activities are allowed in the residence halls.

### Alcohol Policy

Students must abide by the University's alcohol policy that is outlined in the Behavioral Standards and Policies section of this Handbook.

The construction of bars and display of alcohol containers are not allowed. It is prohibited to drink in the presence of minors except in the case where roommates or suitemates are of legal drinking age and other roommates or other suitemates are not. However, no guests may be present.

Alcohol-free living environments have been established where first year students live. No student regardless of age may possess alcohol at any time in or around these halls.

### The Backyard

The Backyard is located near Sheil Hall and Fitzpatrick Hall for use by students, faculty, and staff. All University rules and regulations must be followed.

### Break Periods/Hall Closings

Residents are required to vacate their rooms during breaks and vacation periods and are encouraged to take all of their valuables home with them during these times. Students with special permission may be allowed the privilege of pre-registering for and remaining in the halls during break periods. Only students in the following categories may request permission to remain on campus during breaks: in-season athletes as required by their coaches, international and out-of-state students, and student employees. Fees will

be assessed to students staying for spring and winter breaks. These fees are in addition to the room and board rates. There is no fee for staying in the halls over fall, Thanksgiving and Easter breaks. Summer housing is available on a limited basis for residents enrolled in summer school, international students and student employees. There are separate charges for summer housing.

Instructions regarding proper procedures for securing resident rooms during break periods and returning room key(s) during winter break will be distributed to residents by the Office of Residence Life. Failing to comply with these directives could result in administrative fines and/or judicial action. Additionally, if room key(s) are not returned by students not staying on campus during winter break, the room lock will be changed at the student's expense.

### Cable

Lewis University provides more than 80-channel cable television system to all rooms in the residence halls at no charge to the residents. Students are required to provide coaxial cable to connect televisions. Residents may not contract for alternative television service such as digital, cable or satellite. No signal receiving equipment such as satellite dishes or antennae may be placed on building exteriors.

### Candles and Incense

The possession or burning of incense or candles is not permitted in the residence halls. Any candles or incense located in student rooms will be confiscated and disposed of.

### Decorations

The University does allow decoration of individual rooms and suites. Holiday lights are allowed only in the month of December and may be displayed in the windows only. However, such decorations must comply with fire codes, and seasonal decorations must be completely removed from walls and doors prior to breaks and vacation periods. Live Christmas trees are not allowed in the residence halls.

Wall hangings and decorations must leave no residue damage (i.e., nail holes, tape marks, or stains). Any such residue or damage will be billed to the students occupying the room at time of check-out.

The display of neon lights/signs, alcohol bottles or candles as decorations is prohibited.

## Electrical Appliances/Cooking

Due to the dangers associated with overloading the electrical circuits and cooking in the residence halls, only the following U/L listed electrical appliances are allowed in the rooms: clocks, radios, stereo equipment, televisions, VCRs, DVD players, personal computers, heating pads, razors, hair dryers, irons, study lamps, coffee pots, small hot pots, and popcorn makers. Ceiling fans and air conditioners are prohibited.

Care should be exercised by residents not to overload outlets; multi-socket outlets should not be used at any time. U/L listed surge protectors or power strips are recommended. Extension cords are prohibited.

The cooking of meals in residence halls is expressly prohibited except in the common residence hall kitchens. Barbecuing is allowed outside of the residence hall provided the rights of other residents are not violated (i.e., noise, litter). Barbecuing near the windows of the residence halls is prohibited. Combustible materials, and liquids such as lighter fluid are not permitted in residence halls.

Micro-fridges are provided in each residence hall room with the exception of North Hall, in which suitemates share a full-size microwave and refrigerator. No other refrigerators/microwaves are permitted. Food may be kept in the rooms provided that such food is not left open and perishable food is properly refrigerated.

No torchere halogen lamps are permitted as they present a fire hazard. Additionally, no space heaters are permitted unless it is issued to students by the Residence Life or Physical Plant staff.

## Emergency Contact Form

All resident students are required to have an Emergency Contact Form on file in the Office of Residence Life. This form provides a contact person in the event of an emergency.

## Fire Safety

Fire drills will be conducted regularly during the academic year. Persons who tamper with firefighting equipment (including signs), sound false alarms, fail to evacuate during a fire alarm, remove batteries from smoke detectors and/or inhibit the work of firefighters in any way are subject to disciplinary action.

## In Case of a Fire Inside of Your Room

- 1) If you cannot easily extinguish the fire, GET OUT, take your room key, close the door and safely evacuate the area.
- 2) Activate fire alarms and alert others.
- 3) Walk-do not run to the nearest stairwell exit.
- 4) If the room or hallway is smoky, get on your hands and knees (or stomach) and crawl to the nearest exit.
- 5) GO TO A SAFE LOCATION AND CALL CAMPUS POLICE AT EXTENSION 5222 OR CALL THE ROMEOVILLE FIRE DEPARTMENT BY DIALING 9 THEN 9-1-1 THEN YOUR CODE. Be prepared to

tell the dispatcher your exact location, and what is on fire.

## In Case of a Fire Outside of Your Room

- 1) Feel the door and doorknob. If it is hot, DO NOT open the door.
- 2) CALL CAMPUS POLICE AT EXTENSION 5222 OR CALL THE ROMEOVILLE FIRE DEPARTMENT BY DIALING 9 THEN 9-1-1 THEN YOUR CODE. Be prepared to tell the dispatcher your exact location, and what is on fire.
- 3) If possible, wedge WET cloth materials along the bottom of the door to help keep out smoke.
- 4) Check to see if there is smoke outside the window. If there is no smoke, open the window and hang light colored material outside and SCREAM, FIRE!
- 5) If the room becomes smoky, tie a folded cloth (wet if possible) over your nose and mouth and stay low.
- 6) Try to make yourself visible to rescue personnel through the window or balcony.
- 7) Do not jump from upper story windows.
- 8) If the door is not hot, stay behind the door and open it cautiously. Be ready to close the door quickly if fire is close by.
- 9) If it is safe to proceed into the hallway, walk, do not run, to the nearest stairwell. Take your room key with you. Activate the fire alarms and alert others.
- 10) If smoke is present in the hallway, keep low.
- 11) If you are below ground, walk up the stairs only if downward movement is not safe.

## Furniture

The University generally furnishes the room with the following items per person: window blinds, micro-fridge, bed, desk, chair, and closet or wardrobe. The University does not provide bed linens, blankets, pillows and towels. You may not remove any University furniture from the room. Non-stackable furniture may not be stacked.

Lounge furniture is provided by the University for the benefit of all the hall residents. Under no circumstances are these items to be moved to individual rooms.

Any addition or alteration of the premises, such as dismantling beds and desks or adding locks, without the prior written permission of the Residence Life staff will result in a fine. The installation of waterbeds is expressly prohibited.

As North Hall suites are already furnished, additional furniture may be allowed at the discretion of the Residence Life staff. Gaming tables in residence hall rooms or suites are expressly prohibited.

## Laundry Facilities

Washers and dryers are located in each residence hall laundry room. Each resident will be allowed use of the washers and dryers at no additional charge. Laundry facilities are for the sole use of resident students only.

## Littering

Littering anywhere on the campus is prohibited.

## Lock Out Policy

If you should get locked out of your room, you must contact Campus Police at extension 5222 to gain admittance into your room. You must show your ID before the door can be unlocked or immediately thereafter. Each lock-out is documented and residents will be charged (\$10.00) for this service. There is a \$30.00 fee for lockouts requiring attention between midnight and 8:30 am.

## Lofts

No personal lofts are allowed in the residence halls.

## Missing Person Protocol

All resident students will be required to have a Missing Person Notification Form on file in the Office of Residence Life. This form provides a contact person in the event there is a reason to suspect a student is missing for 24 hours or more or is in threat of imminent harm and the resident cannot be immediately reached. In such cases, the Office of Campus Police will be notified. Lewis Campus Police Department will work with the Office of Residence Life to conduct a preliminary investigation to determine the circumstances. University officials will notify Romeoville Police Department if it is determined the student is unreachable.

## Overnight Guests

The University, at its discretion, may allow overnight guests in the residence halls, provided adequate space is available. All overnight guests must be registered with the offices of Residence Life and Campus Police. An Overnight Guest Permission Request Form must be completed to be in compliance with the Overnight Guest Policy. Overnight guest forms may be completed during regular office hours in the Office of Residence Life and after business hours through Campus Police. Residents may obtain overnight guest passes until 12:00 am.

All overnight guests in all halls after visitation hours may only be same gender guests. Children under the age of 13 are not permitted as overnight guests. Any resident requesting overnight guest permission for a person from age 13 -18 years old must have a parent or guardian of the 13 -18 year old guest complete the appropriate section of the Overnight Guest Permission Request Form.

Residents may have two guests per evening for a maximum of two consecutive nights, totaling no more than 15 nights (with guests) a semester. The roommate (if applicable) must sign the Overnight Guest Permission Request Form before a pass will be issued. Any guest found on campus without a pass and/or an escort will be directed to leave campus immediately. See the Visitation Policy for additional information regarding guests in the residence halls. Any individual present in a residence hall to which he or she is not assigned is considered a guest in that hall. The

residence hall staff reserves the right to remove persons without an escort or appropriate authorization from campus.

## Pets

Only fish will be allowed as pets in the residence hall. Fish will be removed if they are not cared for properly or if they are a hazard to the environment.

## Quiet Hours

To ensure an adequate environment for study and sleep in the residence halls, the University has established the following quiet hours:

Sunday through Thursday ..... 9:00 pm to 10:00 am  
Friday and Saturday .....Midnight to 10:00 am

One of the most important norms that govern life in the residence halls and from which many other regulations stem is related to quiet hours. Residents and visitors must insure that their noise level does not disturb any other resident (e.g. no shouting, screaming loud talking, loud stereos, radios, television sets, and disruptive behavior). Each person has the responsibility of maintaining quiet within the hall.

Although specific quiet hours are established, students are asked at ALL times to be considerate of the rights of other students who may be studying or sleeping and to offer the same respect they might ask of them. Specifically:

- 1) Keep stereos, radios, TVs etc. turned down so that they cannot be heard outside of the room. Stereos, radios, TVs, etc. are not to be played out open windows.
- 2) Keep doors closed when entertaining guests watching TV, etc.
- 3) Refrain from shouting in the hallways, bathrooms, and showers.
- 4) Activities such as football, golf, broom hockey, water fights, frisbee, etc. are not to be played in the residence halls.

