achieve more
TOGETHER.
About 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. This document can be accessed online at www.lewisu.edu/studenthandbook.

Any student enrolled in or attending classes at Lewis University is accountable for upholding the University’s policies and procedures. Students who do not familiarize themselves with the Student Handbook are not excused from adherence to University policies and procedures.

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.

Since accommodations require early planning and are not provided retroactively, it is recommended that you make your request prior to or during the first week of class. However, accommodations can be requested at any time throughout the semester or a student’s academic study. 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:

Center for Academic Success & Enrichment, Lewis University
One University Parkway, Romeoville, Illinois 60446 • (815) 836-5593
Welcome Letter

Welcome to Lewis University! We are glad to welcome you and we want to be sure you are aware of this Student Handbook, your guide to student life at Lewis University. The Student Handbook contains information on various aspects of University life including academic support services, University policies, campus services, student organizations and the residence life program. It provides information to best support you during your time as a Lewis University student.

As patron saint of educators and founder of the De La Salle Christian Brothers, Saint John Baptist de La Salle dedicated his life to expressing genuine care and concern for the educational and social well-being of students. Our students consistently experience the feeling of being individually cared for here at Lewis University.

Lewis University values learning that occurs inside and outside of the classroom. Students are encouraged to fully experience the University and all of its programs and activities to develop healthy relationships, leadership skills and abilities. The University provides supportive programs for students in a diverse and inclusive setting to join a safe, respectful community that responds to the needs of others.

Again, welcome and best wishes for a successful academic year!

Kathy Slattery / Mary E. DeGraw
Associate Provost for Student Services / Associate Provost for Student Life/
Dean of Students / Dean of Retention
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The Mission Statement of Lewis University

The Faithful to the Lasallian Heritage in Catholic Higher Education

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

Sanctified Zone

Sanctified Zone

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.

A Place of Welcome

Consistent with our Catholic and Lasallian Mission, Lewis University strives to be a place of welcome to those of all faith traditions and worldviews. As a university comprised of lifelong learners, we aspire to foster a community committed to exploring and understanding the religious, spiritual, and secular beliefs, values, and practices of ourselves and others through sharing, study, reflection, and encounter.
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 Reims, France more than 360 years ago. At the age of sixteen, De La Salle was named Canon of the Reims Cathedral, an honorary position that provided additional income to his family. 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, De La Salle recruited a group of teachers in order to help establish schools for poor boys.

At that time, few people lived in luxury but most were extremely poor: peasants in the country, and slum dwellers in the towns. Only a few could send their children to school. Moved by the plight of the poor, De La Salle determined to put his own talents and advanced education at the service of the children who had little hope for the future, those who were “often left to themselves and badly brought up.” To be more effective, he abandoned his family home, moved in with the teachers, stepped aside from his prestigious role in the Church, gave up his wealth, and so formed the community that became known as the Brothers of the Christian Schools, commonly known today as the De La Salle Christian Brothers.

De La Salle’s enterprise met opposition from Church authorities who resisted the creation of a new form of religious life. 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 students grouped in classrooms 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 programs for training lay teachers and Sunday courses for working young men. De La Salle died at Saint Yon near Rouen early in 1719, 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. In 1900, he was declared a Saint. In 1950, because of his life’s work and inspirational writings, he was made Patron Saint of all those who work in the field of education.

The De La Salle Christian Brothers

The De La Salle Christian Brothers (Institute of the Brothers of the Christian Schools) are passionate about carrying on the mission of their founder, Saint John Baptist de La Salle (1651-1719), the Catholic Church’s Patron Saint of Educators.

De La Salle founded the mission to provide a human and Christian education to the young, especially the poor. The Brothers are lay religious men dedicated exclusively to education. Brothers live in community and take vows of association for the service of the poor through education, stability in the Institute, obedience, chastity and poverty.

Today, the Christian Brothers serve as the eyes, the ears, and the heart of God in our world – a world that needs brotherhood so desperately. They are called to see the oppression of the least privileged of our world, to hear their cry, to feel their anguish, and to participate in their liberation. Saint John Baptist de La Salle taught the Brothers to experience life as a process of affective, intellectual, moral and spiritual conversion which increasingly
draws them to address the causes of injustice and poverty. The Brothers seek to be one with those who suffer injustice and the impact of poverty, and they offer a quality education as the foundation for a better life.

The De La Salle Christian Brothers are here to carry on the mission of Saint John Baptist de La Salle and invite all members of the Lewis University community, as Lasallians, to join them in this mission.
Administration

President
David Livingston, Ph.D.

Provost
Chris Sindt, Ph.D.

Senior Vice President for Enrollment Management and Chief Strategy Officer
Raymond Kennelly, M.S.

Vice President of Finance/Chief Financial Officer
H. Teresa Krejci, B.B.A., M.Ed.

Chief Information Officer
LeRoy Butler, Ph.D.

Chief Diversity Officer/Director, Multicultural Student Services
Kristi Kelly, Ed.D.

Vice President for University Advancement
Luigi Amendola, M.B.A.

Vice President for Mission & Associate Provost for Student Success
Kurt Schackmuth, Ph.D.

Associate Provost for Research & Faculty Development
William Chura, Ph.D.

Associate Provost of Graduate Studies/Dean, School of Graduate, Professional and Continuing Education
Ann Rapp, Ph.D.

Associate Provost for Student Life and Dean for Retention
Mary DeGraw, M.A.

Associate Provost for Student Services and Dean of Student Services
Kathy Slattery, M.S.

Dean, College of Aviation, Science & Technology
Christopher White, Ph.D.

Dean, College of Business & Graduate School of Management
Ryan Butt, J.D., M.S.A.

Dean, College of Education and Social Sciences
Christopher Kline, Ph.D.

Dean, College of Humanities, Fine Arts & Communications
Laura Franklin, Ph.D.

Dean, College of Nursing & Health Sciences
Susan Muller, Ph.D.

Dean, Undergraduate Admission
Ashley Skidmore

Associate Vice President for Facilities
Keith Kameron

Associate Vice President for Graduate Admission
Rita Herrick, M.Ed.

Associate Vice President for Human Resources
Graciela Dufour, M.A.

Associate Vice President for Institutional Research and Planning
Kang Bai, Ph.D.
Academic Support

Center for Academic Success and Enrichment (CASE)

The Center for Academic Services and Enrichment (CASE) is located on the third floor of the Learning Resource Center (LRC). CASE delivers quality programs and services that encourage independent lifelong learners, address the diverse needs of the Lewis University student, and foster a holistic learning environment. The departments within CASE are:

- Academic Services
- Military Education Resource Center
- Office of Community Engaged Learning
- Scholars Academy Honors Program
- Study Abroad
- Writing Center

Academic Services

Academic Services empowers and supports students as they pursue their personal, professional and education goals at Lewis University. More specifically, Academic Services provides advising for undecided students, students considering a major change, student-athlete advising and support, academic coaching, peer-to-peer and online tutoring and support for students with disabilities. For more information, please contact Academic Services by calling (815) 836-5593.

Areas supported by Academic Services include:

Undecided Advising

Advisors in Academic Services will guide students toward majors appropriate for the students' interests and career goals. Students who are undeclared will meet with an advisor at minimum one time each semester, but advisors are available daily to answer questions in support of a student's major exploration.

Student-Athlete Advising & Support

Student-athletes receive regular outreach and communication from the Student Success Coordinator-Athletics Specialist who will partner with the coaching staff to ensure that there is no interruption of eligibility due to academic progress. For more information, please contact Academic Services at (815) 836-5593 or via email at academicservices@lewisu.edu.

Success Scholars Program

The Success Scholars Program exemplifies Lewis University's Catholic and Lasallian mission by making college education accessible and attainable for students of all academic backgrounds. The Success Scholars Program provides first year students at Lewis an opportunity to further their growth and development from high school in order to excel as college students. Success Scholars join together in a small academic community
where they benefit from mentorship from a peer and staff mentor as well as find support and inspiration from other Success Scholars. The Success Scholars Program begins in August and spans the entire first year at Lewis. For more information, please contact Academic Services at (815) 836-5593 or via email at academicservices@lewisu.edu.

**Tutorial Services**

Academic Services offers content-specific tutoring in numerous courses by 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. It is recommended that students schedule their tutoring sessions in advance through www.lewisu.edu/appointment. Additionally, Brainfuse provides students with access to one-on-one tutoring 24 hours a day online. Brainfuse provides real tutors in a wide range of subjects including Business, Computers and Technology, English, Math, Nursing and Science.

**Disability Support & Accommodated Testing Center**

Academic Services is dedicated to ensuring qualified students with disabilities who are admitted to the University are afforded equal access and opportunity to participate in and benefit from programs, services and activities of the University.

Our Learning Access Coordinator welcomes the opportunity to meet with admitted students who would like to discuss learning accommodations. Students with appropriate documentation will work in partnership with the Learning Access Coordinator to develop an accommodation plan that supports them in reaching their academic goals. Academic Services will also collaborate with faculty and campus partners each semester to ensure delivery of necessary accommodations and services. Visit https://www.lewisu.edu/case/disabilityservices/ for information regarding eligibility and the request process.

**Student Rights and Responsibilities for Students Needing Academic Accommodations.**

As a student using the services within Academic Services, you have the right:

- To confidentiality. Academic Services will not release or discuss your documentation with anyone unless you provide a written request.
- To meet with Academic Services 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.
- To be informed about Academic Services and other University services and how you can access them.
- To have Academic Services advocate on your behalf by sending memos to faculty recommending course accommodations.

As a student using the services within Academic Services, you have the responsibility:

- To provide documentation of your disability that meets established guidelines, including an assessment completed no more than three years before you initiate Academic Services.
- To keep Academic Services informed of your academic progress and problems.
- To develop self-advocacy skills.
To participate with Academic Services 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.

To request accommodations with advance notice. (The University does not have an obligation to grant retroactive accommodations).

To follow procedures for receiving services, including Testing Center policies and procedures. More information can be found at: https://www.lewisu.edu/case/testing-center.htm.

Lewis University Service and Emotional Support Animal Policy

Lewis University provides reasonable accommodations for qualified students with disabilities. The University allows individuals with Service Animals access to buildings on campus, including University residence halls, academic and other buildings. The University will allow qualified students with disabilities to have Emotional Support Animals in University residence halls on a case-by-case basis according to the policy outlined below. Where this policy or a procedure applies equally regardless of whether the animal is a Service Animal or an Emotional Support Animal the term assistance animal will be used.

Service Animals

Per Titles II and III of the Americans with Disabilities Act, Lewis University allows a person with a disability to be accompanied by a service animal in all places where students and members of the public are permitted to go, except where animals are specifically prohibited due to a health or safety hazard. Service animals are defined as dogs (and in some cases miniature horses) that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service dog. The work or task a dog has been trained to provide must be directly related to the person’s disability. Service animals in training and service animal trainers maintain all of the same rights and responsibilities as service animals and their handlers. Students who are enrolled in clinical placements or laboratory classes are required to have a meeting with the Learning Access Coordinator and Clinical/Laboratory coordinator prior to the course.

Emotional Support Animals (ESAS)

Per the Fair Housing Act, a student with a verified disability will be allowed to have an emotional support animal in University residence halls to the extent it is a reasonable and necessary accommodation to enable equal enjoyment of the residence program. Unlike service animals, emotional support animals are not necessarily trained to perform work or tasks, and they may include species other than dogs and miniature horses. An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person’s disability and the assistance the animal provides (there must be a link between the animal and the disability). Typically, an emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional and is an integral part of a person’s treatment process. An emotional support animal is not necessarily a service animal, although in some instances an emotional support animal may also be a service animal. Except to the extent that an emotional support animal also meets the definition of a service animal, emotional support animals are only allowed within a person’s residence in the University residence halls.
Emotional support animals are not allowed in any other areas of the campus unless transporting them on and off campus.

**Lewis University Residence Hall Service and Emotional Support Animal Request Process**

- Students who seek to have a service or emotional support animal in University residence halls must notify the Academic Services Office and the Office of Residence Life at least 45 days prior to move-in. If the animal is an emotional support animal, the student must also complete the Lewis University Emotional Support Animal Request Form and provide documentation of the disability and disability-related need for an assistance animal from the student’s health care professional on the University’s ESA Request Form.

- Review of the request will be processed by the CASE Academic Services Office and the Office of Residence Life within 14 days of submission.

- If the request is approved, the student must complete and sign the Service and Emotional Support Animal Agreement in full and comply with its rules.

**Appeal**

If a requested accommodation is not approved, or a student is required to remove the service or assistance animal due to a violation of the Service and Assistance and Emotional Support Animal Agreement, the matter may be resolved informally between the student(s) and the staff of the Academic Services Office and the Office of Residence Life or, the matter may be brought forth to an appeal committee consisting of the Dean of Student Services, the Vice President for Mission and Academic Services, and an representative from the Office of the Provost. The appeal committee would render a final decision within 14 days of receiving the appeal.