Students should feel free to personally request quiet from anyone causing a disturbance and report violations to the Residence Life staff.

Excessive noise (that is, noise that carries outside a room with the door closed) at any time is considered a violation of quiet hours.

Final exam period is the last two weeks of the semester. Quiet hours are in effect 24 hours a day in order that a study atmosphere may be maintained in the **residence halls during the last two weeks of the semester.**

Please note that the following consequences may be a result of disruptive behavior on campus during the last two weeks of the semester:

- Graduating seniors may lose the privilege of going through graduation ceremonies or have their diplomas held pending a judicial hearing.
- Students moving off campus will go through the University judiciary process.
- Students withdrawing from the University run the risk of having transcripts withheld.
- Students planning to return to the halls risk termination of their housing contract.

# LEWIS UNIVERSITY

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- Commuter students involved in disruptive incidents may be banned from campus pending a judicial hearing.

Violations of the Quiet Hours Policy or other disruptive behavior may result in immediate removal from the residence halls. For the benefit of all students, there will be an increased presence of Residence Life staff, Campus Police and administrative staff to monitor adherence to the 24-hour quiet policy.

## Recycling

The University is committed to a campus-wide recycling effort. Student participation is expected and appreciated.

## Room Changes

A formal room change process will be announced during the first two weeks of each semester. Students that move outside of the official process will be assessed a fine and required to return to the original room. All room changes must be approved by the Office of Residence Life and the room occupants must complete the appropriate forms.

## Room Consolidation

Students left alone in double, triple or quad room for any reason will be offered the option of living with another student in the same situation or “buying-out” the room to keep it as a single for the remainder of the semester, at a prorated amount. Students are not able to remain in a double, triple or quad room alone, without paying the single room rate.

## Room and Common Area Damage

It is expected that every student living in the residence halls plays a role in maintaining the physical environment. This extends from the prompt reporting of damage and breakage to respect for the rights and property of other students.

Whenever breakage occurs or repairs are required, the staff must be contacted. This extends to all residence hall facilities: individual rooms, common areas, bathrooms and laundry rooms, etc. Damage will be charged to the person or persons responsible. If no determination of responsibility can be made, damage will be charged to the appropriate section or residence hall. Cleaning concerns should be communicated to the Residence Life staff.

The University is not responsible for fire, theft, loss or damage to any resident’s personal property. Resident students are encouraged to obtain insurance coverage for their personal property.

## Room Selection for Returning Residents

Each spring semester, returning students will have the opportunity to select a room for the following fall. Information regarding this process will be distributed during the spring semester to all current residents. No room changes will be processed once the room selection process is complete unless there are extenuating circumstances.

Students who wish to change their room for the following semester must do so during the formal room change process.

## Severe Weather

When conditions are threatening, listen closely to the radio or television stations or for notice from the Federal Informer System for the up-to-the-minute information and listen for tornado warning sirens. If you are inside:

- Go to the corner of the lowest level of the building.
- Take cover in an interior closet, in the hallway or restroom.
- Attempt to get under heavy protective furniture.
- Keep some windows open, but stay away from them.

If you are out in the open, move away from the tornado’s path at a right angle. If there is no time, lie flat in the nearest depression, ditch or ravine with your hands shielding your head. Report a sighting of a tornado to Campus Police at extension 5222.

## Smoking Policy

In compliance with the Illinois Indoor Clean Air Act, Lewis University is primarily a smoke-free campus. Specifically:

- Use of tobacco or tobacco products is prohibited in all University buildings, including the use of electronic cigarettes (or other products identified below in definition).
- Smoking and use of other tobacco products is only permitted in designated outdoor smoking areas. These areas are all at least 25’ from building entrances.
- No smoking or use of tobacco while operating university owned, leased or rented equipment.

Definition: For the purposes of this policy, “tobacco” includes any lit or unlit cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarettos, pipes, hookah products; and any other smoking product; and any smokeless, spit or spit less, dissolvable, or inhaled tobacco products, included but not limited to dip, chew, snuff or snus, in any form (orb, sticks, strips, pellet, etc.); and all nicotine delivery devices that are not FDA-approved as cessation products.

Failure to comply with this policy may result in disciplinary action.

## Solicitation

Student organizations or individuals must gain permission from the Office of Residence Life to sell merchandise or services in the residence halls for fundraising purposes. Any unauthorized solicitation by any company, organization or any individual is prohibited. Students are encouraged to call the Office of Residence Life or contact Campus Police if they witness solicitation on campus.

## **Sports in the Residence Halls**

No in-line skating, roller-skating, hiking, golfing, ball/frisbee throwing, skateboarding, hockey, weightlifting, or any other sport will be allowed in the rooms, hallways, balconies, stairwells, laundry rooms, or lounges. Water fights or snowball fights and the use of water guns are also prohibited. Students who own bicycles must store them in their residence hall rooms.

## **Visitation Policy**

Visitation hours designate those times when persons not assigned to a residence hall are permitted to be present in said residence hall (lounges, stairwells, hallways and balconies included). When visitation hours have concluded, only those students assigned to a hall and approved guests may remain in that hall. Students from other residence halls may, for appropriate reasons, be given permission to remain in the hall by a Residence Life staff member. All others, unless registered as an overnight guest, must leave.

Floors and sections are defined as either all-male or all female. For the sake of privacy, only members of the same gender are allowed in those areas beyond visitation hours in all buildings. There are no exceptions to this policy other than University personnel performing job-related duties.

All guests must be in the presence of their respective host at all times. Any person in violation of this policy will be directed to leave the hall. Food delivery persons are to be met at exterior doors or in the lounge in the case of Fitzpatrick Hall.

Visitation hours in the residence halls are 10:00 am to 2:00 am throughout the week.

Resident students are responsible for the behavior of their visitors and guests during the time they are on campus and in the building (lounges, stairwells, hallways and balconies included). Visitors are expected to adhere to residence hall policies. Each resident student must also respect the rights of his or her roommate to study, sleep, etc. when bringing a visitor to the room.

## **Windows**

Removal of screens and blinds is prohibited except in the event of an emergency. Residents are not allowed to display items such as flags, posters or neon signs in the windows. No item should be visible from the outside of the building. Residents are also prohibited from throwing anything out of a window.

Students are not permitted to exit or enter the building through the window with the exception of emergency situations. In addition, students may not move belongings through the windows.

Window air-conditioning units may not be installed in student rooms.

## **Work Orders**

If, during the semester, a room incurs damage or needs maintenance, residents should contact Residence Life staff. The Residence Life staff can be contacted by dialing extension 5275 during office hours or D-U-T-Y (3889) or Campus Police (5222) after hours. Repairs are made on a

priority basis. Should a repair not be made within a reasonable period of time, students should follow up with the Office of Residence Life. Incandescent light bulbs for closet lights can be obtained from the Office of Residence Life.

## **RESIDENCE HALL SAFETY AND SECURITY**

For the safety and protection of students' personal belongings, residents should always lock their doors before sleeping and whenever they leave their rooms. Any theft should be reported to the Residence Life staff and Campus Police. Inquiries about lost articles in the residence halls should be made to the Office of Residence Life. Found articles should be turned into the Residence Life staff or Campus Police.

Exterior doors of all halls are locked at all times for security purposes. These doors are locked to discourage access to the halls by non-residents and to provide students a secure living environment. Students may not prop open any door. Students must carry their hall keys/access card with them whenever leaving their rooms. Forcing open a locked door is prohibited.

Access to each residence hall is limited. All other doors are alarmed and to be used for emergency exit only. Unauthorized use or tampering with these doors will result in a \$500.00 - \$1,000.00 fine to responsible parties or the entire building when violator(s) are unknown. The amount of the fine is determined by the level of tampering and the occupancy of the building.

## **Keys**

Keys are issued at the start of each semester upon presentation of a validated ID. Whenever a key is lost or stolen, the student will be charged for installing a new core and key replacement. It is against University policy to loan your room key to other individuals and for someone other than yourself to return your key prior to winter or summer breaks. Only when a damaged key can be presented will a key replacement be offered. In all other cases, a re-core is done at the student's expense.

## **ROOM INSPECTION, ENTRY, AND SEARCH**

### **Room Inspection and Entry**

A resident student's room may not be entered unless the student is present and permits entry except as specified:

- 1) General residence hall inspections conducted regularly during the academic year for adherence to fire, health, and safety regulations. Violations of residence hall policies are documented.
- 2) Residence hall opening and closing inspections completed at designated breaks.
- 3) Hall suite lounge inspections, as deemed necessary.
- 4) Maintenance personnel performing a repair.
- 5) Pest exterminators.
- 6) During emergency situations including but not limited to fire, accidents, sickness, or danger to health and welfare.
- 7) When there is reason to believe a University regulation is being violated and the student is not present.
- 8) When there is reason to believe that a University regulation is being violated and the resident does not open the door when asked to do so.
- 9) For other sufficient cause as determined by the Director of Residence Life as designated by the Dean of Student Services.

Stolen property, including street and road signs, may not be displayed in any residence hall areas. Any stolen property will be confiscated by the Residence Life staff and turned over to Campus Police.

Whenever a room is entered, the University personnel will knock, announce themselves, receive permission to enter, and then enter. Whenever a room is entered without a resident being present, the staff member(s) will leave a note stating that the room has been entered, by whom and the purpose for the entry. Any items in violation of University Behavioral Standards and Policies which are in plain view in a room inspection will be confiscated and handled through the Judicial Process.

### **Room Search**

Designated University officials may conduct a formal search of a residence hall room if one or more of the following conditions are believed to exist;

- 1) There is a serious threat to persons in the Lewis community, or the learning environment.
- 2) There is stolen property in the room.
- 3) There are illegal substances in the room.
- 4) For other sufficient cause as determined by Director of Residence Life as designated by the Dean of Student Services.

The room search will include the inspection of all items within the room. A search may result in notification of police. Search findings are documented in a University Documentation Statement. Any items in violation of University Behavioral Standards and Policies which are discovered in a room search will be confiscated and handled

through the Judicial Process. Items may be turned over to law enforcement officials for criminal investigation.

### **Confiscation Policy**

Any items discovered in the residence halls or on campus that are against policy or any illegal items may be confiscated by Residence Life or Campus Police personnel. Written notification will be issued and the property may be disposed of or turned over to civil authorities.