**Limitations to Service and Emotional Support Animal Policy**

Under most circumstances, only one assistance animal is allowed per resident or room. Assistance animals in residence halls must be able to tolerate the small room size and other unique aspects of residence hall living and not disrupt the learning environment of the residence halls, or the safety and comfort of other residents.

Service animals are allowed in all University facilities, including classrooms and dining halls. Emotional support animals must remain in the student’s assigned residence hall room, other than as necessary to take the animal out of the building. All assistance animals must be on a leash or harness or crated when being transported out of the building, unless in the case of a service animal where a leash would interfere with the service animal’s safe, effective performance of work or tasks. Students who require assistance animals should be sensitive to the quality of life for an animal living in a small living space. Student owners are required to clean up after their animals, and will be responsible for any damages caused by the animal to University property or property of roommates. Assistance animals that are a nuisance due to noise, hygiene, or aggressiveness will not be allowed to continue living in the residence halls.

Students with a disability who require an assistance animal will be given equal consideration for assignment to a private room as a student with any other verified disability; that assignment will be at the scheduled rate for that room type.
Student Responsibilities for Assistance Animals

A. Students with an assistance animal are entirely responsible for their animal's care and wellbeing.
   - Food for animals must be kept in a covered, sealed storage container (not a plastic or paper bag).
   - Animals may not be bathed in the shower rooms of the residence halls.
   - Students are expected to regularly clean crates, cages, and bedding.

B. Animals left unattended in a resident's room must be crated or otherwise appropriately contained.
   - Animals cannot be left unattended for unreasonable periods of time, and in no case for more than 24 hours at any time. Dogs, in particular, must not be left unattended for more than 12 hours at anytime.
   - If the student must be away, the owner must either take the animal with him/her, or make arrangements for the animal to be cared for off campus.

C. Assistance animals must be housebroken.
   - The student is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste, such as dog feces, must be immediately retrieved by owner, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.
   - If an animal has an “accident” inside a University building, the owner is expected to contact the Facilities Department, so that the University may ensure that the area is properly cleaned. This applies to the student’s room and common spaces.

D. Students are expected to notify the Office of Residence Life if the animal develops a pest problem (fleas, ticks, etc.) so that the University’s professional pest control vendor can ensure the problem is taken care of properly in the affected area. Students will assume responsibility for the cost of the pest control process.

E. Any time the student requires service for the purpose of inspections, work orders, etc., if the student’s animal will be in the residence, the student must arrange a time when he/she will be present for the service to be performed.

F. In the event that an animal develops a health problem, this issue must be addressed immediately.

G. Students are responsible to control and care for their assistance animal so that the animal does not present an undue threat to the health or safety of others or unreasonably interfere in others ability to participate in educational and residence programs of the University.

If any of the expectations listed above are not met, the Office of Residence Life will work with the Academic Services Office and the resident to correct the issues. If the issues are not corrected to the satisfaction of Residence Life or the Academic Services Office, or are severe in nature, the animal will be removed from the residence halls on a temporary or permanent basis.

Conflicting Disabilities

The Office of Residence Life will make a reasonable effort to notify residents in the hall where the animal will be located of the existence of a service or emotional support animal in the building. Students with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) should contact the Office of Residence Life if they have a health or safety related concern about exposure to a service or emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will
allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

CASE Lab

The CASE Lab features equipment and software which promote and enrich the learning experience and offer greater options for self-discovery and improvement. The lab offers opportunities for multimedia project development, and technology skill development and enrichment. It accommodates the production of work related to critical and creative thinking in a dedicated environment. Lab facilities include 20 Windows based systems with various software programs that assist students with basic computing tasks, programmed instruction in specific academic skills, and discipline-specific assessment programs. For more information please call (815) 836-5583.

Military Education Resource Center (MERC)

The Military Education and Resource Center is a nurturing atmosphere designed to assist veterans and military students by providing textual, virtual, and human resources to the students. It also serves as a community room where students can come to socialize, relax, eat, and commune with fellow veterans and ROTC cadets.

Resources available in the MERC include:

- Student veteran interns
- Textual test prep materials
- Desktop and laptop computers and a black and white HP printer

Office of Community Engaged Learning (OCEL)

Through engaging in community-based experiences, students participate in real-life environments which empower them to learn deeply about their course content while moving them toward becoming life-long, active citizens.

Students, faculty, and community organizations who partner for community engaged learning work together in many ways, including:

- Project-based community engagement, which often draws students into a team-based project that meets an organization’s mission in very tangible ways.
- Direct community engagement, which takes students into the community in an ongoing way to lend a hand toward the fulfillment of a community partner’s mission.
- Community-based research, which supports the development of students’ research skills while also collaborating with the local community to answer important questions.

For further information about the Office of Community Engaged Learning, visit [http://www.lewisu.edu/cel/](http://www.lewisu.edu/cel/) or contact the Office of Community Engaged Learning by calling (815) 836-5848.

Scholars Academy Honors Program

- Course enhancement through mentored projects
- Paired courses in the Connections program
- Enriching on-and-off campus activities

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. For more details
about the program, visit lewisu.edu/scholars. Contact the Scholars Academy by calling (815) 836-5395 or via e-mail at SAHonors@lewisu.edu for further information.

**Study Abroad**

- Academic opportunities around the world
- Semester, summer, and short-term program options
- Satisfy Lewis major, minor, general education, and elective credit
- Financial aid applies

Studying abroad provides unique opportunities to learn about diverse issues and global topics by going beyond the classroom and experiencing them firsthand. Lewis University offers a variety of study abroad opportunities. Students may study abroad on semester or summer programs while taking courses, internships, or student teaching applicable to their academic program. Also, professors develop and lead short-term Travel Study programs that offer Lewis credit. For more details, a current list of opportunities, and an application, contact the Study Abroad Office at (815-836-5993) or visit www.lewisu.edu/studyabroad.

**Writing Center**

- One-on-one peer tutoring
- Collaborative learning about writing processes
- Assistance offered in idea and content development, organization, language use, format, and style

In the Writing Center students review their course writing with a peer tutor for real-audience response and guidance. Students at all levels of writing and at any stage of the writing process can benefit from this one-on-one collaborative process. Tutors are both Lewis University undergraduate and graduate students and come from a variety of majors, trained to effectively respond to writers by asking useful questions and offering appropriate strategies and resources to help students write more effectively. Writing Center services include:

- Face-to-Face Appointments
- Real-Time Online Response Appointments
- Joint Writing Tutor and Research Librarian Appointments
- Email Online Response
- Writing Center Hotline (815) 588-7301
- Facebook Messaging
- Online Writing Lab (OWL) lewisu.edu/writingcenter
- Free Writing Workshops

Tutors are available during the weekdays, evenings, and on weekends. Students are encouraged to make an appointment by visiting lewisu.edu/appointment or calling (815) 836-5427.

**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.

**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 thankyou 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 technology resources and technical support to the Lewis University community. They support students, faculty, and staff in their use of technologies through management and maintenance of the campus network, service 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, myLewis portal and wireless network access.

**Technical Support**

The Technology Support Center is normally staffed while classes are in session or when the Library is open, please refer to the Lewis University website for posted hours of operation. The Technology Support Center is available for technology support by calling the on-campus extension 5950 or (815) 836-5950 or e-mailing servicedesk@lewisu.edu. Self-service support may be accessed online
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 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. 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 containing harassing or threatening content. This restriction applies to all University network services. Users who violate this policy may have their access to network services restricted or removed. Further violations may lead to disciplinary action.

myLewis Portal

myLewis (http://mylewis.lewisu.edu) 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, as well as 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 via the myLewis portal or from any web browser 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 via the myLewis portal (https://mylewis.lewisu.edu).

Public and Specialized Departmental Labs

The 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 specific academic needs. Public labs are staffed by trained student lab assistants during lab hours. For more information visit the Lewis University Web site at https://www.lewisu.edu/welcome/offices/infoservices/All_PublicLabsLocationsHours.htm.

Technology-Enhanced Classrooms

Currently, over 95% of all learning spaces are equipped with technology teaching tools. This includes instructor computer workstations, network-connected equipment, multimedia 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 residential student. Students will need an Ethernet card for their PC or laptop and a data cable to connect to the network.

Each residence hall room is equipped with digital HD cable TV powered by Comcast, providing over 50 HD channels. The FlyerVision HD Cable TV service is active and does not require sign-up, activation, or the use of a cable box. For more information visit the Lewis University Web site at https://lewisu.edu/welcome/offices/infoservices/cabletv/index.htm.

XFINITY On Campus™ is a service from Comcast enabling students to watch and record live television or to watch on-demand content directly in a web browser or mobile device with the Xfinity Stream app. The service is provided free as part of Lewis University Housing. For more information visit the Lewis University Web site at https://lewisu.edu/welcome/offices/infoservices/xfinity/index.htm.

Wireless Internet Access

Students with personal laptop computers and wireless cards can access the Internet from residence hall rooms, across the main campus, and throughout regional campuses. Wireless logins are provided to all students at no charge. Wireless Internet access is also available for guests and families visiting students while on campus. For assistance with your wireless connection, please contact the Service Desk at extension 5950 on campus, at (815) 836-5950 off campus, or by email at servicedesk@lewisu.edu.

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 competitive prices via the Lewis University website. For more information visit the Lewis University Web site at https://www.lewisu.edu/recommendedcomputers/index.htm.

Statement of Acceptable Use of Information Technologies

Students are bound by the Lewis University Acceptable Use Policy that describes conditions for the use of information technologies at Lewis University. The document governs specific acceptable use policies, but it 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 procedures and policies are available on the Lewis University website.

Library

The Lewis University Library is a campus hub for lifelong learning that serves students at the main campus in Romeoville, additional sites in Illinois and Albuquerque and online. The Library is located on the first and second floors of the Br. Paul French, FSC, Learning Resource Center (LRC) on the Romeoville campus. It includes seating for more than 400 students, as well as four group study rooms that can be requested on a drop-in basis or reserved online. The first floor of the Library features 58 computers equipped with Microsoft Office and internet access wireless is also available.

Students can print to the Library’s black-and-white and color printers or use the two scanners to convert documents to PDF and print or email the files. In addition to the books, periodicals, DVD’s, and equipment (including laptops, cameras, and headphones) available at the Romeoville campus location, many of the Library’s resources can be accessed online via the library’s website, www.lewisu.edu/library. The Library subscribes to more than 100 online research databases, including JSTOR, ProQuest, and EBSCO that contain journal articles, e-books, and streaming video.

In addition, through the Library’s participation in I-Share, Lewis students can borrow items from more than 80 college and university libraries throughout Illinois. Materials located via I-Share’s online catalog can be requested online and delivered to the Lewis Library for pick-up. A Lewis student ID is required to check out materials.

Research assistance is available whenever the Library is open, in person or by phone, email, online chat, or text message (visit www.lewisu.edu/Library for more information). In addition, students can schedule a one-on-one appointment with a research librarian. Each college and academic department has its own designated research librarian who can provide in-depth research help on subject-specific assignments and projects. A list of liaison librarians and their contact information can be found on the Library website.

Library hours are extended during the last two weeks of the semester (Super Study), and any exceptions to the hours listed above are posted at the library entrances and on the website.

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.
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 is responsible for 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. 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. The advisor releases the registration PIN required to register. Registration occurs during official periods designated by the Registrar.

Online Student Records and Registration

Lewis University student records information and registration may be found in the Records & Registration portlet at myLewis.lewisu.edu

- Registration (add or drop classes)
- Schedule
- Course Offerings
- Catalog
- Applying for Degree
- Grade Report
- Personal Calendar
- Update of Address/Phone
- Official Transcript
- Transcript, Unofficial
- Degree Works Curriculum Record/Degree Audit

Grade Reports

Your official grade report may be found in the Records & Registration portlet at MyLewis.lewisu.edu. 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 in the Records & Registration portlet at
MyLewis.lewisu.edu Current and prior students may order official transcripts if there are no outstanding financial obligations to the University, including, but not limited to, tuition, fees, and fines.

**Preferred Name Policy**

Students, staff, and faculty members may designate use of a preferred name and associated pronoun(s) within selected University data systems. In other cases, using the legal name will be necessary (e.g. tax documents, transcripts, billing, health records, payroll, identification cards).

- For students, preferred name will be used in Banner Self-Service, class rosters, in Blackboard, online phone directories, and on their University diploma. Pronouns will also be included on class rosters for faculty knowledge.
- For staff and faculty, preferred name will be used for nametags, Banner Self-Service, faculty-staff directory, and in Blackboard.
- Once preferred name is approved, it will be used for all University communications except for legal documents.
- Email address will only be changed upon request.

**The following uses of preferred names are accepted:**

- Using a middle name instead of a first name
- Using an Americanized first name
- Using an abbreviated name
- Using a first name that better represents your gender identity
- Using a first or last name to which you are currently legally changing

Students can request use of a preferred name through the Students tab of Banner Self-Service. Requests will be reviewed and implemented by the Registrar’s Office.

Staff and faculty members can request use of a preferred name through the Human Resources tab of Banner Self-Service. Requests will be reviewed and implemented by the Office of Human Resources.

Preferred name requests are subject to approval by Lewis University administration. Preferred names may not include offensive language or be used to misrepresent oneself as another individual's identity.

**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 responsibility 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.
Student Complaints & Appeals

Lewis University is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff, and administrators. Students are encouraged to seek an informal resolution of a dispute directly with the faculty or individual(s) involved when possible. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when one makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns. For matters where a resolution is not feasible, a student may make a formal appeal or complaint.

There are three categories for formal appeals/complaints: Grade Appeal Process, Academic appeal other than a grade, and Student Complaints.

For purposes of the student complaint process, a student is someone who is currently enrolled full or part-time or who has recently been enrolled in the institution (within the last two years). A complaint is an expression of dissatisfaction concerning a University employee, department, service, or process, or a University administrative action, that requires clarification, investigation and/or resolution.

- A complaint may be verbal or in writing, preferably in writing using the complaint form found at www.lewisu.edu/welcome/studentcomplaints.htm.
- It is important to report complaints promptly and to include a short and concise statement of all the relevant facts and the action or remedy you are requesting so that an investigation can be completed and a resolution achieved.
- Complaints must be filed within 15 business days from the date of the action or occurrence which is the subject of the complaint.
- The Office of the Provost will assign a tracking number to the complaint and acknowledge its receipt using the contact information you have provided on the complaint form.
- The Office of the Provost reviews each complaint to determine if it is one upon which action should be taken. If the complaint is properly the subject of the academic or financial appeals processes, or is a question of academic discretion, the complaint will be dismissed without further action.
- The Office of the Provost refers complaints requiring further action to the appropriate academic or administrative official (typically, a Dean or Director, or another appropriate administrator whom they have designated) for investigation and resolution.
- Within 10 business days after receiving a complaint, the Office of the Provost will advise the student in writing either (a) that it has referred the complaint to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason for the dismissal.
- An administrator to whom a complaint has been referred has 20 business days from the day of the referral to investigate and address the complaint. During the investigation and resolution process the administrator will communicate directly with the student who has filed the complaint. At the conclusion of the investigation and resolution the administrator will notify the student and the Office of the Provost in writing of the results of the investigation and resolution of the complaint.
- The Office of the Provost may extend the investigation period beyond 20 business days by notifying, in writing, the student who filed the complaint, using the contact information provided on the complaint form.
- A complaint may be dismissed without further action if the student fails to cooperate in the investigation. Should a student wish to file their complaint with a regulatory agency, the contact information is listed below. Please note that these offices will require that a student first seek resolution directly with the institution by following the defined complaint or grievance policy.
The State of Illinois – Illinois Board of Higher Education
http://complaints.ibhe.org

The Higher Learning Commission
www.hlcommission.org/HLC-Institutions/complaints.html

Lewis University-Albuquerque Students
New Mexico Higher Education Department (MNHED/PPSD) 2044 Galisteo Street, Suite 4
Santa Fe, NM 87505-2100 Phone: (505) 476-8400
Fax: (505) 476-8454
www.hed.state.nm.us/institutions/complaints.aspx

Online or Distance Education Complaint Resolution
Students enrolled in Online or Distance Education are encouraged to contact their college dean’s office to seek advice. Information regarding the complaint processes for each state of residence can be found on the Lewis web site at lewisu.edu/welcome/studentcomplaints.htm

NOTE: Dr. Kurt Schackmuth, the Vice President for Mission, serves as University Ombudsman and provides a neutral space for students and others to express concerns or ask questions about institutional policies and practices. The Vice President for Mission serves as an impartial representative of Lewis University with regard to the student complaint process

Policies and Procedures for Appeals

Grade Appeal Process

• 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.

• 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/department chair or dean’s designee’s determination on the appeal.

• 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, the program director/department chair or dean’s designee, and it must include any evidence supporting the claim for a grade change.
• 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.

• 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. 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 your college guidelines for specifics.

**University 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:

• If a student wishes to appeal an academic decision, a written letter of appeal must be sent to the appropriate academic dean.

• The dean will review the situation and render a decision. The dean will communicate the decision in writing to the student.

• 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.

• The Provost will establish an ad hoc committee composed of:
  o one faculty member appointed by the appropriate academic dean;
  o one representative from the Office of Student Services;
  o one faculty member chosen by the student.

• 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.

**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.
Academic Decorum

In order to maintain an environment conducive to learning and student development, it is expected that discourse in the academic setting is respectful and non-disruptive. The primary responsibility for managing the academic 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 to be a disruption or who present a threat of potential harm to self or others may be referred for action to the Office of the Dean of Student Services.
University Services

Bookstore (FOLLETT)

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.

Special extended or reduced hours may be appropriate as the academic calendar warrants. These hours will be posted on the 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. If, however, the University has not yet re-adopted a book, or if the current need is exceeded, the bookstore will pay the current wholesale price.

Online Purchases

The store website, www.bkstr.com/lewisstore, 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 offered from time to time. The store does not offer shipping to dorm rooms 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

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 the new book price. Go to www.bkstr.com/lewisstore or stop by the store for more information.

Bursar Office

Students selecting to pay in full may make their payment in advance by mail (check) or in person at the Bursar Office (cash or check). Credit card payments (MasterCard, Discover, Visa or American Express) can only be made online and include a convenience fee. A no-fee online option is available to students for making an ACH (checking or savings) payment. To make a payment online or sign up for a monthly payment plan, visit myLewis portal or directly at www.lewisu.afford.com.

The Bursar Office utilizes an electronic billing system for sending monthly statements. This system enables students and parents to receive and pay their bill completely online.

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.

University 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 typically operates 24 hours a day 365 days a year. The University Police Department administrative office is located in the Learning Resource Center LR-G24 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.

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 University 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 may result in a referral to student conduct. 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. 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.

**After-hours Assistance**

Community members may contact LUPD afterhours for non-emergency assistance by dialing (815) 836-5222.

**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 and text messages. 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 maintain current contact information via the MyLewis portal.

**Injury and Medical Emergencies**

- Call University 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.

**Fire**

- Upon observing fire, smoke or an explosion in the building, stay calm and activate the nearest fire alarm pull station.
- Follow posted room/building evacuation routes and account for all occupants of the room. Do not use elevators, as electrical power may cut off.
- Call University Police at extension 5911 or at (815) 836-5911 and be prepared to give information on location, size and cause of the fire, as well as any injuries.
- 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 your phone to advise University Police of your location.
• Provide assistance to individuals with disabilities in relocating to specified refuge areas and notify University Police at extension 5911 or at (815) 836-5911 of these individuals and their location.
• If forced to travel through the smoke, stay low and breathe shallowly using cloth 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 University 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 University 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, University Police staff or Residence Life staff may result in a referral to student conduct or criminal charges. 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 University 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 imminent.
• 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 University Police at extension 5911 or at (815) 836-5911 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 University 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 University 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 airways is important in the event of a chemical or biological threat, incident, or attack.
• In most cases, without a respirator, the only sure way to protect an airway is to put distance between you and the source of the agent.
• Evacuate the area where there is a threat, cover your mouth and nose with a piece of cloth to provide some 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 University Police at extension 5911 or (815) 836-5911.

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

(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

(Such as 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 University 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 University 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 University Police at extension 5911 or (815) 836-5911 in the event of any incident or threat of violence and try to remain calm for your safety and the safety of others.

Weapon Observed

• Call University 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 (SUCH AS AN ACTIVE SHOOTER SITUATION)

• RUN: If exiting the area is possible
  Exit the area immediately.
  Tell others who may be approaching to stay out of the area.
  Try to be aware of your surroundings.
  Notify police at extension 5911 or (815) 836-5911 or 911 immediately upon reaching a safe location.
• HIDE: If exiting the building is not possible
  Get to a secure area: classroom, office, closet.
Close, lock and barricade the door.
Turn off the lights and remain quiet.
DO NOT answer the door.
Call police at extension 5911 or (815) 836-5911 or 911
Plan for what to do if the attacker gets in
• **FIGHT:** If the attacker is upon you and running or hiding is not possible
  • Counter the attacker as a last resort.
  • Total commitment is essential.
  • Use objects as distraction devices,
  • Spread out,
  • Work as a team
  • Be ready to unleash on attacker if he/she enters your area.

**Explosion/Bomb**
• Do not disturb, move, or touch any suspicious packages.
• Immediately evacuate the building using established evacuation routes.
• Call University Police at extension 5911 or (815) 836-5911. 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.

**Annual Security and Fire Safety Report**
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security and safety policies. In addition, as required by the Higher Education Opportunity Act, the University includes information about the University’s fire prevention practices and systems, as well as fire-related statistics. The material included in the report is designed to familiarize you with issues of safety and security at Lewis University. All members of the University community are encouraged to take the time to read the Annual Security and Fire Safety Report, which can be accessed and printed from the University Police website: [www.lewisu.edu/police](http://www.lewisu.edu/police). For further information on campus safety or to obtain a hard copy of this report, call: (815) 836-5222 or extension 5222.

**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.

**Traffic Regulations**
- Lewis University, Village of Romeoville and State of Illinois traffic regulations are in effect on campus and will be enforced by the Lewis University Police Department (LUPD). All persons driving or parking on campus are responsible for complying with traffic safety laws and regulations.
- All motor vehicles must be properly licensed, insured and completely operable according to the State of Illinois Vehicles Code and Village of Romeoville Ordinances.
- The speed limit on all University streets is 15 MPH.
- The speed limit in parking lots is 10 MPH.
- All road markings and signs must be obeyed. Special attention should be paid to stop signs and crosswalks.
- Vehicles must yield to pedestrians entering upon or already within a crosswalk.
- Pedestrians crossing at other than a crosswalk must yield the right-of-way to vehicles upon the roadway.
- Inoperable or abandoned vehicles may not be left on campus. Such vehicles will be towed at the owner's expense.

**Permit Regulations**
- All persons parking a vehicle on campus must properly display a valid parking permit on the vehicle. If you obtain a permit but do not display it on the vehicle, that is considered a violation.
- Only one permit may be displayed on a vehicle at any given time. Old permits must be removed.
- Commuter or Resident permits (exterior sticker style) must be displayed on the outside upper left (driver side) rear windshield of the vehicle.
- Faculty/Staff permits (interior hang-tag style) must be hung from the inside rear-view mirror of the registered vehicle.
- Permits for motorcycles may be displayed on the windshield or other prominent location near the front of the cycle.
- Permits are valid only on the vehicle for which they are registered.
- Permits may not be loaned to others.
- Student permits (exterior sticker style) are not transferrable to other vehicles. If you obtain a new vehicle you must obtain a new permit from the University Police administrative office at no charge.
- Faculty/Staff permits (interior hang-tag style) may be registered for multiple vehicles.
- Guests or Visitors can obtain a temporary or guest permit from LUPD.
- If an alternate vehicle is to be operated on campus on a temporary basis, a temporary permit must be obtained from LUPD.
- Temporary permits are valid for up to 1 week and may be obtained no more than 3 times each semester.
- Temporary permits and guest permits should be displayed on the front dashboard in plain view.
- A driver issued a temporary permit may only park in lots corresponding to the driver's status (Commuter, Resident, or Faculty/Staff).

**Obtaining a Permit**
- **Student Permits** are purchased online through PermitExpress® accessed through the MyLewis portal. Commuter and Resident permits are paid for at the time of purchase and are mailed to the student. Permits are not billed on a student account.
• **Faculty/Staff Permits** are requested online through PermitExpress® accessed through the MyLewis portal. Faculty staff permits are free and, once requested will be mailed to the employee.
• Permits for Students and employees must be obtained annually and are valid for one year (from July 1 through June 30).
• A limited supply of student permits for Lot NN are available through LUPD which allow a vehicle to park only in Lot NN. A student may obtain ONE free lot permit annually while the supply lasts.
• When you obtain a permit online, you will be given the opportunity to download and print a temporary permit for use on your vehicle until you receive the regular permit in the mail. Place the temporary permit on the dashboard of your vehicle in plain view.