# University Behavioral Standards and Policies



Students arrive on campus with varying backgrounds and experiences. During their years at Lewis, students develop lasting relationships as they face the academic and social challenges of life. Personal growth and development, a sense of personal responsibility, respect for the individual and the rights of others, and an appreciation for Catholic and Lasallian values are all essential prerequisites for a student's successful advancement toward his or her educational goals at Lewis University.

As a faith-based university, Lewis is a community of many persons whose cooperation and mutual relationships constitute a daily educational process. All members of a community share rights and duties, each according to his or her own role. Rights are balanced by responsibilities. The University has established certain conditions which it has determined are essential for the achievement of its educational mission. The University reserves the right to sanction inappropriate behavior on the part of any student whose conduct is detrimental to this mission. Conduct incompatible with the University community, which is therefore disruptive of our educational environment, shall be subject to judicial action and/or action taken by the local authorities. The University has established policies for behavior which ensure that a healthy environment for living and learning exists. Students are responsible for the policies defined in the *Student Handbook* as well as all behavioral standards in other documents governing student life.

Irresponsible, disrespectful, unsafe and destructive behavior has a ripple effect within the University community and, therefore, it is essential that each individual's rights and privileges are protected.

Violating the following codes disrupts the University. Sanctions in response to violations of the codes outlined below depend on both the kind of behavior and the severity of the breach in policy. All persons in the presence of any violation of the behavioral code will be documented and are subject to disciplinary action. New policy may be defined by the Office of Student Services as necessary.

## STUDENT BEHAVIORAL CODE

### Actions in Violation of the Behavioral Code

- I. Failure to comply:
  - Fundamental to this code is the standard that officials of the University (defined as faculty and staff members) are to be complied with when enforcing rules and regulations, when requiring information in the performance of their duties, in requesting a particular course of action in regard to a situation in which public order must be maintained, or in the performance of their duties.
  - A. Disregarding the legitimate request of a University official, including failure to follow directions, obstructing the actions of appropriate officials, including failure to present a student identification card.
  - B. Failure to report to an appropriate University official the knowledge of any violation of University policy or a potentially harmful or disruptive situation.
- II. Violation of University controlled substances policies:
  - A. Violations of the University Drug Policy (see page 51)
  - B. Violations of the University Alcohol Policy (see page 49)
  - C. Violations of the University Smoking Policy (see page 44)
- III. Possession and/or use of firearms, dangerous weapons or explosive devices, including, but not limited to, paint ball guns, pellet guns, BB guns and other projectile firing devices. Use or misuse of any item in such a way that it could cause bodily harm or property damage.
  - A. Possession or use of fireworks.
  - B. With the compliance with the Illinois Firearm Concealed Carry Act (PA098-0063), any building, classroom, laboratory, artistic venue, athletic venue, entertainment venue, officially recognized University-related organization property, whether owned or leased, and any real property, including sidewalks and common areas under control of the University are considered "prohibited areas" upon which a Concealed Carry License holder shall not knowingly carry a firearm. A Concealed Carry License holder shall be permitted to carry a concealed firearm on or about his or her person within a vehicle into a parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A

Concealed Carry License holder may carry a concealed firearm in the immediate area surrounding his or her vehicle within a parking lot only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk provided the license holder ensures the concealed firearm is unloaded prior to exiting the vehicle. The University does not provide firearms storage for Concealed Carry License holders. Further, a Concealed Carry License holder shall not carry a firearm while operating a University vehicle or when engaged in University activities whether on or off University property.

- C. In accordance with state statute and the Federal Law Enforcement Officer Safety Act, qualified current and retired law enforcement officers may possess firearms on University property.

#### IV. Harassment:

- A. Verbal or physical harassing of any member of the University community including students, faculty, or staff— because of race, gender, religion, national origin, disability, physical appearance, or sexual orientation.
- B. Unwanted contact including contact through electronic means.

#### V. Sexual Misconduct Policy (See page 52).

- A. Sexual Harassment
- B. Non-Consensual Sexual Intercourse
- C. Non-Consensual Sexual Contact
- D. Sexual Exploitation

#### VI. Gang activity:

- A. Recruiting other students into police- recognized gangs.
- B. Participating in gang-related activity on campus.
- C. Promoting gang participation through the use and dissemination of gang symbols.

VII. Behavior that is disorderly or disruptive in nature, which subsequently threatens, harms or interferes with individual or group activity.

- A. Exhibiting behavior disruptive of others, perceived as being disorderly.
- B. Conducting oneself in a lewd, obscene or indecent manner, including vulgar language and public nudity.
- C. Public intoxication.
- D. Exhibiting uncivil or rude conduct in a judicial proceeding.
- E. Making prank phone calls.
- F. Making a bomb threat.
- G. Disrupting authorized University activities and functions including academic classes.

- H. Recording persons without their consent, inside and outside the classroom. Each person who is heard or recorded needs to give consent in order for the recording to be conducted. For online/blended courses, if a student plans to record and archive the class, permission must be given by each student.

VIII. Plagiarism, cheating, scholastic dishonesty or collusion with other students to engage in academic dishonesty. (Refer to the separate section on Academic Honesty and Computer Ethics.)

IX. Misappropriating through removal, use without permission, theft or inappropriate use of the property of another person or of the University:

- A. Possession, use or sale of another's or the University's property without consent.
- B. Destroying, or defacing another's or the University's property.
- C. Obtaining the property of another person or of the University through fraud.
- D. Trespassing in areas secured or in areas which are generally off limits including but not limited to rooftops or storage areas.
- E. Soliciting/selling for personal or organizational profit without proper consent of University officials.
- F. Littering and other inappropriate disposal of garbage or rubbish.
- G. Driving vehicles on sidewalks, grass or other prohibited areas without prior approval.
- H. Forcing open a locked door.
- I. Entering a student room or residence hall to which you are not assigned without escort.
- J. Use of another student's telephone authorization code.
- K. Removal of University property from its designated place.
- L. Unauthorized use of another student's meal plan.

X. Violating Residence Life policies as outlined in the Residence Life section of this *Student Handbook*.

XI. Misuse of fire safety equipment, starting, causing or assisting in behavior, which could result in a fire or inhibit the work of emergency personnel.

- A. Improper use of fire alarms, fire extinguishers, hoses or other safety devices, including removing or tampering with smoke detectors or fire procedure stickers.
- B. Inhibiting the work of firefighters especially through failure to evacuate a building or to cooperate with personnel.
- C. Having a bonfire without permission from appropriate University personnel.
- D. Entering or exiting through a designated emergency door.
- E. Possession of combustible items.

XII. Falsifying, defacing, or altering any official document submitted to or issued by the University. This includes identification cards, grade reports, transcripts, official correspondence or receipts, or applications.

Altering, possessing, duplicating keys without consent and authorization of University personnel.

- A. Purporting to represent another person, an organization, or the University without consent or authority.
- B. Incurring financial obligations on behalf of a person, organization, or the University without consent or authority.

XIII. Lying or perjuring oneself to University officials including adjudicators at any level in the judiciary process.

XIV. Failing to comply with a judicial sanction, including violation of specific probationary statutes.

XV. Violating motor vehicle or parking policies of the University. Refer to the Campus Police section of this Handbook for specifics.

XVI. Hazing in any form. Hazing is defined as any action or situation created, either unintentionally or intentionally, on or off the campus to produce physical discomfort, embarrassment, ridicule, possible harm or injury as a requirement for belonging to any group. (See more information in the *Student Organization Manual*).

XVII. Gambling for money or other things of value on campus or at University-sponsored events, except as permitted by law and as authorized by the University.

XVIII. Violating federal, state and local laws. Violation of any such laws could result in judicial action being taken by the University in addition to any action taken by law enforcement authorities.

## ALCOHOL AND OTHER DRUG POLICY

In compliance with the Drug Free Schools and Communities Act of 1989 (DFSCA) Lewis University has established regulations prohibiting the possession, use or distribution of any illicit drugs, and the misuse or illegal use of alcohol, on University property or as part of any University-sponsored activity. Special permission may be granted by the Senior Vice President of Student Services to permit alcohol at specific University events or facilities. Students are also subject to all applicable local, state and federal law for any offenses involving drugs or alcohol on University property or at University-sponsored activities.

### Student Support

The Center for Health and Counseling Services staff may assist in assessing a student's pattern of use/abuse. Based upon this assessment, the student will be provided with treatment recommendations which could include, but is not

limited to, services on campus and/or a referral to an off-campus treatment program or licensed treatment professional. The Center for Health and Counseling Services staff will keep all information regarding alcohol and other drug use, misuse, or abuse confidential except in cases where it has been determined that there exists a serious potential and/or immediate threat to self and/or to others.

## Alcohol Policy

### Basic Guidelines

Students who are 21 years of age or older are permitted to possess and consume alcohol in designated residence hall rooms. Students who are of legal drinking age may not share or provide alcohol to any students or guests who are under 21 years of age. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol anywhere on University property or at University-sponsored activities.

To encourage moderation for students of legal age, a maximum of two cases of beer or one liter of wine or liquor are allowed in a room at any one time. Amounts in excess of these limits will be confiscated by an appropriate University official. Large capacity containers such as: kegs, party balls, punch bowls, wine boxes, etc. are prohibited. Drinking games, and the use and/or possession of any device designed to increase speed or quantity of alcohol consumed such as bongos, funnels, or hoses are prohibited. Such devices are subject to confiscation. Showing impairment as a result of alcohol use on campus or at any University sponsored event is prohibited. Regardless of age, no one may consume or carry open alcohol anywhere on campus including residence hall common areas. Alcohol being transported on campus must be concealed from view and packaged in a manufacturer sealed container.

### In the Residence Halls

Students 21 years of age and older may possess and consume alcohol within their private residence hall rooms with the door closed. Consuming alcohol in the presence of minors is not permitted in the residence halls. The only exception to this policy is when a person of legal age is a roommate to a minor. No guests may be present in this case.

Alcohol-free living environments have been established for first year students. No student, regardless of age, may possess alcohol at any time in alcohol free residence halls.

The construction of bars and display of alcohol containers whether empty or full are not allowed.

No gatherings of more than eight people where alcohol is present are allowed at any time in the residence halls

## Examples of Violations of the University Alcohol Policy:

- Purchasing alcohol by a person under the age of 21.
- Selling or providing alcohol to a person under the age of 21.
- Possessing either full [or empty] alcohol containers by a person under the age of 21.
- Consuming alcohol by a person under the age of 21.
- Showing physical or mental impairment following or resulting from alcohol use.
- Possessing empty alcohol containers for decorative purposes.
- Using or possessing common large quantity containers including, but not limited to kegs, party balls, punch bowls, wine boxes, etc.
- Participating in or being present during the occurrence of any drinking game.
- Possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces.
- Driving under the influence of alcohol.

## Local Ordinances and State Statutes

The Lewis University Police Department has authority to enforce Illinois state statutes and Village of Romeoville local ordinances. Students violating state and local laws related to drugs and alcohol may be subject to arrest and criminal prosecution in addition to University student judicial action.

## Parental Notification Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Student Services (or designee) will notify the parents/guardians of students under 21 years of age when the student is found in violation of the alcohol policy. Additionally, the Dean of Student Services (or designee) will notify parents/guardians of students, regardless of age, of any incident in which the student is in violation of the University drug policy.

## University Student Judicial Process

The student judicial process seeks to provide a fair, speedy and deliberate and non-prejudiced adjudication. The goal is to provide education and better decision making on the part of the student. University alcohol policy violations and potential sanctions for violations of the policy are listed below. Judicial action dependent upon a number of factors including, but not limited to: hearing officer discretion, the nature and severity of the incident, a student's judicial history and a student's cooperation throughout the judicial process.

## Minor in Possession/Consumption of Alcohol or

### Residence Life Alcohol Policy Violation

1. First Offense—Possible sanctions and institutional actions include, but are not limited to:
  - Participation in e-checkup TO GO (a web-based assessment and education tool)
  - Authorship of a research/reflection essay
  - Notification of parents/guardians of students under 21 years of age
  - Fine up to \$100.00
  - Other sanctions as determined by the adjudicator
2. Second Offense— Possible sanctions and institutional actions include, but are not limited to:
  - Brief Alcohol Screening & Intervention for College Students (BASICS) assessment through the Center for Health and Counseling Services and follow through on all recommendations of the counselor
  - Authorship of a research/reflection essay
  - Fine up to \$150.00
  - Notification of parents/guardians of students under 21 years of age and/or
  - Other sanctions as determined by the adjudicator
3. Third and Subsequent Offenses
  - Referral to the University Judicial Board (see Judicial Board Hearing)

### Misrepresentation of Age by a Minor

Both Illinois state statutes and Village of Romeoville local ordinance prohibit minors from misrepresenting their age for the purpose of purchasing or receiving liquor. Students violating this provision could face criminal charges in addition to University judicial action.

### Falsifying Identification

Falsifying, defacing, or altering University or government issued identification for the purposes of purchasing or receiving alcohol is prohibited and could result in both criminal charges and University judicial action.

### Driving Under the Influence:

The Lewis University Police Department has the authority to enforce state and local traffic laws including statutes prohibiting driving while under the influence of alcohol or drugs. Students violating these statutes could be subject to arrest and prosecution. Additionally, students will face University judicial action. A student under the legal minimum drinking age found to have any detectable amount of alcohol in his/her system could be subject to penalties under Illinois statutes including driver's license suspension.

## Illegal Drug Policy

The use, possession, sale, transfer, or manufacture of any illegal drug or paraphernalia commonly associated with illegal drugs is prohibited. Illegal drugs include: cannabis, illegal controlled substances, and legal controlled substances which are unlawfully possessed or distributed (such as prescription medications). Also prohibited is the misuse of over-the-counter medications and use of household products as intoxicants. In accordance with the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130), Lewis University prohibits the use of Medical Marijuana on its property.

Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse of household products as intoxicants.
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, hypodermic syringes, spoons etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Sale, transfer, or manufacture illegal drugs.

In addition to University judicial action, students are subject to criminal prosecution under federal, state and local law for any offenses involving illegal drugs on University property or at any University event.

Recognizing the need to address violations related to the use or possession of illegal drugs, the University is also committed to the education and well-being of all our students in this regard. In partnership with students, departments including Health & Counseling Services, Student Services, University Police, University Ministry and Residence Life work together to provide various alcohol and drug prevention education and awareness activities and initiatives.

## Immunity for Students Seeking Assistance during Emergencies

The health, safety, and welfare of our students and community are paramount. As such, all Lewis students are expected to alert appropriate officials in the event of any health or safety emergency - specifically including those involving the abuse of alcohol or drugs - even if violations of the University Behavioral Standards may have occurred in connection with such an emergency.

Because the University understands that fear of possible disciplinary actions may deter certain requests for emergency assistance, the University has adopted the

following policy to alleviate such concerns and promote responsible action on the part of students.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students are generally expected (1) to contact emergency officials by calling University Police at extension 5911 or (815) 836-5911 to report the incident, (2) to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and (3) to meet with appropriate University officials after the incident and cooperate with any University investigation.

If students follow this procedure, no formal University judicial actions or sanctions will be imposed for alcohol or drug infractions. The incident will be documented, and educational, community, and health interventions - as well as contact with a student's parents or family - may be required as a condition of deferring disciplinary actions or sanctions. The protocol does not protect repeated, flagrant, or serious violations of University Behavioral Standards (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police or other legal authorities. Failure of students to take responsible actions in an emergency situation where action is clearly warranted, however, may void all protections under this provision and may lead to further judicial action when such failure to act otherwise constitutes a violation of University Behavioral Standards.

## Immunity for Students Seeking Substance Abuse Assistance

The University encourages students who believe they have a substance problem to seek assistance. If a student brings his or her own use, addiction or dependency to the attention of University officials outside of the threat of drug tests or imposition of judicial action and seeks assistance, judicial action will not be pursued.

**A WRITTEN ACTION PLAN MAY BE USED TO TRACK COOPERATION WITH ANY RECOMMENDED TREATMENT, EVALUATION OR FOLLOW-UP FOR STUDENTS INVOLVED IN SUCH INCIDENTS. FAILURE TO FOLLOW THE ACTION PLAN MAY NULLIFY THE PROTECTION FROM JUDICIAL ACTION.**

## SEXUAL MISCONDUCT POLICY

Lewis University does not tolerate sexual misconduct of any type. Our Catholic, Lasallian tradition sees each and every human as created in the image of God, full of dignity and worth. Sexual misconduct is a serious affront to one's dignity as a person. Sexual misconduct includes but is not limited to sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact and sexual exploitation, as defined below.

### A. SEXUAL HARASSMENT

Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive and objectively offensive that it deprives someone of educational or employment access, benefits and/or opportunities and is based on power differentials, the creation of a hostile environment or retaliation.

### B. NON-CONSENSUAL SEXUAL INTERCOURSE:

- any sexual intercourse (anal, oral, or vaginal),
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- without effective consent and/by force.

### C. NON-CONSENSUAL SEXUAL CONTACT:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- without effective consent and/by force .

### Consent:

- Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Effective consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity -- who, what, when, where, why and how sexual activity will take place. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be of legal age. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
  - Any time sexual activity takes place between individuals; those individuals must be capable of

controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

### Sexual activity includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

### D. SEXUAL EXPLOITATION

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- going beyond the boundaries of consent (such as voyeurism or secretly watching other);
- knowingly transmitting an STI or HIV to another student.
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying

### E. Other Gender-Based Misconduct

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;

3. **Intimidation**, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. **Hazing**, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. **Bullying**, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
6. Violence between those in an **intimate relationship** to each other;
7. **Stalking**, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

When the University has reason to believe that a violation of the sexual misconduct policy has occurred, the University will take immediate and appropriate action through the Judicial Process. The University's Judicial Process is not dependent upon the outcome of external criminal or civil procedures, and usually is not stayed by them. The University will take action over offenses by students that occur on University property or at University-sponsored events. The University will also take action over alleged violations between students that occur off campus when that off-campus conduct detrimentally affects the University community.

### What to do if you are assaulted

Get to a safe place. Any student who believes sexual misconduct may have occurred is encouraged to report the matter promptly to Campus Police. Reporting any sexual misconduct will help Campus Police to conduct an immediate and complete investigation in a timely manner. It is important that evidence be preserved at the scene of the alleged offense, for the integrity of the investigation. Any pieces of clothing, beverages, weapons, etc. should not be touched until the Police officials are on scene. Immediately after an assault, the victim should avoid bathing, washing, or going to the bathroom, if possible. It will be the responsibility of Campus Police personnel to place a guard at the scene of the alleged offense to ensure that no one disturbs the scene prior to the arrival of investigators.

While prompt reporting is helpful, delays in reporting are common, and Lewis University has no explicit time limit on reporting, as long as the accused student is still enrolled. If an assault is committed on campus by a nonstudent, local police and the Dean of Student Services should be notified. If an assault occurs off-campus, the local police in that jurisdiction should be notified. An on-campus complaint may also be filed for off-campus conduct between students.

Campus Police will make the Dean of Student Services or the Dean's designee aware of any reported sexual misconduct. Resident students should report any violation of this sexual misconduct policy to a member of the Residence

Life staff, to Campus Police, or to the Dean of Student Services.

Should a sexual offense occur on campus, the victim will need to decide whether or not to pursue the matter with law enforcement officials. If the student was assaulted by another Lewis University student, disciplinary action may follow should the victim file a University complaint. The University may also decide to take action even if the victim does not press criminal charges or file a complaint with the university.

Lewis University takes immediate steps to investigate all reported allegations of sexual misconduct and ensure the safety of victims. The University may change academic and living arrangements after an alleged sex offense, upon request. Victims have the option to changes in academic and living arrangements by contacting the Director of Residence Life or Dean of Student Services, who will also inform victims of their right to contact the police and pursue criminal charges. Victims have the right of access to campus counseling resources as well.

In a sexual misconduct case, it is the University's duty to balance privacy for the victim and the "public's right to know." In this balance, maintaining the victim's privacy is paramount. Any release of information about an alleged violation of the sexual misconduct policy will not include personally identifying information about the victim without permission.

### Immunity for Victims

Although the University does not condone violations of university policies, it considers reporting assaults to be of paramount importance, and will therefore extend limited immunity to victims in order to foster reporting and adjudication of sexual misconduct. Additionally, the University will extend limited immunity to others who report violations of sexual misconduct or assist victims of sexual misconduct.