**Permit Fees**

• Commuter or Resident Permit: $180 - Annual permit valid from July 1 to June 30. Fee waived for Graduate/Accelerated students
• Additional Commuter or Resident Permit: $50 - Annual permit valid from July 1 to June 30. Permit must be registered to the same person
• Faculty/Staff Permit. No fee – Annual permit valid from July 1 to June 30.
• Temporary Permit: No fee, obtained through LUPD. Valid up to one week.
• Lot NN Only Permit: No charge, limited supply obtained through LUPD.
• Overnight Guess Pass - No fee – must be requested and approved through Residence Life prior to the end of business hours
• All student permits are charged a nominal processing fee by the university's permit provider, PermitExpress®.

**Parking Regulations**

• Lewis University regulations, Village of Romeoville ordinances and State of Illinois Vehicle Code are in effect and will be enforced.
• All parking on campus is first come – first served. A parking permit does not guarantee you a parking space in a location of your choice.
• All campus parking lot restrictions are designated by signs (ie: commuter, resident, visitor, faculty/staff).
• Vehicles violating parking restrictions are subject to being cited and/ or towed.
• Special restrictions such as disability parking, designated spaces for visitors, and other special designations are posted in each parking lot.
• Vehicles with state issued disability plates or placards may park in any designated disability parking space regardless of the lot usage designation in accordance with state law and village ordinances. Disability parking spaces are typically (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.
• Commuter parking lots are restricted from having overnight parking without an overnight guest pass obtained from the Lewis University Police Department or a Faculty/Staff permit.
• Commuter and Resident Permits (exterior sticker) allow a vehicle to park in designated Commuter or Resident lots respectively.
• Faculty/Staff Permits (interior hang-tag) allow a vehicle to park in designated Faculty/Staff lots.
• 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.
• No parking is allowed on any University street by other than authorized University vehicles, emergency vehicles, or where otherwise posted.
• No parking is permitted at the side of campus buildings, in grassy areas, on sidewalks, in service drives, fire
lanes or within 15 feet of fire hydrants or crosswalks.
• Vehicles must be parked in a parking space. No parking is allowed at the end of a row of parking, in a parking
lot aisle/roadway or across yellow hashed lines.
• A vehicle may only occupy one parking space (unless it is equipped with a trailer, etc.)
• Campus parking lot restrictions (other than overnight restrictions) are removed beginning each Friday at 6pm
until Sunday night at 6pm. All campus lots are open, with the exception of disability accessible spaces.

Parking & 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.

Tickets/Fines

• Fines for University tickets issued to Students, Faculty and Staff are paid online using PermitExpress® which is
accessed using the University’s MyLewis web portal.
• The person to whom a vehicle is permitted or registered is responsible for any violations of campus traffic and
parking regulations, unless the driver at the time of the violation is specifically identified.
• Failure to pay a fine within 15 days will result in a 10% late fee increase in the fine amount.
• Failure to pay fines may result in suspension of campus parking privileges, holds placed on university records
and/or collections.
• Municipal or State citations issued by LUPD or Romeoville Police Department are handled through the Will
County Circuit Court.
• Students accumulating excessive violations during a semester may be referred to Student Conduct. Any
additional violations may result in suspension of driving privileges on campus.
• Faculty/Staff violators may be referred to the Office of Human Resources.

Fine Schedule

Violation Fine Amount
Permit Violation $30
Parking Violation $30
Handicapped Parking Violation $250
Seat Belt Violation $20
Other Traffic/Moving Violation $50

Appeals

A citation may be appealed within 5 calendar days of issuance based upon either factual error or
extenuating circumstances. The appeal is filed through PermitExpress® which is accessed using the
University’s MyLewis web portal. After this time period has elapsed, the citation stands as written and no appeal
will be considered. It is the responsibility of the alleged violator to substantiate in an appeal that the regulation
was not violated.

The appeal will be reviewed to determine whether:
• The ticket will stand as written.
• The violation and/or fine will be modified.
• The ticket will be voided.
  The decision rendered is final.
  You will be notified of the outcome of your appeal. During the appeal process, the 15 day window to pay a fine
  and avoid a late fee is suspended. Once the appeal decision has been rendered, the 15 day period continues
  from the date/time the decision was rendered.

The reasons listed below are NOT VALID grounds for appeal:

• Lack of knowledge of University Policies.
• Parking in a prohibited area for only a short duration.
• Using hazard lights to park in a restricted area.
• Another improperly parked vehicle which was not cited.
• Inclement weather (rain, snow, wind).
• Vehicle has a permit, but it was not properly displayed.
• Late for class (student or employee).
• Inability to find convenient parking.

Please feel free to contact the University Police Department at Extension 5222 or (815) 836-5222 for any
questions on parking, permits, and appeals.

Auto Accidents

All auto accidents occurring on University property are to be reported to University 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.

Additional Services

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

Should LUPD be unable to assist with 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 University 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. Student life and support services offer commuter students a variety of ways to get involved on campus. Co-curricular activities and participation in the Student Senate are excellent ways to develop leadership skills and abilities and enhance the commuter student experience.

The Office of Student Activities is a significant source of commuter student programming and is located on the main floor of the Br James Gaffney Student Center. Contact the office at (815) 836-5834.

Lewis Dining Services (Sodexo)

Sodexo Dining Services team is a vital part of the Lewis University community and is committed to providing the highest level of quality food and service. We offer a variety of dining services including daily meals for both resident and commuting students as well as high-quality catering and concessions services. We invite you to explore our services at https://lewisu.sodexomyway.com/

The main goal of Sodexo is to provide a pleasant, clean, comfortable and satisfying dining experience to the Lewis students, faculty, and staff. Specific information on dining facilities including offerings and service hours can be found on the Sodexo website at https://lewisu.sodexomyway.com/ or by contacting Sodexo at (815) 834-6153.

On breaks and holidays, Sodexo Dining Services operates on a more limited schedule. Refer to the website for open venues and detailed hours of operation. All University Community Standards are upheld in the dining venues. Violations of University Community Standards in the dining facilities will be referred to the Office of Student Services.
Eating Healthy

Providing you with healthy options is something your dining team proudly does every day. We help you select delicious, nutritious and satisfying meals, snacks and desserts by highlighting well-balanced menu choices and providing nutritional information and tips to help you make choices that fit your needs.

Food Allergies and Intolerance

If you have a food allergy or intolerance, it is important to learn about the options available to you while dining on campus. We can help guide you through the campus dining experience by providing several options to accommodate your food allergy and food intolerance needs. Please contact Brandie Jevtic, General Manager at Branislava.Jevtic@sodexo.com.

Be sure to check our website for location hours and all the latest and greatest news from Lewis Dining.

Sustainability

Your Sodexo Dining Services team is dedicated to sustainability. We know we can all work together to make a positive impact right here at Lewis University. In addition to the many initiatives we take on as a company, we have implemented many programs unique to Lewis University. Purchasing locally grown produce is part of Lewis Dining’s commitment to sustainability. We are dedicated to diverting waste from our landfills and by partnering with Lewis University Facilities Management to ensure composting and mixed recycling is available in all our kitchens and dining halls across campus.

If you have any questions or suggestions, please call our main office on campus at (815) 834-6153. We look forward to serving you!

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.
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.

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 – Lewis University’s School Code is 001707.

- Obtain your FSA ID at https://fsaid.ed.gov/npas/index.htm 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 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 the student with the easiest way to meet the verification requirements.

Lewis University Priority Processing Deadlines

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<tr>
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<th>Freshman</th>
<th>Transfer</th>
<th>Returning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit Scholarship</td>
<td>2/1/2018</td>
<td>6/1/2018</td>
<td>NA</td>
</tr>
<tr>
<td>Lewis LaSallian Grant</td>
<td>1/1/2018</td>
<td>1/1/2018</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>State of IL MAP Grant</td>
<td>The State of Illinois changes the deadline for MAP grant funds each year depending on funding. Please complete your FAFSA early each year to ensure the awarding of MAP Grant funds.</td>
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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 studentaid.gov

2. Click “log in” with your FSA ID number that is used to complete the FAFSA

3. Go to ‘Complete Aid Process’
   - Select “Complete a Master Promissory Note”
   - Select “Complete Entrance Counseling”

4. Confirm receipt – check your e-mail for confirmation that this process has been completed. The information is usually forwarded to Lewis within 24 hours.

Financial Aid Online

1. Go to https://mylewis.lewisu.edu/

2. Enter User Name and Password

3. If you are a NEW student:
   A. Select the admitted student tab
   B. Select Financial aid status from the Financial aid requirements portlet (it is in the middle of the screen)
   C. Select aid year (Ex. 2021)
   D. Select message ‘you have been awarded financial aid’
   E. Review all tabs:
      E1. General information - review messages from Office of Financial Aid Services
      E2. Award Overview - summary of financial aid award letter
      E3. Resources/Additional Information - Satisfy the TIV authorization documents here
      E4. Terms and Conditions - read through the terms and conditions and at the bottom of the page click accept to confirm that you have read these terms and conditions in order to continue to accept award offer
      E5. Accept Award Offer - accept, partial accept or decline the Federal Direct Loan and Federal work-study if awarded

4. If you are a RETURNING student:
   A. Select Financial aid status from the Financial aid requirements portlet
   B. Select aid year (Ex. 1819)
   C. Select Financial aid at the top of the screen (“Home> Financial Aid> Overall Financial Aid Status”)
   D. Select the Award box
   E. Select ‘Award for aid year’ and Review all tabs:
      E1. General information - review messages from Office of Financial Aid Services
      E2. Award Overview - summary of financial aid award letter
      E3. Resources/Additional Information - Satisfy the TIV authorization documents here
      E4. Terms and Conditions - read through the terms and conditions and at the bottom of the page click accept to confirm that you have read these terms and conditions in order to continue to accept award offer
      E5. Accept Award Offer - accept, partial accept or decline the Federal Direct Loan and Federal work-study if awarded
Student Employment

Students interested in working on campus can find a listing of on-campus employment through the myLewis portal. Follow these steps to access the page:

1. Login to your MyLewis portal
2. Click on the Resources Tab,
3. Click on the tab for Handshake
4. Click on Jobs in the top menu bar (visible from any screen) or in the first box on your dashboard.

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.

Withdrawing/dropping from courses

Enrollment changes can have a significant impact on your current financial aid as well as your future financial aid eligibility. Your tuition and fees may be adjusted whenever you add, drop or withdraw based on the Lewis University refund policy. As a result of dropping or withdrawing from your classes, your financial aid may be reduced, or in some cases canceled. Also, dropped or withdrawn classes are counted in determining your future financial aid eligibility through the Satisfactory Academic Progress Policy. You are encouraged to contact the Financial Aid Office prior to dropping or withdrawing from any classes. Detailed information about dropping classes and/or withdrawal can be found in the Undergraduate Catalog.

Unofficial Withdrawal

If you stop attending all classes during a semester and do not go through the university's withdrawal process, you are treated as an “unofficial withdrawal”. At the end of each semester, Lewis University identifies all students who did not pass at least one class. Your instructor documents your last date of attendance when they post your grade for the semester. Lewis University will use this date to review you under the Title IV Return of Funds calculation. This date will also be reported to the National Student Loan Data System (NSLDS) and your enrollment status will be updated.

Reduced Hours of Enrollment

The amount of your aid eligibility is dependent upon the number of hours in which you are enrolled and billed. This is normally established on the tenth day of classes. If you add classes after the tenth day, your bill may be increased. If you drop classes after the tenth day, your bill will not be adjusted. There are some exceptions to these general rules for students who are enrolled in courses that only meet for part of the semester (such as eight week courses) that start after the tenth day of classes.

Federal Pell Grant: You must be enrolled and billed for at least 12 credit hours in a semester to receive the full amount of the Pell Grant awarded. If you are billed for fewer than 12 credit hours, the Pell Grant amount will be reduced according to your hours of enrollment.

ISAC MAP Grant: You must be enrolled and billed for at least 15 credit hours in a semester to receive the full amount of the MAP Grant. The grant will be reduced by 1/15 for each credit hour below 15 hours of registration.
For example, if you are registered for 16 credit hours when classes begin and receive all of your financial aid, including the full MAP Grant award, but drop a three hour course before the tenth day of the semester-long course or before the tenth day of a second eight week course, your “billed” hours change and your MAP Grant will reduce accordingly. This change may create a bill in the middle of the semester.

**Institutional Scholarships and Grant:** You must be enrolled at least 12 credit hours in the semester to receive the full amount of the scholarship or grant. If you are not enrolled in 12 hours your semester award will be cancelled.

**Federal Direct Loans and the Federal Perkins Loan:** You must be enrolled and billed for at least 6 credit hours. If you are enrolled for less than 6 credit hours, the loans will be returned to the loan servicer and charged back to your University account.

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### 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. Counseling services and nurse or doctor visits are free of charge for all registered and enrolled students. Limited vaccinations and laboratory testing are available for a charge that is applied to the student account. Available services can be found on our webpage.

#### 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 may also employ 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.

#### Counseling Services

Counseling Services staff team is comprised of employees who are licensed mental health professionals and trained graduate counseling interns who are dedicated to assisting resident and commuter students with concerns
that are or could impact their academic success and/or quality of life. These may include: relationship issues, depression, anxiety, transition difficulties, concerns over alcohol or other drug abuse, grief and trauma, self-esteem and coping with stressors. 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 appointments are scheduled by calling the Center at (815) 836-5455 or students can submit online appointment request form at this link and it is also available on Counseling Services webpage, https://www.lewisu.edu/studentservices/health/counselingservices/counseling-appointments.htm. Urgent care is provided by “walk-in” during Center’s open business hours, or by calling main number. After hours urgent care protocol is defined below. Telemental health appointments by video through secure web platform or phone are offered if the university is following health and safety protocols limiting in-person services. Updated service delivery information will be indicated on webpage.

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. There is no charge for a nurse or physician visit. There are nominal charges for vaccinations and lab testing. Our professionals offer the following services:

- Treatment of minor illnesses and injuries
- Basic prescription and over-the-counter medications for many non-chronic conditions
- Vaccination updates including: annual influenza vaccinations, Tdap, Td, MMR, Hepatitis B, MenACWY
- Tuberculosis (TB) testing; both Mantoux skin testing and IGRA blood testing
- Limited STI (STD) testing (urine)
- Rapid strep testing
- Basic physical examinations related to academic program requirements

Appointments are required for all services. Please call (815) 836-5455 to schedule.

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 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 State of 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 before the semester deadline. The immunization requirements information is available on the Health Services web page. Students are notified of these requirements or otherwise made aware of this information via Admissions mailings, Admitted Students
website, SOAR presentations, social media, and continuous advertising on My Lewis portal, Blackboard, the Student Handbook and on the Lewis University Student Health Services public web page. Again, these requirements apply to ALL students including: advanced degree and accelerated students taking 6 or more credit hours, per semester, on the main campus. Tdap (tetanus, diphtheria, pertussis) vaccinations are valid for 10 years; proof of a current Tdap vaccination must be maintained on file in Health Services throughout attendance at the University.

These requirements are separate from any athletics or program-specific requirements and it is the student’s responsibility to submit their records directly to Health Services before the compliance deadline (refer to Health Services web page for detailed information and deadline dates). Students who are not in full compliance by the semester deadline will have a Health Services Hold applied which prevents any schedule changes or future class registration, and will incur a non-refundable $50.00 late fee. The registration hold cannot be removed until compliance is met.

**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, public health regulations require reporting of 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, coaches, and/or employers when missing school, practice or work. Written excuse notes are not provided by Health Services staff. If students are experiencing chronic concerns, Counseling Services staff are available to meet with students to offer support, clinical resources in community and advocacy as appropriate and with signed release of information.

**Special Diet or Meal Plan Waiver**

Resident students requesting a special diet or meal plan waiver must meet with the University Dining Services management staff to discuss the requirements of the diet. Written documentation from a medical doctor that includes the specifications of the diet, as well as evidence of the medical condition (laboratory reports, x-ray reports, evidence of hospitalization, etc.) warranting the special diet or meal waiver request should be submitted to Health Services. A waiver of the required meal plan will be authorized by Health Services and approved by the Associate Provost and Dean of Student Service only if University Dining Services is 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 limited services for free, students requiring care beyond our scope of practice will need to seek outside services. It is advisable for all students to be established with a primary healthcare provider and to be knowledgeable about their insurance coverage. Lewis University is located in a medically well-served area, with multiple hospitals, immediate care facilities and other primary and specialty healthcare facilities located near campus.

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 conduct 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.

**Urgent Care and Emergencies**

**Urgent Health Needs Outside of Center Hours**

For non-emergencies contact University Police at Ext. 5222 or Residence Life staff at DUTY (Ext. 3889) and appropriate assistance will be provided.
Urgent Counseling Needs Outside of Center Hours

Any student living on campus requiring urgent after-hours Counseling Services should contact Residence Life staff at DUTY (Ext. 3889) or University Police at extension 5222 and an appropriate referral will be made. Students not living on campus who are experiencing a mental health crisis and at risk of harming themselves or others should seek emergency care as listed below. Additional supportive assistance is available by texting to Crisis Text Line @ 741741 or calling 1-800-273-TALK (8255) https://suicidepreventionlifeline.org/ If there is a concern for yourself or another person in the campus community, you can utilize this link to fill out a form that will alert a university care team https://www.lewisu.edu/emergencyplanning/personsinterest.htm for support and follow-up.

Emergency Care

In the case of any life-threatening emergency, students should call University Police at Ext. 5911 for emergency assistance or dial 911.

After-Hours Non-Emergency Health Care Resources

Immediate/Urgent Care and Walk-in Clinics

Please see the Health Services web page for healthcare facilities near campus.

Local Hospitals

- Amita Health Adventist Medical Center Bolingbrook Phone: (630) 312-5000
- Edward Hospital, Naperville Phone: (630) 527-3000
- Amita Health 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 all around the world. 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 and Global Scholar 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 CPT and OPT), cultural excursions, informational seminars, campus and community programming.

F1 and J1 Visa Students

All international students are required to pursue their studies on a full-time basis. 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 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 F1 and J1 international students must check in at the International Student and Global Scholar 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.

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 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.

Under federal law, all international students with F1 or J1 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 to file reports in cases of non-compliance with immigration law relating to the stay and employment of international students 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 $25,000) dollars. Only students sponsored by employer insurance plans or government scholarships are eligible to waive the university insurance policy. 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 individuals and their dependents who do not meet minimum insurance requirements.

Orientation

All F-1 and J1 students are required to participate in an orientation program offered through the International Student Services office. The orientation will be scheduled at the beginning of each semester.

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 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. Mailroom is closed weekends and holidays. Deliveries will resume the next business day. Any schedule changes will be posted by the Mailroom window. Incoming mail is usually sorted and in mailboxes by 11am. The United States Postal Service pickup from the outside box at the north end of the LRC building at 12:45pm Monday-Saturday.

Newspapers and magazines will not be kept for more than a week. After that, they will be put in recycling. Class assignments are not accepted in the Mailroom for delivery to faculty. Mailbox keys with unit numbers are assigned in August when moving in. All residents must have a mailbox. You will have the same Mailbox all four years as long as you are a resident. If you are not returning the following semester in May or December, you must provide the Mailroom with a forwarding address before moving out and returning your key. During summer break, mail will be forwarded until the last week of July. If you are returning for a fall semester, mail/packages will be waiting here. If you are not returning as a resident, 1st class mail and USPS packages only will be forwarded for 90 days. We cannot forward any packages delivered UPS, FedEx, or Amazon or any other delivery service - only USPS. The packages will be “Return to Sender”. In case of a lost key, a key order form can be filled out at Mailroom window and a fee of $15.00 will be added to your student account.

Your box number must be referred to as unit numbers when addressing mail. The United States 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 the correct unit number. Not having a name or unit number on all incoming mail/packages will be delayed, as Mailroom staff will have to look up individual students.

Stamps and limited mailing services are available through the Mailroom. Basically, we only send out 1st class. All outgoing mail with correct postage should be deposited in the slot to the right of Mailroom window. Interoffice mail should be deposited in the correct slot to the right of Mailroom window.

If you have an important international package, we recommend you go to the Post Office, as we cannot track international packages through the Mailroom. Students must have a home address on file through the mailroom and also update your address through the My Lewis portal. After login select records and registration tab. Go to the box marked personal information. Please keep addresses and phones updated as well.

Please note that students are not permitted to use Lewis 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 un-releasable and unpublishable by written request through the Office of Student Services. Students are allowed until September 15th 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 for students and is responsible for administering policies and programs affecting student life. Student services and student life departments include Student Conduct, Prevention Education, Counseling Services, Health Services, Residence Life, Student Recreation, Fitness & Wellness, Student Activities, Career Services and Multicultural Student Services.

The Office of Student Services is located on the main level of the Learning Resource Center and houses the offices of the Associate Provost/Dean for Retention Services and the Associate Provost/Dean of Student Services.
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 advisers and University administrators. The Board consists of the Dean of the College of Fine Arts and Communications; the editor-in-chief and adviser of The Flyer student newspaper, the general managers of WLRA, the Lewis University Television Network and their advisers and program directors; the Director of Media Relations; the Dean of Student Services; the Associate Dean of the College of Humanities, Fine Arts and Communications; 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

The Flyer is the official student publications of Lewis University. All Lewis University students are encouraged to join the staff. The Flyer provides 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 has won over 100 state, regional and national journalism awards including the Pacemaker Award for the online edition and first place awards from the American Scholastic Press Association. The Mission of The Flyer is to publish student media consistent with the mission of a Catholic, private institution of higher education and the ethical standards of American journalism. In fulfilling this mission, The Flyer reports 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 is published by Lewis University students under the direction of a faculty adviser. The Flyer is published between 10-12 times a year. The Online Flyer is published at least once a week during the semester and can be accessed at www.thelewisflyer.com. The Flyer is published in the Flyer office using current industry standard desktop and electronic publishing hardware and software. The Flyer is located in Pope John Paul II, room JP012. For more information, call (815) 836-5234 or e-mail 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, 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 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 wlra@lewisu.edu. Visit the WLRA Radio Station Web site at www.lewisu.edu/wlra. 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 14.1 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 14.1 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.

LUTN-TV News

LUTN-TV News, 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 14.1. LUTN-TV also produces a weekly news magazine show airing on
Fridays. Students can volunteer to participate in a wide variety of positions to assist in providing extensive sports coverage of a wide variety of colligate sports. LUTN-TV gives students the opportunity to apply and develop the theory and skills they acquire in their journalism, digital production and other communication classes as well as provide non-majors a club like opportunity to participate. The students in broadcast journalism and Radio/TV/News Media use LUTN-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. LUTN-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.

LUTN-TV News is structured as a student-run small-market broadcast news station. As an affiliate of CNN Newsource, LUTN-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 LUTN-TV activities should call (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 performances. The Performing Arts Series typically brings three to four professional performers, ensembles and companies to campus each semester. These events are free for students and the public.

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

At Lewis, we understand and celebrate the transformative power of music in people’s lives. Driven by our mission, the Department of Music cultivates the music gifts of its students through an educational experience that combines the standards of a professional music program with the academic integrity of a broader liberal arts institution. All music classes, including ensembles and private lessons, are open to all Lewis University students, regardless of major. Undergraduate students can enroll in an ensemble or private lesson for college credit for no additional cost as long as they do not exceed 18 credit hours. Students who study music at Lewis develop their music artistry along with other skills that
prepare them for a life in a world of complexity, diversity, and change.

**Chamber Choir**

Chamber Choir is open to all Lewis University students by audition. Rehearsals are Monday and Wednesday from 4pm to 5:15pm in Ives Recital Hall. Contact the Department of Music at music@lewisu.edu for more information.

**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. Contact the Department of Music at music@lewisu.edu for more information.

**Lewis University Jazz Band**

The Lewis University Jazz Band is open to all Lewis University Students by audition. Rehearsals are Thursday from 3:30-5:30pm. Contact the Department of Music at music@lewisu.edu for more information.

**Rock Band Ensemble**

The Lewis University Rock Band Ensemble is open to all Lewis University Students and does not require an audition. Singers, guitarists, keyboardists, bassists, drummers, DJ artists, and electronic musicians are welcome. Rehearsals are Tuesdays from 3:30-5pm. Contact the Department of Music at music@lewisu.edu for more information.

**University Gospel Choir**

The Lewis University Gospel Choir is open to all students who are interested in singing gospel music. No auditions are required. The Gospel Choir rehearses on Monday evenings at 7pm in Ives Recital Hall. For more information, contact the Department of Music at music@lewisu.edu

**Harmonic Uprising**

Harmonic Uprising is a co-curricular, non-credit, a cappella vocal group directed by students with support from the Department of Music. This ensemble performs show choir and commercial music repertoire. Contact the Department of Music at music@lewisu.edu to arrange an audition.

**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. All theatre classes are open to all students with some requiring pre-
requisites.

**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 which requires no auditions. Other opportunities include original student works in the 24 hour Theatre Festival and the Black Box Blow-out. Auditions are open to everyone. Technical positions are also available. For information call the Box Office at (815) 835-5500, or check the Philip Lynch Theatre or Heritage websites located within the Lewis website.