### Support Services

The following Campus Victim Support Services will be notified so that they can be available to assist the victim:

1. Chief of Police
2. Director of Resident Life
3. Dean of Student Services
4. Director of Counseling Services
5. Director of Health Services
6. Director of University Ministry
7. Senior Vice President for Student Services

The following off-campus victim support services are available to assist the victim:

1. Provena St. Joseph Medical Center  
Emergency Room Sexual Assault Team  
333 N. Madison St.  
Joliet, IL (815) 725-7133
2. Silver Cross Hospital  
1200 Maple Road  
Joliet, IL  
(815) 740-7050 (Emergency Room)

3. Adventist Bolingbrook Hospital  
500 Remington Boulevard  
Bolingbrook, IL  
(630) 312-5000
4. Crisis Line of Will County  
(815) 722-3344
5. Groundwork  
(815) 729-1228
6. Sexual Assault Services Center  
(815)730-8984
7. Linden Oaks Hospital  
852 West Street  
Naperville, IL  
(800) 955-OAKS (6257)

## The Judicial Process

Once the documentation phase of the investigation is complete, at the request of the victim, the alleged offender will be referred to the judicial process. Alleged violations of the sexual misconduct policy will result in a Judicial Board Hearing. These board hearings are arranged promptly with the purpose of providing resolution of the case in a timely manner. Judicial Board hearings are conducted by a lead hearing officer, presenting officer(s), and a minimum of two hearing officers. The Board receives training in conducting hearings specifically related to sexual misconduct violations. Prior to the hearing, all parties will be advised of their rights.

## Rights of the Alleged Victim

- Right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to the university
- Right to be treated with respect by university officials
- Right of both accuser and accused to have the same opportunity to have other present (in support or advisory roles) during a campus hearing
- Right not be discouraged by the University from reporting an assault to both on campus and off-campus authorities
- Right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct
- Right to be informed by the University of options to notify proper law enforcement, including on-campus and local police. Additionally, if the victim chooses to notify such authorities, the University will assist the victim in making contacts
- Right to available counseling, mental health or student services for victims of sexual assault, both on campus and in the community
- Right to changing academic and living situations after an alleged sexual assault incident
- Right not to have any irrelevant prior sexual admitted into a judicial hearing
- Right not to have any complaint of sexual assault mediated

- Right to make a victim-impact statement at the judicial hearing and to have the statement considered by the board in determining the sanction
- Right to a campus no-contact against another student who has engaged in any improper behavior that presents a danger to the welfare of the complaining student
- The right to appeal the findings of the judicial board
- Right to review all documents regarding the complaint 48 hours prior to the hearing
- Right to be informed of the names of all witness who will be called to the hearing, within 48 hours of the hearing
- Right to petition that any member of the board be removed on the basis of demonstrated bias
- Right to a hearing by means other than having to face the accused student
- Right to be informed of the judicial board procedures as well as the extent and nature of the alleged violation
- Right to the complaint heard by the board members that are representative of both genders and have received sexual misconduct adjudication training
- Right to be informed in advance of any public releases of information regarding the complaint

The Office of Student Services conducts Judicial Board Hearings with the purpose of examining relevant information in order to determine whether the accused student is in violation or not in violation. The hearing is conducted fairly and objectively. Judicial Board makes decisions based on preponderance of evidence. Only persons directly involved with the case and their advisors are permitted to attend the hearing.

The sexual history and character of the complainant will not be discussed in the hearing. Both the alleged victim and the alleged offender are entitled to have an advisor present during a conduct hearing. Both the victim and the alleged offender will be informed of the outcome of the hearing and any appeals, in writing, within 48 hours of the conclusion of the hearing. If the Judicial Board determines the alleged offender to be in violation of this sexual misconduct policy, sanctions will be imposed.

## Sanctions

Lewis University will act to promptly and equitably remedy sexual misconduct. While sanctions range from warning to expulsion, suspension and expulsion must be considered for those found in violation of the non-consensual sexual intercourse policy. In acting to sanction and remedy misconduct, Lewis is guided by the need to bring an end to discriminatory conduct, act to reasonably prevent its future reoccurrence, and to remedy the effects of the discrimination upon the victim.

This policy has been revised by the National Center for Higher Education Risk Management Group ([www.nchem.org](http://www.nchem.org)). Some language used here may be from proprietary NCHERM Group model policies, and is used

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## **OFF-CAMPUS BEHAVIORAL STANDARDS**

### **Individual Students**

Students must comply with all applicable local, state, or federal criminal laws, whether on- or off-campus. Violation of any such law may lead to sanctions imposed by the University, regardless of whether the conduct constitutes a violation of the Student Behavioral Code. In determining whether to impose sanctions in response to a student's violation or local, state, or federal law, the University shall consider whether the student's conduct is in violation of the University's Behavioral Standards or whether the student's continued presence on campus poses a serious threat to persons' or property, including that of the student. In any case in which the University learns of off-campus violations by a student, referral of that student may be made to the Judicial Process and or administrative action may be taken.

### **Student Organizations**

Student organizations, their members and their guests participating in any events sponsored by the University, or organizations within the University represent Lewis. The University recognizes the importance of all events. While organizations are encouraged to participate in and sponsor social, service and educational events, they must also understand their responsibilities in representing the University.

Further information regarding off-campus events can be found in the Student Organization Manual.

Moderators (or their designate approved by the Office of Student Services) may be required to attend certain events whether on- or off-campus for the duration of the event. This determination is made by the Office of Student Services.

An Activity Form must be submitted at least four weeks prior to any event, including events occurring off campus.

No organization may sponsor an event in a bar or pub. Any consumption of alcohol at an organization event on or off campus is expressly prohibited without the written permission of the Senior Vice President for Student Services or designate. No requests for an open bar will be considered for approval.

Organizations and their moderators are directly responsible for the behavior and general welfare of the group, its individuals and others with whom they have contact during the event.

Financial obligations of the organization must be met in accord with contracts and agreements made between the organization and those providing services. All contracts must be signed by the Office of Student Services at least two weeks prior to the event.

At such events as described in this policy, behavior of the organization, individuals, and guests is governed by the code of conduct in this handbook as well as the Student Organization Manual. Inappropriate behavior, even though

occurring off campus, may fall within the jurisdiction of the University.

## **DISTINGUISHING BETWEEN CIVIL AND UNIVERSITY JURISDICTION OVER STUDENT MISCONDUCT**

Certain kinds of conduct such as cheating and violating quiet hours, for example, which interfere with the Mission of the University, but which violate no criminal laws, are within the exclusive jurisdiction of the University.

When criminal laws, such as traffic regulations or property rights, have been violated off-campus where no University sponsorship is involved, there are no grounds for University action and there is exclusive external jurisdiction.

There are other kinds of conduct which interfere with the Mission of the University and are violations of the law.

Here concurrent jurisdiction applies. Therefore, the following principles apply:

- a. Law enforcement authorities may be involved.
- b. The University will proceed judicially and sanction regardless of criminal or civil proceedings.
- c. The University may suspend a student charged with a felony or other criminal offense for reasons of public safety or student welfare.
- d. The University judicial process and criminal proceedings operate independently of each other. The outcome of one process does not affect the outcome of the other.
- e. Decisions regarding the student's continuance at the University will be based upon potential threat to the welfare and safety of self or other students, the impact of the student's presence on the image and reputation of the University, and whether the individual can continue to benefit from or contribute to the educational process of the University.

## THREAT OF HARM POLICY

Lewis University recognizes the importance of maintaining a safe environment for students, faculty and staff. Any threats of suicide, violence, other distress and/or threatening behavior, or significant health risks will result in immediate action to secure the safety of the individual and the community. All members of the University community, including faculty, staff and students, are expected to report concerns regarding students to the Office of Student Services immediately, especially when there is a potential threat to welfare and safety. Members of the Student Services staff, under the direction of the Dean of Student Services, evaluate reported situations to determine appropriate action. If there appears to be, or the University has knowledge of, a potential threat to welfare and safety, any or all of the following immediate actions may be taken:

- 1) Notification of the Police and/or Fire Department.
- 2) Immediate notification of appropriate University staff as indicated:
  - a. Chief of Police
  - b. Director of Residence Life
  - c. Dean of Student Services
  - d. Director of Counseling Services
  - e. Director of Health Services
  - f. Senior Vice President for Student Services
- 3) Emergency transfer to the hospital for evaluation via the Romeoville Police and/or Fire departments.
- 4) Immediate removal from the University community (housing, classes and/or activity restriction).
- 5) Notification of student's parent(s) and/or emergency contacts by the Dean of Student Services or designate.
- 6) A search of the student's room or property and confiscation of any items which are potentially harmful, against University policy or are considered to be evidence of potential harm.
- 7) In the case of a student presenting a potential threat, said student shall be in the presence of a staff member at all times until a disposition of the situation has been implemented.
- 8) The student will be given written notification from the Dean of Student Services of the disposition of the process and guidelines for returning to campus.
- 9) Interviews will take place with the student(s) and staff involved in the situation.
- 10) University resources are consulted as required by the situation.

Regardless of which immediate actions are taken, a student considered being a potential threat to the welfare and safety of others shall be prevented access to campus.

The process for receiving clearance to return to campus is as follows:

- 1) The student shall receive a letter from the Dean of Student Services outlining the process. Included in the letter will be information about any necessary release of information procedures.

- 2) In appropriate situations, the student may be required to have a psychologist, psychiatrist or medical physician (depending on the nature of the concern) evaluate him or her. Prior to the evaluation, the psychologist, psychiatrist or medical physician must first confer with the Director of Counseling Services or designee in order for pertinent information regarding the University's concerns to be communicated.
- 3) The student must complete all necessary release forms allowing communication between the Director of Counseling Services or designee and the psychologist, psychiatrist or medical physician.
- 4) Prior to determining the outcome of the student's situation, the Dean of Student Services and the Director of Counseling Services must receive in writing a statement from the psychologist, psychiatrist or medical physician indicating the student is not presenting a potential threat to the welfare and safety of others and is cleared to return to campus.
- 5) In addition, the psychologist, psychiatrist or medical physician must outline the appropriate treatment plan for the student. University resources cannot be utilized as an integral part of the treatment plan as an independent treating professional is required in these cases.
- 6) Once the information cited above is received, the University determines what actions are appropriate regarding the status of the student at the University. The University reserves the right to take action contrary to the psychologist's, psychiatrists or medical physician's recommendation if there are issues that remain a concern to the University.
- 7) If cleared to return to the University community, the student must agree to follow the recommended treatment plan outlined by the psychologist, psychiatrist or medical physician. The student must agree to have his/her compliance with the treatment plan monitored by the Director of Counseling Services or designee. In addition, the student must give release for the Director of Counseling Services or designee to report to the Dean of Student Services on the student's compliance with the treatment plan.
- 8) If at any time the student is to be found not in compliance with the treatment plan or new information regarding the stability of the student's situation is revealed, the Dean of Student Services will take immediate action. This action may range from the student's immediate removal from campus up to permanent expulsion from the University. This entire process is under the supervision of the Senior Vice President for Student Services.