**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.

**Unmanned Aircraft & Model Aircraft Policy**

Students who would like to operate Unmanned Aircraft Systems (UAS) and/or model aircraft on Lewis University property must complete the training requirements established by the Department of Aviation & Transportation and the Federal Aviation Administration. Once training these requirements has been fulfilled, students will be authorized to use UAS and/or model aircraft according to the following prescribed guidelines:

- Operators shall comply with all federal, state, & local statues and regulations governing the use of UAS and/or model aircraft;
- UAS and/or model aircraft shall not be flown over any person at any time on campus property;
- UAS and or model aircraft shall not be flown over, near or inside structures or property (ex. residence halls, cars, etc.);
• UAS and/or model aircraft shall not be operated in an illegal, careless, reckless or negligent manner;

• All UAS and/or model aircraft shall be regularly inspected and maintained to ensure that all aircraft and support equipment is in proper and safe working order;

• UAS and/or model aircraft shall not be operated after sunset or before sunrise, unless part of an academic activity supervised by the Aviation & Transportation Faculty;

• UAS and/or model aircraft shall not monitor, record, or transmit images of persons or property or cause a public or private nuisance where a reasonable expectation of privacy exists in accordance with federal, state & local statues and regulations and shall meet the highest standards of proper societal expectations. Examples of areas that are off limits to UAS or model aircraft flight include but, are not limited to: residence halls, locker rooms, health treatment facilities, etc.;

• Any physical property damage or personal injury caused as the result of improper UAS or model aircraft operations (whether purposefully, recklessly or negligently) is the sole responsibility of the operator and violators could face federal, state & local criminal and civil sanctions.

For additional information about the safe operation of UAS and/or model aircraft, please contact the Department of Aviation & Transportation.

Intercollegiate Athletics

Lewis University offers varsity intercollegiate competition for both men and women. The men’s intercollegiate program includes baseball, basketball, bowling, cross country, golf, lacrosse, 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

Student Athlete Advisory Committee (SAAC)

The Student Athlete Advisory Committee is comprised of student athletes and is moderated by the Athletic Department. This student organization seeks to continuously improve the experience of student-athletes.

Multicultural Student Services

The Office of Multicultural Student Services (OMSS), is a department housed within the Division of Student Services. It exists in order to reflect the University’s commitment to assisting historically underrepresented students with achieving a successful college education in a diverse and culturally enriched environment. The services provided by OMSS are intended for all students at the University with the hope of creating a sense of belonging.

The OMSS is committed to creating an understanding for, an appreciation of, and celebrating diversity. The staff works with the University community (curricular and co-curricular) to provide programs and services that promote the educational, cultural and social growth of all its students in developing cultural competencies. The OMSS 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 advised by the Office of Multicultural Student Services include: the Black Student Union, Gender Sexuality Alliance, Latin American Student Organization and the Lewis University Gospel Choir. In addition, the OMSS partners with the Office of International Services and the activities of the International Student Association.

Black Student Association (BSU)

The Black Student Union formerly 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 and/or Black culture. The Black Student Union is committed to promoting diversity. BSU offers members the chance to get acquainted with students and faculty and to participate in numerous activities. The Black Student Union sponsors and co-sponsors many social, cultural and educational functions throughout the academic year.
Gender Sexuality Alliance (GSA)

The Gender Sexuality Alliance formerly known as Gay Straight Alliance was founded in the spring of 2007. GSA brings together Gay, Lesbian, Bisexual, Transgender, Questioning, Non-binary and other members of the LGBTQIA+ community as well as straight allies to raise awareness of different sexual and gender identities, linking homophobia with other oppressions, and advocating for equal treatment for people of all sexual orientations. GSA also seeks to educate the school community about homophobia, gender identity, and sexual orientation. GSA aims to 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 Latinx 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.

Lewis University Gospel Choir (LUGC)

The Lewis University Gospel Choir, founded over 30 years ago, was formed by a small group of students interested in gospel music. LUGC's 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.

Student Activities

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

Student Activities 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.

Student Activities office located in the Br. James Gaffney Student Center, coordinates 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 Student Activities include: Welcome Week, Spirit Week, Family Day and the Annual Birthday Bash. Entertainment programs also include (but are not limited to) hypnotists, comedians, mentalists and outdoor movies. The staff publishes a calendar of events that is available online to the campus and greater community.
Student Senate/Student Organizations

Students at Lewis University are represented in the governance of the University by the Student Senate. Student members of the Student Senate include an executive committee composed of a president, vice president, director of communications and director of finance. The Student Senate is the lead student organization whose activities are advised by Student Services personnel.

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

The Student Senate 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.

Student Senate has several standing committees including, Student Services, Academic Affairs, Programming and Constitution. These committees report to the Student Senate 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 Student Senate 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 Student Senate Executive Committee may speak and act in Student Senate’s name with the approval of the advisors.

For details regarding the operation of the Student Senate, refer to the Student Organization Manual and Student Senate 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 adhere to the policies, and procedures outlined in the Lewis University Student Organization Manual and this 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 Activities.
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 Student Activities Office.

Advisor

Advisors are approved by the Office of Student Activities. 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.

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 standing. To be in good standing, a student cannot be on restricted from participating in organizations. The Office of Student Activities annually reviews approved organizations to determine continued recognition.

Funding

Organizations are required to fulfill the “3 Prongs of Responsibility” each semester in order to qualify for University funding. Forms and instructions are available in the Office of Student Activities. Funds requested must be used to sponsor approved campus-wide activities. Details are outlined in the Student Organization Manual.

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.

Contact the Office of Student Activities for full list of active student organizations. 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.
- Locker rooms and shower facilities, including a lock and towel service.

The Powerhouse Flex and Fitness Center is located on the south of campus across from South Hall. This is open to all students, faculty and staff. The primary purpose is weightlifting although there are some options for cardiovascular exercise as well. The Powerhouse opened in 2015 and offers a wide variety of Nautilus and Body Solid weight training equipment. 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.

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

Intramural Program

The Intramural Sports program 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 t-shirt and an 11x17 team poster 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.

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 Br. James Gaffney Student Center). 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

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:

- Name of proposed club
- Name of proposed president with contact information
- Description of how the new club will benefit the University
- Description of how the new club will benefit campus recreation
- Description of how the new club will benefit Sport Clubs
- Equipment and facility needs
- Extra costs on starting the club
- Include ideas for marketing the new club
- Include ideas for fundraising
- Background of sport/activity
- 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.

Br. James Gaffney Student Center

This dynamic new facility in the heart of campus is a focal point for students, faculty and staff. The 26,000 sq. ft. Student Center includes:
• an expansive new dining hall with a wide variety of food options
• a convenience store and café
• office for Student Senate and student organizations
• a state-of-the-art gaming area and arcade
• Student Cultural Center
• and open access space to relax, gather and build community

The Student Center is named in honor of President Emeritus Brother James Gaffney, FSC, the longest serving president in Lewis University history who retired in 2016 after 28 years of dedicated service.

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, BusyPerson)
• 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 a 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/studentservices/ministry/index.htm University Ministry Facebook: www.facebook.com/LUMinistry.
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, 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 respects 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 in the conduct process.

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

Every student in the residence halls is expected to uphold 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 Office of Community Standards. A violation of University Conduct Process may result in disciplinary action.

Residents are required to maintain a clean space, and are responsible for whatever occurs in their living space. 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.
Behavioral Standards in the Residence Halls

The Office of Residence Life is responsible for upholding the standards of the residence hall program and making referrals as appropriate to the University Judicial Process. Any violation of residence hall policies should be reported 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 Student Conduct Office. Students are referred to the University Behavioral Standards and Policies section of this Student Handbook for more details.

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 not be allowed to live in the residence halls. You may appeal in writing for an exemption to this policy by writing to the Director of Residence Life. Additionally, campus housing exists to support students’ academic pursuits.

Students not fulfilling academic requirements such as class attendance and assignments are not allowed to live in the residence halls.

Housing application forms for new students can be obtained online through the mylewis portal Housing Tab or 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.

Individuals that present a significant risk to others are not eligible to live in University housing. Records of conviction of crimes involving theft, burglary, violence and sexual offenses will disqualify students if the circumstances suggest an ongoing threat.

First and Second Year Campus Residency Requirement:

All full-time first year (0-29 credits) and second year (30-59 credits) students whose permanent address is outside of a 30-mile radius from the Romeoville Campus must live in the residence halls.

The only exceptions include:

- Students who are 21 years of age by August 1st of the current academic year.
- Students who live with nearby, immediate relatives (sister or brother who are non-Lewis students, aunt, uncle, parents, grandparents or legal guardians) within a 30-mile radius of campus.
- Students who are married or living with a spouse.
- Students who are a veteran or an active service member.
- Students who have dependent children.
Exceptions to this policy may be considered on a case by case basis; an appeal form must be submitted to the Office of Residence Life each academic year. Appeals must be made for Fall semester by August 1st and Spring semester by December 1st in order to be reviewed.

**Meal Plans**

The University offers 3 meal plans, each with a different level of participation. Typically all new students are enrolled in Plan II. All meal plans function as certain amount of meal swipes per week and Flyer dollars. Meal swipes are reloaded every Saturday morning; Flyer dollar balances carry over from week to week and between semesters. These balances do not carry into a different school year and accounts are non-transferable. You may add money to the account balances at any time. Changes may be made to the plan level you are on before the end of the second week of the semester. These changes are made at the Resident Life Office or email reslife@lewisu.edu.

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.

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 Office of Residence Life. 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.

**Continued Residency**

Residents who wish to continue their residency the following academic year are required to submit a completed housing application 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.

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) 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 pm Monday through Friday at extension 5581. Outside of regular office hours, staff can be contacted by dialing DUTY (3889) from a touch-tone campus phone or by contacting University 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 suite mates 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. Non-compliance with these directives can result in administrative fines and referrals to the Student Conduct Process. 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. Contact a Residence Life staff member if you have any questions or if you need clarification.

Cable

Each residence hall room is equipped with digital HD cable TV powered by Comcast, providing over 50 HD channels. The Flyervison HD Cable TV service is active and does not require sign-up activation or use of a cable box. However, before you can begin viewing, you must configure your TV turner and run a channel scan.

Candles and Incense

The possession or burning of incense or candles is not permitted in the residence halls. For safety reasons, the staff will dispose of any candles or incense located in student rooms.

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, DVD players, personal computers, heating pads, razors, hair dryers, irons, study lamps, coffee 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 Facilities staff.

**Emergency Contact Forms**

All resident students are required to have Emergency Contact and Missing Person Forms on file in the Office of Residence Life. This form provides contact information 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**

- If you cannot easily extinguish the fire, GET OUT, take your room key, close the door and safely evacuate the area.
- Activate fire alarms and alert others.
- Walk-do not run - to the nearest stairwell exit.
- If the room or hallway is smoky, get on your hands and knees or stomach and crawl to the nearest exit.
- GO TO A SAFE LOCATION AND CALL THE UNIVERSITY POLICE AT EXTENSION 5911 OR 9-1-1. Be prepared to tell the dispatcher your exact location, and what is on fire.

**In Case of a Fire Outside of Your Room**

- Feel the door and doorknob. If it is hot, DO NOT open the door.
- CALL UNIVERSITY POLICE AT EXTENSION 5911 OR 9-1-1. Be prepared to tell the dispatcher your exact location, and what is on fire.
- If possible, wedge WET cloth materials along the bottom of the door to help keep out smoke.
- 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!
- If the room becomes smoky, tie a folded cloth (wet if possible) over your nose and mouth and stay low.
- Try to make yourself visible to rescue personnel through the window or balcony.
- Do not jump from upper story windows.
- 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.
- 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.
- If smoke is present in the hallway, keep low.
- 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 University 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 University Police will be notified. Lewis University 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 Office of Residence Life. 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 University Police. Residents may obtain overnight guest passes until 12 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**

Except in the case of Emotional Support Animals, (see policy under Academic Support) 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, 9pm to 10am
- Friday and Saturday, Midnight to 10am

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 conduct 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.
- Commuter students involved in disruptive incidents may be banned from campus pending a conduct 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, University 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.

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 University 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, cigarellos, 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 University 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 am to 2 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 5581 during office hours or D-U-T-Y (3889) or University 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 University 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 University 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:

- 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.
- Residence hall opening and closing inspections completed at designated breaks.
- Hall suite lounge inspections, as deemed necessary.
- Maintenance personnel performing a repair.
- Pest exterminators.
- During emergency situations including but not limited to fire, accidents, sickness, or danger to health and welfare.
- When there is reason to believe a University regulation is being violated and the student is not present.
- 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.
- 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 University 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 Community Standards which are in plain view in a room inspection will be confiscated and handled through the Conduct 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:

- There is a serious threat to persons in the Lewis community, or the learning environment.
- There is stolen property in the room.
- There are illegal substances in the room.
- 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 Community Standards which are discovered in a room search will be confiscated and handled through the Conduct 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 University Police personnel. Written notification will be issued and the property may be disposed of or turned over to civil authorities.

Accommodations

To request a disability-related housing accommodation, students can indicate their need through the normal housing application request process. Examples of housing accommodations that Lewis University can provide include: wheelchair accessible rooms with roll-in shower and handrails; rooms on the first floor or accessible by elevator; private rooms; fire alarms/smoke detector with light (for hearing loss).

If a student makes a request that cannot be accommodated due to space limitations, (such as a private room) the student will be placed in a high priority spot on a waiting list until the accessible room becomes available.

Students who wish to bring an emotional support animal should see the service and emotional support animal policy. Students with allergies to animals should also indicate their needs on the housing request form so that their rooms are in a different building than a student with a service or emotional support animal.

The Director of Residence Life can notify campus police of a student living in the residence halls who have epilepsy or other physical needs that need special attention during an emergency, at the student’s request.

Learn more about Lewis University Residence Life at this website: https://www.lewisu.edu/studentservices/housing/index.htm

Dietary Access

A registered dietitian is available through Sodexo Food Services to provide counseling for students with dietary needs such as celiac disease, lactose intolerance, irritable bowel syndrome and diabetes. If a student requires an academic learning accommodation due to chronic flare ups of a condition that impact the ability to learn, please contact the Learning Access Coordinator by calling 815-836-5593.

Service and Emotional Support Animals

Lewis University allows individuals with Service Animals access to all buildings on campus, including University Residence Halls and academic buildings. The University will allow students with disabilities to have Emotional Support Animals in University Residence Halls on a case-by-case basis according to the Lewis University Residence Hall Service and Emotional Support Animal Policy.

Service Animals

Per Titles II and III of the Americans with Disabilities Act, Lewis University allows a person with a disability to be accompanied by a service animal in all places where students and members of the public are permitted to go, except where animals are specifically prohibited due to a health or safety hazard. Service animals are defined as dogs (and in some cases miniature horses) that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protection a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service dog. The work or task a dog has been trained to provide must be directly related to the person’s disability.
Per Illinois law, certain service-animals-in-training and service animal trainers maintain all of the same rights and responsibilities as service animals and their handlers.

**Emotional Support Animals (ESAs)**

Per the Fair Housing Act, a student with a documented disability will be allowed to have an emotional support animal in University Residence Halls to the extent it is a reasonable and a necessary accommodation to enable equal enjoyment of the residence program. Unlike service animals, emotional support animals are not necessarily trained to perform work or tasks, and they may include species other than dogs and miniature horses. An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person’s disability and the assistance the animal provides (there must be a link between the animal and the disability). Typically, an emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional and is an integral part of a person’s treatment process. An emotional support animal is not necessarily a service animal, although in some instances an emotional support animal may also be a service animal. Except to the extent that an emotional support animal also meets the definition of a service animal, emotional support animals are only allowed within a person’s residence in the University Residence Halls. **Emotional support animals are not allowed on University grounds and facilities that house classrooms, offices, auditoriums, libraries, sports arenas, or University events.**

**Request Process**

- Students who seek to have a service or emotional support animal in University residence halls are encouraged to notify the Academic Services Office and the Office of Residence Life at least 45 days prior to move-in. If the animal is an emotional support animal, the student must also provide documentation of the disability-related need for an assistance animal from the student’s health care professional, or complete the **Emotional Support Animal Request Form.** See the **Support Animal Checklist** for guidance on steps to take prior to scheduling a meeting with the Learning Access Coordinator.

- Review of the request will be processed by the Academic Services Office and the Office of Residence Life within 14 days of submission.

- If the request is approved, the student must complete and sign the Service and Emotional Support Animal Agreement in full and comply with its rules.

**Conflicting Health Conditions**

Students with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) should contact the Office of Residence Life if they have a health or safety related concern about exposure to a service or emotional support animal.
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, organization, club or group 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 disciplinary 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.

University Community Standards

I. Failure to comply:

   Fundamental to this code is the standard that officials of the University (defined as faculty, staff, and authorized student employees) 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  
b. Violations of the University Alcohol Policy  
c. Violations of the University Smoking Policy  

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. 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.  
c. Violation of a No Contact Order  

V. Sexual Misconduct Policy (See page 45).  

a. Sexual Harassment  
b. Non-Consensual Sexual Intercourse  
c. Non-Consensual Sexual Contact  
d. Sexual Exploitation  
e. Dating Violence  
f. Domestic Violence  
g. Other Gender Based Misconduct  
h. Rape Drugs  

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 conduct 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.
   i. Fighting, brawling, quarreling, or other behavior that threatens the physical safety of another.

VIII. Academic dishonesty including, but not limited to, plagiarism, cheating, and collusion. Incidents involving academic dishonesty are addressed in accordance with the Academic Honesty Policy found in this Student Handbook and the procedures listed in the University Catalog.

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 copier/printer 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 though 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.

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.

c. Possession of a fraudulent or false identification card or document, including replica state or government issued identification

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

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

XV. Failure to comply with a sanction, including violation of requirements related to probationary status.

XVI. Violation of motor vehicle or parking policies of the University. Refer to the University Police section of this Student Handbook for specifics.

XVII. 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).

XVIII. 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.

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

XX. Self-balancing scooters, otherwise known as hover boards, are prohibited from being used, possessed, ridden, stored or charged on University property.

XXI. Violation of the Unmanned Aircraft and Model Aircraft Policy (See page 29)

XXII. Violation of University policies and procedures related to public health guidelines and directives.

XXIII. Violation of the Service or Assistant Animal policies of the University. See LARC for additional information.

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 Dean of Students to permit alcohol at specific University events or facilities. Students are also subject to all applicable local, state and federal laws for any offenses involving drugs or alcohol on or off University property or at University-sponsored activities.

Student Support

Throughout your experiences as a Lewis student, you will create new relationships, have a wide variety of new opportunities, and be faced with exciting choices. The use of alcohol and other drugs is often one of these choices and is sometimes a difficult one. The Center for Health and Counseling provides numerous resources to assist students who may be struggling with alcohol or 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 will be provided with treatment recommendations which could include,
but are 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

Alcohol’s effects vary from person to person, depending on a variety of factors, including: how much you drink, how often you drink, your age, your health status, or your family history. Drinking too much can cause a range of consequences, and increase your risk for a variety of problems. For more information on alcohol’s effects on the body, please see the National Institute on Alcohol Abuse and Alcoholism’s (NIAAA’s) related web page describing alcohol’s effects on the body. NIAAA also has information about mixing alcohol with certain medicines.

Students are required to comply with all federal, state, and local laws pertaining to the possession and use of alcohol whether on or off campus. Students under the age of 21 may not possess, consume or distribute alcoholic beverages. Students who are of legal drinking age may not provide alcohol to any students or guests who are under 21 years of age.

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.

To encourage moderation for students of legal age, a maximum of one case of beer or one liter of wine or liquor are allowed in a room at any one time. A case of beer is defined as twenty-four (24) cans or bottles. 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: bongs, 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.

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, is not allowed. Gatherings of more than eight people where alcohol is present are not permitted 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.

**Local Ordinances, State Statutes, and Impaired Driving**

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 disciplinary action.

**Parental Notification Policy**

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Students (or designee) may 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 Students (or designee) may notify parents/guardians of students, regardless of age, of any incident in which the student is in violation of the University drug policy.

**Alcohol Policy Sanctions**

1. **First Offense**—Possible sanctions and institutional actions include, but are not limited to:
   - Participation in Brief Alcohol Screening & Intervention for College Students (BASICS) assessment through the Center for Health and Counseling Services
   - 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
   - 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 Conduct Board (see Conduct Board Hearing)
Drug Policy

Basic Guidelines

Many drugs can alter a person’s thinking and judgment, and can lead to health risks, including addiction, drugged driving, infectious disease, and adverse effects on pregnancy. Information on commonly used drugs with the potential for misuse or addiction can be found here.

The use, possession, sale, transfer, or manufacture of any illegal drug or paraphernalia commonly associated with illegal drugs is prohibited. Being under the influence of an illegal or controlled substance is also prohibited, even if the drug or substance was used off campus. The Cannabis Regulation and Tax Act (410 ILCS 705/) authorizing individuals over the age of 21 to recreationally use marijuana and the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130) do not change this prohibition or authorize a student to use cannabis. Federal law, including the Safe and Drug-Free Schools and Communities Act (Title IV, §§ 41114116, 20 U.S.C. 71117116), continues to prohibit marijuana possession or use on campus. Illegal drugs include: cannabis and cannabinol derivatives, illegal controlled substances, and legal controlled substances which are unlawfully possessed or distributed (such as prescription medications). Also prohibited is the misuse of over-counter medications and use of household products as intoxicants.

Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse of household products as intoxicants such as “huffing.”
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, being in the presence 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 of illegal drugs.

In addition to University disciplinary 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.

Drug Policy Sanctions

1. First Offense – Possible sanctions and institutional actions include, but are not limited to:
   - Participation in CASICS (two-session cannabis assessment and education program)
   - Removal from residence halls
   - Referral to the University Conduct Board (see Conduct Board Hearing)
2. Second Offense – Possible sanctions and institutional actions include, but are not limited to:
   - Referral to the University Conduct Board (see Conduct Board Hearing)
   - Restriction from campus buildings
   - Other sanctions as determined by the adjudicator

3. Third and Subsequent Offenses
   Referral to the University Conduct Board (see Conduct Board Hearing)

**Amnesty for Students Seeking Assistance during Emergencies:**
- 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, being in the presence 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.
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   - Other sanctions as determined by the adjudicator

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   - Restriction from campus buildings
   - Other sanctions as determined by the adjudicator

3. Third and Subsequent Offenses
   - Referral to the University Conduct Board (see Conduct Board Hearing)
Amnesty 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 disciplinary 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 disciplinary action when such failure to act otherwise constitutes a violation of University Behavioral Standards.

Amnesty 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 disciplinary action and seeks assistance, disciplinary 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 disciplinary 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. Members of the community, guests and visitors have the right to be free from sexual violence, harassment and discrimination. All members of the community are expected to conduct themselves in a manner that respects the rights of others to control their sexual behavior and bodily integrity. All members of the community have the right to decline to engage in any sexual activity without fear of retaliation or adverse actions from the person seeking to engage in that activity. The University Sexual Misconduct Policy has been developed to reaffirm this expectation and to provide recourse for those individuals whose rights have been violated. The University enforces this policy regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. The University takes seriously any
incidents of sexual misconduct that come to its attention, whether by formal complaint or other means. Resolution by the University is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence and remedy the effects on the victim and the community.

Some violations of this policy may also violate the criminal laws of the State of Illinois. Victims of sexual misconduct that also experience violations of criminal law may, at their option, proceed with a complaint to law enforcement authorities as well as to the University under this policy.

In applying this policy, the sex, gender identification, and sexual orientation of the parties to the incidents is irrelevant to whether a violation has occurred. Voluntary use of alcohol or other judgment impairing substances by a person whose conduct otherwise violates this policy will rarely, if ever, excuse the behavior.

Sexual misconduct prohibited by this policy includes but is not limited to sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, dating violence, domestic violence, and possession, distribution or administration of “date rape” drugs.

Sexual Harassment

For purposes of this policy sexual harassment means conduct on the basis of sex that satisfies one or more of the following criteria:

1) An employee of the University conditioning the provision of an aid, benefit or service on an individual’s participation in unwelcome sexual conduct;
2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activities; or
3) Sexual assault, dating violence, domestic violence or stalking as those terms are defined in federal law.

Sexual harassment is not always sexually explicit and can involve differential treatment of persons of one sex that has the purpose and effect of creating a hostile environment. It may also include acts taken in retaliation for a person’s refusal to engage in sexual activity.

a. Sexual Assault Includes

i. Non-Consensual Sexual Intercourse:
   • Any sexual intercourse (anal, oral, or vaginal),
   • However slight
   • Whether with an object or body part,
   • By any person upon any person,
   • Without effective consent

ii. Non-Consensual Sexual Contact:
   • Any intentional sexual touching,
   • However slight,
   • With any object or body part,
   • By any person upon any person,
   • Without effective consent

b. Dating and Domestic Violence
• **Dating violence** is violence, including sexual or physical abuse, or threat of the same, committed by a person who is currently, or has been previously, involved in a social relationship of a romantic or intimate nature with the alleged victim. **Domestic violence** is violence, including sexual or physical abuse, or threat of the same, committed by a person who is currently, or has been previously, the alleged victim’s spouse, cohabitant, or other person protected by family or domestic law (ex. someone who shares a child with the alleged victim).

c. **Stalking** includes any pattern or conduct such as pursuit, following, harassment, repetitive communications that are intended to or have the effect of causing another community member to have a reasonable fear of death or serious bodily injury to themselves, a family member or pet/service animal or which otherwise would be reasonably expected to cause the other community member substantial emotional distress.