## THE JUDICIAL PROCESS

### General Administration

The judicial process is supervised by the Dean of Student Services and administered by the Director of Residence Life. Judicial proceedings take place at three levels which are: the Residence Life Coordinator Review, the Administrative Review and the Judicial Board Hearing. The entire system is under the jurisdiction of the Senior Vice President for Student Services.

In order to safeguard confidentiality at judicial proceedings, neither students, advisors, nor witnesses are permitted to use recording devices or have them in their possession. Additionally, parents, guardians or attorneys are not allowed at judicial proceedings.

Fairness is the goal of the judiciary process at Lewis University. The process is characterized as fair, speedy, deliberate, and non-prejudiced.

At any level of the judicial process, the adjudication reserves the right to hear the case without student input in the event the student fails to attend the judicial review or hearing.

### Documentation Phase

Violations of University Behavioral Standards and Policies, as listed in the *Student Handbook*, are documented by University officials. Once the documentation has been received in the Office of Student Services, students cited may review the incident report in the presence of a University staff member. A brief summary of the reports can be made available to students upon request.

Note: For reasons involving the safety of individual students and/or the maintenance of an appropriate learning environment, students may be temporarily suspended from residence life and/or have their access to campus restricted by the Dean for Student Services prior to and during the adjudication phase of the judiciary process.

### Determination of Adjudication Level

A review of documentation always begins with a check of the student's judicial record for previous or similar incidents. The determination of the Option Level at which the documentation will be handled is influenced by the student record.

At each stage in the judiciary process, it is essential that students are aware of its various elements and stages. Therefore, whenever students are involved with the judiciary process they will be directed to review the process as outlined in the *Student Handbook*.

### Adjudication Levels

#### Option 1: Residence Life Coordinator (RLC) Review

- 1) The documentation indicates that the alleged violation is minor in nature.
- 2) The RLC reviews the documentation and initiates a discussion with the student. After consideration of all documentation and information received from the student, the student either admits to being in violation

or requests that the RLC make a determination as to whether said student is in violation or not in violation. If the student does not accept the determination that he/she is in violation, or does not accept the sanction imposed, the appeal is to the Administrative Reviewer. The appeal must be submitted within three working days of receipt of the decision.

- 3) If the Residence Life Coordinator finds the student to be in violation, the RLC will determine the level of sanctioning. (The student may also request in writing an Administrative Review.)

#### Possible sanctions at this level:

- a. Advising session
- b. Redress (apology, either written and/or verbal)
- c. Restitution, payment for damage
- d. Fine. In situations when a fine is specified as a possible sanction, the adjudicating staff member uses discretion when determining the amount of the fine based on the circumstances of the case. The range for a judicial fine is \$25 to \$100.
- e. Educative Project or Essay
- f. Community Service (maximum of 10 hours)
- g. Referral to Counseling Services

Up to three sanctions may be imposed in combination.

- 4) The determination is recorded on the Adjudication Form and signed by the RLC and the student. Sanctions are supervised by the Residence Life Coordinator.
- 5) All Residence Life Coordinator Review decisions are subject to review and approval by the Administrative Reviewer.

#### Option 2: Administrative Review

- 1) The documentation indicates that the alleged violation is more serious in nature or a Residence Life Coordinator Review decision is being appealed (within the Conditions and Procedures for Appeal outlined in this *Student Handbook*).
- 2) Administrative Reviews are conducted by the administrator of the Judicial Process who may involve other staff member at his/her discretion.
- 3) The reviewer initiates a discussion with the student.
  - a. If the Administrative Review is a result of an appeal from a Residence Life Coordinator Review, the decision of the adjudicator is final. No appeal of the decision or sanctions is allowed.
  - b. If the Administrative Review is the first step in the process, the matter will be adjudicated after a review of the reports, possible sanctions and a general review of student rights within the Judicial Process. In some cases at this point, the Administrative Reviewer may decide that the case should be referred to the Judicial Board level.
- 4) After consideration of all documentation and information received from the student, the student either admits to being in violation or requests that the adjudicator make a determination as to whether said student is in violation or not in violation. If the

adjudicator finds the student in violation, sanctions are imposed. Possible sanctions at this level:

- a. Advising session
  - b. Redress (apology either written and/or verbal)
  - c. Restitution, payment for damage
  - d. Fine. In situations when a fine is specified as a possible sanction, the adjudicating staff member uses discretion when determining the amount of the fine based on the circumstances of the case. The range for a judicial fine is \$25 to \$300.
  - e. Educative project or essay
  - f. Community service (maximum of 20 hours)
  - g. Official reprimand
  - h. Activity restriction
  - i. Facility restriction
  - j. Behavioral contract
  - k. Temporary suspension from residence life
  - l. Residence hall relocation
  - m. Counseling Services
- 5) The reviewer presents the sanction(s) via the Adjudication Form, which is signed by the adjudicator and the student.
  - 6) If the student does not accept the determination that he/she is in violation, or does not accept the sanction imposed, the appeal is to the Dean of Student Services.
    - a. The Dean of Student Services will examine the documentation, meet with the student and make a determination as to whether the process was followed, new evidence is present or the sanction is unduly severe. If any of these conditions exist, the Dean of Student Services may alter the determination and/or the sanctions.
    - b. Students are required to follow the Conditions and Procedures for Appeal as outlined in the *Student Handbook*. This is the final step in the appeal process at this level.

### Option 3: Judicial Board Hearing

University staff and faculty representatives serve as members of the Judicial Hearing Board. Board membership is approved by the Dean of Student Services. The board regularly reviews judicial policies and procedures and recommends necessary changes.

Because Judicial Board hearings are considered critical to a student's status at the University, no Judicial Board hearing may be missed without permission. Permission may only be granted by the Dean of Student Services. If the student cannot attend a Judicial Hearing he/she must contact the office of the Dean of Student Services 48 hours prior to the scheduled hearing. If the excuse is acceptable, a hearing will be rescheduled at the earliest possible time.

Failure to attend a hearing without permission may result in the case being adjudicated without student input. In the case of a Judicial Board hearing, the student is subject to immediate suspension from the University if he/she fails to attend without obtaining prior permission.

This Judicial Board hearing process is as follows:

- 1) The documentation indicates that the alleged violation is serious in nature.

- 2) Judicial Board hearings are conducted by a lead hearing officer, presenting officer(s), and a minimum of two hearing officers.
- 3) Judicial Board hearings take place at a regularly designated time each week. The administrator of the Judicial Process will coordinate the convening of Judicial Board hearings.
- 4) Prior to the hearing, students directed to appear before the Judicial Board may not initiate a meeting with Judicial Board members, other than the presenting officer. Students are encouraged to meet with the presenting officer to clarify procedural matters pertaining to the Judicial Process. If additional or alternate consultation prior to the hearing is requested by the student or recommended by the presenting officer, he/she will be referred to the Dean of Student Services.
- 5) Students must declare the presence of their witnesses prior to the start of the hearing.
- 6) Judicial Board hearings are formal processes which are conducted in a highly structured setting. Both student attire and demeanor at such meetings should be carefully considered as they reflect the student's attitude toward the entire Judicial Process. If dress or behavior is deemed inappropriate, the hearing may be postponed at the discretion of the Board.
- 7) The student may have one person to serve as an advisor. An advisor must be from the Lewis student, faculty or staff community. Parents, other relatives or guardians, and attorneys are specifically excluded from these internal hearings. Advisors are not allowed to address the board directly. Advisors serve as counsel to the student as to his or her best course of action during the hearing. Advisors may speak with their advisee at any time or request a brief recess for consultation through his or her advisee. Only those persons called by the Board are allowed to speak with the Board directly.
- 8) Judicial Board hearings are to be conducted according to established rules of procedure and decorum. The lead **hearing officer is charged with guiding the process of the hearing**. Fines of up to \$50 will be levied for "contempt" in the form of outbursts, improper language, or failure to cooperate in the questioning process. A hearing may be recessed or terminated for cause by the lead hearing officer in consultation with the Judicial Board members.
- 9) All Judicial Board hearings are to be tape recorded for review as necessary by University officials. Tapes will be dated and stored for at least one year.
- 10) The Judicial Board hearing is guided by the following procedural outline. The specific agenda for a hearing will be determined by the lead hearing officer in consultation with the other board members dependent on the specific nature of each hearing.
  - a. A statement of purpose is read at the start of each hearing.
  - b. Copies of all relevant documentation are provided to students and Board members by the presenting officer. All written reports are University property

- and part of confidential student judicial records. All copies must be returned to the presenting officer at the end of each hearing. Copies may not leave the hearing room.
- c. The presenting officer presents an outline of the case and relates the charges to the documentation.
  - d. The lead hearing officer asks if the student requires clarification related to the charges.
  - e. The option is given to the student to adjourn with his/her advisor. This recess may be a maximum of 30 minutes.
  - f. As the Board hearing continues, the student makes a statement of in violation or not in violation to each charge.
  - g. If the student makes a statement of in violation, then the hearing moves directly to the sanctioning stage.
  - h. If the Board is left to determine whether or not the student is in violation or not in violation, a description of the events is presented by the student. It should be noted that the presentation must be well prepared and delivered in a clear, respectful and reasonable manner.
  - i. Witnesses are called individually and are questioned by Board members and the student.
  - j. After all information has been presented; the board deliberates to determine whether or not the student is in violation or not in violation. The presenting officer leaves the room during the board's deliberation. If the deliberation takes an extended period of time, the lead hearing officer may recommend to the other Board members that a later time be set for the student to hear the Board's determination.
  - k. If the student is found to be not in violation, the Board hearing is ended and the student is dismissed.
  - l. If the Board finds the student in violation or the student admits that he/she is in violation, the hearing resumes in the presence of the presenting officer and the student. The finding of in violation is delivered to the student and there is an opportunity for the student to present any mitigating circumstances to the Board before it determines sanctioning.
  - m. Once mitigating circumstances have presented the hearing moves to the sanctioning phase. The presenting officer provides a history of the judicial activity of the student.
  - n. The presenting officer is not present when the Board determines sanctions.
  - o. Board decisions and sanctions to be imposed are recorded on the Adjudication Form which is signed by the lead hearing officer and the student. The student receives a copy of the Adjudication Form at the completion of the hearing. A formal decision letter is mailed to the student.
  - p. The Dean of Student Services supervises the enforcement of these sanctions directly or through appointed designates.
  - q. In order to protect confidentiality, entering pleas, delivering decisions/sanctions and hearing mitigating circumstances are done with one student at a time in cases involving more than one student.
- 11) The Board may require any of the items in the full spectrum of sanctions:
- a. Advising session
  - b. Redress (apology, either written and/or verbal)
  - c. Restitution, payment for damage
  - d. Fine. In situations when a fine is specified as a possible sanction, the adjudicating staff member uses discretion when determining the amount of the fine based on the circumstances of the case.
  - e. Educative project or essay
  - f. Community service (Board discretion as to hours assigned)
  - g. Official reprimand
  - h. Activity restriction
  - i. Facility restriction
  - j. Behavioral contract
  - k. Temporary suspension from residence life
  - l. Residence life relocation
  - m. Counseling Services
  - n. Removal from residence life
  - o. Disciplinary probation. University probation is a formal notice to the student that the activity in question is unacceptable within the university community, and that if continued or if other inappropriate behavior follows, more severe action may be taken, including the possibility of suspension or expulsion. Official notice of probation will be provided to the student and the appropriate University personnel. Please refer to the *Student Employment Manual* and the *Student Organization Manual* for policies related to students on Judicial Probation.
  - p. Disciplinary suspension. Suspension from the University involves the exclusion of the student from participation in any academic as well as other activities of the University for a specified period. Written notification of this action will be provided to the student and appropriate University personnel. Suspension from the University further involves the following: the action of suspension will be noted on the student's disciplinary record; the student will be withdrawn from all courses carried that semester according to the policy of his/her college or school; the student is restricted from being on University property unless engaged in official business approved in writing by the Dean of Student Services or his/her designee; the suspension may include any other disciplinary action as determined by the adjudicating agent. Reinstatement from suspension: When a student has concluded the suspension period and completed the conditions accompanying the

suspension, he/she must submit a letter to the Dean of Student Services or his/her designee requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension.

- q. Disciplinary expulsion. Expulsion is the most serious University disciplinary action and involves the permanent exclusion of the student from the University. Expulsion involves the following: forfeiture of all rights and degrees not actually conferred at the time of the expulsion; notification of the expulsion provided to the student and appropriate University personnel; permanent notation of the expulsion on the student's disciplinary record and withdrawal from all courses according to the policies of the student's college or program. Any student expelled from the University is restricted from University property unless engaged in official business approved in writing by the Dean of Student Services or his/her designee.

## Appeal Process

A student may appeal the decision of the Judicial Board in accordance with the Conditions and Procedures for Appeal as outlined in this *Student Handbook*. Judicial Board hearing determinations are appealed to the Senior Vice President for Student Services.

## Conditions and Procedures for the Appeal of Determinations and Sanctions at all Levels

### 1) Reasons for Appeal:

- a. At all levels of adjudication, a student may appeal a determination of being in violation if he/she considers there to have been a lack of fairness in the process. The Judicial Process is characterized as fair, speedy, deliberate and non-prejudicial.
  - b. A student may appeal a determination of being in violation if new evidence is present which may alter the determination.
  - c. A student may appeal a determination if he/she believes the sanction(s) to be unduly severe.
- 2) Students must submit their appeals in writing. The written letter of appeal should explain the decision being appealed, and the grounds under which the appeal is being filed.
  - 3) The student will be informed if the appeal will or will not be considered.
  - 4) The appeal must be submitted within three working days following the receipt of the judicial board or review decision.
  - 5) The student is responsible for picking up the decision letter within 24 hours after he/she has been informed of its availability.
  - 6) Students are encouraged to consult with advisers (Lewis University, faculty, staff, or student) regarding the presentation of their case for appeal.
  - 7) A request for an appeal is no guarantee that the appeal will be considered. Grounds for the appeal must be clearly outlined in the written request.

- 8) The decisions reached by appeal agents at all levels are final.

At the Judicial Board level, the Senior Vice President for Student Services will examine the documentation; interview the presenting officer, the Dean of Student Services and/or possibly the involved student(s). The proceedings tape may be reviewed as determined by the Senior Vice President for Student Services.

If the process has been followed and there is no new evidence, and the sanction is judged to be fair, the decision is upheld. This is the final stage in the appeal process.

If the process is found lacking, new evidence is present and compelling, or the sanction is determined to be too severe, then the Senior Vice President for Student Services may do one of the following:

- 1) Grant an appeal hearing before the Senior Vice President for Student Services.
- 2) Remand the case to the original Judicial Board for further review.
- 3) Convene a Judicial Appeals Board with himself/herself as chair, and two to four additional members, none of whom may have served on the Judicial Board which first heard the case.

The Senior Vice President for Student Services reserves the right to amend any Judicial Board decision at any point in the process.

## PARENTAL/GUARDIAN INVOLVEMENT

- 1) Lewis complies with the regulations governing the implementation of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. This act specifically requires that the University not disclose personally identifiable information from educational and judicial records without prior written consent of the student. Such consent shall be signed and dated by the student and shall include a specification of the records to be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made.

In accordance with federal law and university policy, the University will notify parent/guardian in cases of alcohol/drug policy violations. Additionally, parents will be notified when there is a serious concern for a student's mental or physical well-being, regardless of the involvement of alcohol and/or drugs (please refer to Threat of Harm Policy on page 56).

- 2) Parents or guardians seeking consultation with University officials regarding a judicial action may only do so with the written consent of the student, except for those cases explained in #1 above. Parents/guardians will be informed of these regulations should they initiate contact with Student Services personnel.

- 3) In order for parents/guardians to gain access to information in the student's judicial file, said student must complete a Release of Information Form which will permit the release of specific information as indicated by the student to parents/guardians. This form may be completed in consultation with the Dean of Student Services or designate. The student may have an adviser (Lewis student, faculty or staff) present during this discussion.
- 4) The student should note that the University may require full disclosure of pertinent information to parents/guardians in order to present a balanced picture of the matter being discussed.
- 5) The University reserves the right to provide information at a time appropriate to the judicial process. In some cases, this will be after the University has reached its conclusions regarding the matter being adjudicated.
- 6) Under no conditions will attorneys, parents or guardians be admitted to judicial or appeal proceedings at any level.

## HIGHER EDUCATION ACT AS RELATED TO FINANCIAL AID

Any student currently receiving financial aid who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance while he/she was enrolled and receiving Title IV aid shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the intervals specified as indicated by the following.

### The possession of a controlled substance and ineligibility period:

- First offense: One (1) year from the date of conviction
- Second offense: Two (2) years from the date of conviction
- Third offense: Indefinite

### The sale of a controlled substance and ineligibility period:

- First offense: Two (2) years from the date of conviction
- Second offense: Indefinite

Furthermore, a student whose eligibility has been suspended as reflected above may resume his/her eligibility before the end of the ineligible period if:

- a) The student satisfactorily completes a drug rehabilitation program that complies with the established criteria of the U.S. Department of Education, including two unannounced drug tests.
- b) The conviction is reversed, set aside, or otherwise rendered invalid.

For further information on the Higher Education Act, please contact the Office of Student Services or visit following Web site: <http://www.ed.gov>.

## STUDENT RIGHTS TO ACCESS AND PRIVACY

Lewis University complies with the regulations governing the implementation of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For specific information regarding FERPA please refer to: <http://www.ed.gov>.

### The University policy is:

- 1) Students are informed of their rights to privacy and access in this *Student Handbook*.
- 2) The following University officials are responsible for the records indicated:
  - Academic counseling and academic records  
Deans of the Colleges
  - Directors of Academic Programs  
Registrar
  - Admissions records  
Senior Vice President of Enrollment
  - Financial statements  
Director of Financial Aid Services
  - Placement letters and letters of recommendation  
Assistant Director of Career Services and Internships
  - Student accounts  
Bursar
  - Health records  
Director of Health Services
  - Traffic records  
Deputy Chief of Police
  - Disciplinary records  
Dean of Student Services
  - Housing records  
Director of Residence Life
- 3) Lewis University will not disclose personally identifiable information from University records without prior written consent of the student except when prior consent is not required by the FERPA. Such consent shall be signed and dated by the student and shall include a specification of the records to be disclosed, the purpose of the disclosure and the party or parties to whom the disclosure may be made. Information may be released to University officials with legitimate educational interest, which may include faculty, administration, coaches, clerical and professional employees and other persons who manage student record information.
- 4) Lewis University will require University departments releasing records, upon the written consent of the student, to inform the third party recipient to whom the information is disclosed that the information may not be disclosed to any other party without the consent of the student.
- 5) Lewis University will require all officials maintaining student records to keep additional records for each student indicating those parties who have requested or obtained personally identifiable information and the

legitimate interests these parties had in requesting or obtaining the information except as exempted by the FERPA.

- 6) Lewis University permits students to review their records according to the following procedures:
  - a. The student may submit a written request for the review through the appropriate departments which indicates the date of the request, the purpose of the review, and the specific items to be reviewed.
  - b. The University shall respond in writing and designate the date for such review, which will be within 45 days of the request for review.
  - c. At the time of the review, the student will be required to present proper identification (e.g., driver's license or school ID).
  - d. Access will not be granted to (i) financial records of the parents of students or any information contained therein, (ii) confidential letters and statements of recommendations which were placed in the University records prior to January 1, 1975, and (iii) confidential recommendations regarding admission to an educational institution, application for employment or application for an honor or honorary recognition.
- 7) Lewis University permits students to copy records excluding judicial records unless these records are restricted because of an outstanding financial obligation or are themselves subject to provisions of the Privacy Act limiting disclosure. Except where institutional policy regularly provides otherwise (e.g., distribution of transcripts), fees for copies of educational records may be assessed.
- 8) Students have the right to challenge the accuracy of information contained in their records if they believe a mistake has been made. The initial request to make a change should be made to the University official overseeing the record. If the student is not satisfied with the results of this conference, the student may appeal the matter according to the established procedures of the involved division. Minimal procedures for such appeals are set forth in appropriate sections of the FERPA and must be adhered to. The University will permit students dissatisfied with the results of the appeal to place a statement in the records in question, commenting upon the information therein and/or setting forth any reason for disagreement with the institutional decision not to correct or amend the record. Such a statement shall become a part of the information contained in the records and will be disclosed with them.
- 9) Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lewis University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **FREEDOM OF ASSEMBLY POLICY**

The University assures that a student's viewpoint, presented through proper channels, will be listened to and given full consideration on all matters affecting the lives and welfare of the student body. The University expects that all established internal means for resolving issues are to be used prior to any student assembly.

The University recognizes the right of orderly and responsible student assembly and petition. Students are free to engage in assembly provided that all such assemblies on campus are peaceful, orderly, and respectful of others' rights and freedoms, respectful of property and do not interfere with the continuance of other University functions. Additionally:

1. Roadways and entrances to buildings must not be obstructed.
2. Picketing inside buildings is prohibited.
3. Damage to University property and littering with signs, leaflets, refuse or other materials are prohibited.
4. Participants may only be members of the University community.
5. The use of megaphones or other means of disrupting University functions is not allowed.
6. Any personal attacks on members of the University community will not be tolerated.

**Any violations of these established policies and procedures will result in disciplinary action.**

## **POLICY REGARDING DEATH OF A FAMILY MEMBER**

Students may notify the Office of Student Services in the event of the death of a family member. At the wish of the student, the Office of Student Services will notify the Director of University Ministry as well as other University personnel, as appropriate.

Students are encouraged to contact faculty via voicemail or e-mail if they will be missing class for any reason.

# ***STUDENT HANDBOOK***

---

- Academic Clubs, 36
- Academic Honesty, 13
- Academic Major Advising, 10
- Academic Services for Student Athletes, 8
- Academic Skills, 8
- Academic Support, 8
- Acceptable Computer Use Policy, 12
- Activity Policy, 41
- Additional Direct Loan Information, 24
- Additional Services, 21
- Administration, 6
- Advisors, 34
- Alcohol and Other Drug Policy, 49
- Alcohol and Other Drugs, 26
- Alcohol Policy, 41
- Ambulance Services, 25
- Appeal Process, 58
- Appealing Other Academic Matters, 14
- Arts & Ideas, 31
- Asian Student Association (ASA), 33, 35
- Auto Accidents, 21
- Backyard, The 41
- Black Student Union (BSU), 33, 35
- Bomb or Biological Threats, 17-19
- Bookstore, 15
- Break Periods/Hall Closings, 41
- Business Office, 16
- Cable Television, 30
- Cable, 41
- Campus Media, 29
- Campus Security Act, 19
- Campus Police Department, 16
- Campus Violence, 18
- Candles and Incense, 41
- Care Resources, Urgent 26
- Career Counseling, 10
- Career Services, 10
- Cellular Phones, 13
- Center Hours, Urgent Care 26
- Center Hours, Student Recreation 37
- Classroom Decorum, 14
- Co-Curricular Activities, 31
- Committee (SAAC), 32
- Common Grounds, 22
- Communicable Disease Policy, 25
- Commuter Council, 35
- Commuter Student Services, 22
- Computer and Software Purchase, 12
- Computer Ethics, 14
- Conditions & Procedures for the Appeal of Determinations & Sanctions at all Levels, 59
- Confidentiality, 24
- Confiscation Policy, 46
- Contact Information, 38
- Continued Residency, 40
- Copyrights Laws, 12
- Counseling Services, 25
- Courtyard Cafe, 22
- Crisis Management, 19
- Cross-Cultural Activities, 28
- Dean's List for the Honor Students, 14
- Decorations, 41
- Determination of Adjudication Level, 55
- Diet Waivers, 26
- Dining Service/Hours, 22
- Directory Information Policy, 28
- Disabilities, 18
- Distinguishing Between Civil & University Jurisdiction over Student Misconduct, 54
- Documentation Phase, 55
- Electrical Appliances/Cooking, 42
- Electronic Mail, 11
- Eligibility, 34
- Emergency Care, 27
- Emergency Contact Form, 42
- Emergency Notification Systems, 12, 16
- Employer Services, 10
- Enforcement, 20
- Escort Service, 21
- Evacuation of Individuals with Explosion/Bomb, 19
- Financial Aid Application Process, 22
- Financial Aid Deadlines, 23
- Financial Aid Definitions, 23
- Financial Aid Online, 24
- Financial Aid Services, 23
- Fire Safety, 42
- Fire, 17
- Flyer and Online Flyer, The 29
- Flyers' Den Snack Bar, 22
- For Ambulatory Individuals, 18
- For Non-Ambulatory Individuals, 18
- Freedom of Assembly Policy, 61
- Funding, 35
- Furniture, 42
- Gay Straight Alliance (GSA), 33
- General Administration, 55
- Grade Appeal Process, 14
- Grade Reports, 13
- Guest Registration, 21
- Health and Counseling Services, 24
- Health Insurance, 26, 28
- Health Services, 25
- Health/Accident Insurance, 26
- Heart Pacemaker Wearers, 13
- Help Desk Support, 11
- Heritage Theatre Productions, 32
- Higher Education Act as Related to Financial Aid, 60
- How to Apply, 23
- Identification Cards, 16
- Illness/Personal Concerns, 26
- Immunity for Victims, 52
- Immunization Policy, 25
- IMPACT Center, 9
- Individual Students, 53
- Information Technologies, 12
- Information Technology, 11
- Injury and Medical Emergencies, 17
- Intercollegiate Athletics, 32
- Intramural Program, 37
- International Student Association (ISA), 28, 35
- International Student Services, 27
- International Study Abroad (ISA), 9
- Inter-Organization Council (IOC) and Intramural Program, 36
- Jazz Band, 31

- Judicial Process, The 52, 55
- Keys, 46
- LARC, 8
- Latin American Student Org. (LASO), 35
- Laundry Facilities, 43
- Lewis University Choir, The 31
- Lewis University Gospel Choir, 33
- Library Hours, 13
- Library, 12
- Littering, 43
- Local Hospitals, 27
- Location, University Ministry 38
- Location/Hours of Operation, 25
- Lock Out Policy, 43
- Lofts, 43
- Lost and Found, 16
- Mailroom, 28
- Meal Cards, 40
- Meal Plans, 40
- Media Advisory Board, 29
- Miscellaneous, Campus Police Dept. 16
- Missing Person Protocol, 43
- Mission Statement, 38
- Mission Statement, The Lewis University, 4
- Multicultural Student Services, 32
- Music, 31
- Muslim Student Association (MSA), 36
- myCampus Portal, 11
- National Pan-Hellenic Council (NPHC), 33, 36
- Network, 30
- Non-Immigrant Visa Students, 27
- Off-Campus Behavioral Standards, 53
- Online Learning/Teaching, 11
- Organization (LASO), 33
- Organization Councils, 35
- Organization, Special Interest 36
- Orientation, International 28
- Other Regulations, 20
- Our Mission, Health & Counseling 24
- Overnight Guests, 43
- Parental/Guardian Involvement, 59
- Parking and Traffic, 19
- Parking Permit Fees, 19
- Parking Regulations, 20
- Parking Ticket Appeals, 20
- Pets, 43
- Philip Lynch Theatre Productions, 31
- Physician Hours, 25
- Policies and Procedures for Appealing a Grade, 14
- Policy Regarding Death of a Family Member, 61
- Procedures, 19
- Quite Hours, 43
- Recognition, Student Org. 34
- Records, 13, 28
- Recycling, 44
- Refund Policy, 15
- Registrar, 13
- Registration Policy, 13
- Registration, 11
- Regular Hours of Operation, 15
- Regular Hours, Business Office 16
- Residence Hall Association (RHA), 35
- Residence Hall Policies and Procedures, 41
- Residence Hall Safety and Security, 45
- Residence Hall Student Rights and Responsibilities, 39
- Residence Life Staff, 41
- Residence Life, 39
- Residency Requirements, 39
- Rights of the Alleged Victim, 51
- Room and Common Area Damage, 44
- Room Cancellation, 40
- Room Changes, 44
- Room Consolidation, 44
- Room Inspection, Entry, and Search, 46
- Room Selection for Returning Residence, 44
- Saint John Baptist de La Salle, 5
- Sanctified Zone, 4
- Scholars Academy, 9
- Service and Social Justice Council, 36
- Service Learning, 9
- Severe Weather and Tornado Alerts, 17
- Severe Weather, 44
- Sexual Assault, 26, 49
- Sexual Misconduct Policy, 49
- Smoking Policy, 44
- Snow Removal, 21
- Solicitation, 44
- Special Interest Organization, 36
- Sport Clubs, 37
- Sports in the Residence Halls, 45
- Staff, Health & Counseling 24
- Starting a New Club, 37
- Student Behavioral Code, 47
- Student Development & Leadership, 33
- Student Employment, 24
- Student Governing Board/Student Organizations, 34
- Student Organizations, 34, 52
- Student Productions, 32
- Student Recreation and Fitness Center, 36
- Student Rights & Responsibilities, 10
- Student Rights to Access and Privacy, 60
- Student Services, Office of, 29
- Student Union, 38
- Success Program, 8
- Support Services, 52
- Symphony Orchestra, 31
- System and Cable Television, 11
- Technology-Enhanced Classrooms, 11
- Textbook Buyback Policy, 15
- Theatre, 31
- Threat of Harm, 26
- Threat of Harm Policy, 56
- Traffic Regulations, 20
- Transcripts, 13
- Tutorial Services, 8
- University Behavioral Standards and Policies, 47
- University Gospel Choir, 31
- University Ministry, 38
- University Service Hours, 7
- Urgent Care During/After Center Hours, 26
- Vehicle Registration, 19
- Violent Crime in Progress, 18

## ***STUDENT HANDBOOK***

---

Visitation Policy, 45  
Weapon Observed, 18  
WFLY-TV News, 30  
What to do if you are assaulted, 51  
Windows, 45  
WLRA Radio Station, 30  
Work Orders, 45  
Writing Center, 9  
You are Eligible for Financial Aid, 23