When a grievance involves conduct which may be sexual harassment as defined above and conduct which Would violate other applicable codes of conduct, rules or policies, even if it did not meet the definition of sexual harassment, the grievance will be processed under the procedure provided in this policy unless and until the allegations of sexual harassment are withdrawn or dismissed. If such a withdrawal or dismissal occurs prior to a hearing on the sexual harassment grievance, then the matter will be processed under the provision of the conduct code, rule or policy otherwise applicable.

**Sexual Exploitation**

Occurs when a student takes abusive sexual advantage of another for his/her own advantage or benefit, or that of third persons, and that behavior does not otherwise constitute one of the 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 (ex. permitting or participating in voyeurism or secretly watching others who are engaged in consensual behavior)
• Knowingly transmitting a sexually transmitted disease to another student
• Exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals
• Sexually-based stalking and/or bullying may also be forms of sexual exploitation

**Other Gender-Based Misconduct**

**Threatening or causing physical harm**, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

**Discrimination**, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;

**Intimidation**, defined as implied threats or acts that cause an unreasonable fear of harm in another;

**Bullying**, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

**Rape Drugs**
Possession, use and/or distribution or non-consensual administration to another of any so-called rape or date rape substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited and a violation of this policy.

Violations of Other Conduct Policies That Involve Sexual Misconduct

Violations of other University polices, such as those relating to domestic violence, stalking, bullying or other misconduct which also involve conduct prohibited by this policy may be addressed by the University as violations of all implicated policies.

Key Terms

Effective Consent

To be effective, consent must be clear, knowing and voluntary. Consent should normally be affirmatively expressed rather than inferred from silence, acquiescence or lack of objection by the recipient of sexual touching, intercourse or other conduct.

Effective consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity does not by itself imply consent to any other forms of sexual activity.
- Previous relationships or consent given on prior occasions does not imply consent to sexual acts with other persons or at other times.
- A person’s manner of dress does not constitute consent.
- Consent from a person who is not of legal age is not effective consent.
- Consent from a person who is known to be or should be recognized as incapacitated, whether by drugs, alcohol, disability or other factor is not effective consent.
- Effective consent cannot be given by someone who is asleep, unconscious or only semi-conscious.
- Consent, even if freely given, can be withdrawn at any time by words or acts that convey that consent no longer exists. Continuation of sexual touching or intercourse after consent is withdrawn is a violation of this policy.
- Consent obtained by force or coercion is not effective consent.

Force

Force is the use or threat of physical violence, restraint and/or imposing on someone physically to gain sexual access to that person or another. Such as using superior size or strength to limit another’s ability to remove him/herself from a sexual situation or to believe that leaving would be unsafe.

Coercion

Coercion is unreasonable pressure for sexual activity. 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, particularly if the pressure suggests negative consequences or appeals to the social or other fears of the person refusing consent.

Incapacitation

Incapacitation or incapacity means that a person is in a state where he/she cannot make rational and reasonable decisions or to understand the circumstances of the sexual activity sufficiently to provide effective consent. Incapacity can be the result of drug or alcohol use, lack of consciousness/sleep, mental disability or physical restraint.
Sexual Touching

Sexual touching means 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; or any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Intercourse

Sexual Intercourse means 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).

Special consideration for matters involving Sexual Assault

If you believe you have been the victim of a sexual assault, nonconsensual intercourse or touching, or any violation of this policy involving physical violence or the threat thereof, there are additional factors to consider. First, get to a safe place, and report the matter to Lewis University Police or municipal police if the event occurs off campus. Your safety is paramount. Reporting sexual assault promptly will help University Police to conduct an immediate and complete investigation in a timely manner and to preserve evidence 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, until you have talked with law enforcement personnel about evidence gathering. Ultimately, it will be your decision whether you wish to proceed with a criminal complaint, a complaint within the University Conduct Process, both or neither. However, your ability to make the decision that is right for you will be enhanced if the evidence is preserved and you promptly get the assistance you need, either from University or off-campus resources.

Victims may have a medical forensic examination completed at no cost in accordance with the Sexual Assault Survivors Emergency Treatment Act. The following are hospitals in close proximity to Lewis University:

Presence St. Joseph Medical Center 333 N. Madison St.
Joliet, IL 60435
(815) 725-7133

Silver Cross Hospital 1900 Silver Cross Blvd New Lenox, IL 60541 (815) 300-1100

Adventist Bolingbrook Hospital 500 Remington Boulevard Bolingbrook, IL 60440
(630) 312-5000

Understanding Privacy and Confidentiality

A common concern when reporting sexual misconduct is the sensitive nature of the matter and what, if any, information will be shared with other people. It is important to know the level of privacy that students can expect from different on-campus and off-campus resources. Essentially there are four levels of privacy that can pertain to internal communications made to the University, depending on who you talk to and the circumstances of the conversation: Privileged; Confidential; Need to Know and Anonymous.

Privileged Communication

Privileged Communications are those you would make to a doctor, therapist or counselor for purposes of seeking therapeutic treatment, to a clergy member for purposes of confession, or to an attorney from whom you are seeking legal advice.
These conversations are highly privileged by law and normally cannot be revealed without your consent. In the case of medical providers information may be revealed without your consent only when there is a high risk of harm to you or others and only as needed to avoid the harm, or if there is abuse of a minor child involved.

**Confidential Communication**

Confidential communications are those you might make to staff members working under the guidance of a mental health care professional in the Center for Health and Counseling. Disclosure of a personally identifiable aspect of a communication with a Confidential resource can usually only be shared with others if you give your affirmative permission. As a result, when you report or discuss an instance of sexual misconduct with a Confidential Resource, that person does not report the matter to the Title IX Coordinator and none of the steps described in the process section of this policy will occur, absent a report to the Title IX Coordinator. A Confidential Resource is there to provide assistance and support that may include referrals to support agencies, help in understanding the internal and external resources and measures available to you, and help you understand and navigate the processes that may apply to your situation.

Confidential resources can be required to divulge information in the same circumstances as health care providers, and in addition may have to disclose personally identifiable information in response to a subpoena or other legal order from a court. It is important to note, confidential resources may have a duty to report information you disclose, but without identifying you personally, for purposes of fulfilling the University’s commitment to honest reporting of crime statistics and proactively seeking ways to prevent sexual misconduct from occurring. In those instances, only limited information which is not identifiable to you will be released without your consent.

**Anonymous Communications**

Additionally, reports may be submitted electronically and anonymously online at www.lewisu.edu/lucares. An anonymous report can be helpful in the University’s efforts to discern patterns and formulate preventative measures. However, depending on the circumstances and kind of information disclosed anonymously, it may not be possible to provide services to an undisclosed victim or conduct a meaningful investigation unless the person making the anonymous report comes forward.

**Reports to Police Departments**

Reports to the municipal police departments are outside the control and policies of the University. Most police departments have officers who are trained to handle reports of sexual crimes in a sensitive manner. However their policies and obligations regarding further reporting of information to prosecutors or others in the criminal justice system may require disclosure of personally identifiable information. This is something you can discuss with an officer at the relevant police department if you chose to report a matter there.

**On Campus Resources**

**Lewis University Title IX Coordinator**
Graciela Dufour (815) 836-5548
dufourgr@lewisu.edu

**Provost Associate/Dean of Student Services**
Kathy Slattery (815) 836-5278
slatteka@lewisu.edu

**Lewis University Police Department**
Learning Resource Center Ground Level
PROCEDURE FOR REPORTING AND RESPONDING TO INSTANCES OF SEXUAL MISCONDUCT

A community member may report conduct which they believe to violate this policy to a University Official with authority to institute corrective measures on behalf of the University. A report may be made by any community member, whether they are the target of the harassing behavior or not. The University Officials with authority to institute Corrective measures are: the Title IX coordinator and all deputy Title IX coordinators. Reports of sexual harassment, particularly relating to sexual assault, dating/domestic violence and stalking may also be made to the LUPD. Other employees of the University, with the exception of confidential resources are expected to forward any reports of sexual harassment they receive to the Title IX coordinator. As discussed below a report will not necessarily trigger an investigation in the absence of a formal complaint by the person who is the target of the harassment; however, under some circumstances the LUPD may have an obligation under Illinois law to investigate and take action even in the absence of a formal complaint by the alleged target of the conduct (for example if there are allegations of domestic violence).

To report conduct believed to violate this policy, the person making the report may contact any of the above listed University Officials in writing, by email, in person or by telephone. Reports may be filed anonymously, although doing so may affect the University’s ability to fully respond to the situation.

Upon receipt of a report of sexual harassment, the Title IX coordinator shall be responsible to contact, directly or through a designee, the person reported to have been harassed to discuss: the need for supportive measures; determine the scope of any supportive measures; make clear that supportive measures are available whether or
not the individual files a formal complaint of harassment and to explain the process for filing a formal complaint and the resolution process that will follow from a formal complaint.

The individual affected by the harassment has a choice as to whether to file a formal complaint of sexual harassment under this procedure. The affected individual may also file a complaint with law enforcement authorities if they so desire. The affected individual may file complaints under this process, with a law enforcement authority, with both or with neither based on what they believe is best for them in the given situation. The level of participation and information shared is determined by the alleged victim. Requests for anonymity and privacy, as well as the specificity of information provided, may limit the University’s ability to full respond to the incident. Alleged victims may also request specific action or inaction regarding how the complaint is resolved. In most cases, the University will attempt to honor these wishes. However, there may be times when the University will pursue an investigation and resolution independently in order to ensure the safety of the community and maintain a non-discriminatory environment. In those cases, the alleged victim will be notified and their privacy will be protected to the extent possible.

The availability of supportive measures that do not involve unreasonable burdens on a potential Respondent or other community members shall not be affected by whether the harassed individual chooses to file a complaint under this policy or with law enforcement authorities.

FILING A FORMAL COMPLAINT OF HARASSMENT

A Formal Complaint of harassment under this policy may be filed only by the person against whom the sexually harassing conduct was directed (the “Complainant”) or in some cases by the Title IX coordinator. A Formal Complaint is required before the University can move forward with an investigation of the conduct to determine if the person engaging in the conduct has violated this policy, and if so what the appropriate sanctions should be.

A Formal Complaint must be in writing, either in hard copy or electronic form, be signed either physically or electronically by the Complainant or otherwise indicate that it is filed by the Complainant. The Formal Complaint must describe the conduct believed to violate this policy in sufficient detail (including the identity of the persons who engaged in the conduct if known) to permit a reasonable investigation and request an investigation. The Formal Complaint must be sent to the Title IX Coordinator by email, physical mail or personal delivery.

Once a Formal Complaint is filed, the Title IX Coordinator shall be responsible to ensure that the procedures for investigation and resolution of the Formal Complaint are followed.

FORMAL COMPLAINT RESOLUTION PROCEDURE

The resolution of Formal Complaints is a multi-step process. It consists of a preliminary review of the Formal Complaint, an investigation of any Formal Complaint which is not dismissed upon the preliminary review, a live hearing to determine responsibility of any person(s) alleged to have violated the policy a (“respondent”) decision as to appropriate sanctions and or remedies when a violation is found to have occurred and the potential for appeal for parties who believe the initial outcome is not sufficient. Each of these steps is described in more detail below. Throughout the process Complainants and Respondents shall be treated equally in terms of access to advisors, supportive measures, opportunities to present information relevant to the formal complaint, notices and appeals.

Disciplinary sanctions for sexual harassment as defined above may not be imposed upon a Respondent unless the Respondent admits responsibility for committing sexual harassment or is determined to have done so after an investigation and hearing as provided for below.
PRELIMINARY REVIEW/EMERGENCY REMOVAL/INFORMAL RESOLUTION

Upon receipt of a Formal Complaint, the Title IX Coordinator or their designate will conduct an initial review of the Formal Complaint. The purpose of the review is to determine whether the Formal Complaint requires a formal investigation and hearing; whether interim measures are required to minimize an immediate or direct threat to physical safety to community members and whether to invite the parties (“parties” as used herein means the Complainant(s) and Respondent(s) to a particular Formal Complaint) to informally resolve the issues without a formal investigation and hearing.

a) Determining whether investigation is required.

To determine if an investigation is required, the Title IX Coordinator will analyze whether the conduct as described in the Formal Complaint, assuming the description to be fully accurate, would constitute sexual harassment as defined above; whether the complained of conduct occurred in the context of the University’s educational programs and activities; and whether the conduct occurred against a person in the United States. If the Formal Complaint satisfies these requirements, then it will proceed to a prompt investigation or informal resolution. If the conduct described in the Formal Complaint does not describe conduct that would constitute sexual harassment as defined above, or conduct which did not occur in the University’s educational programs/activities or against a person in the United States, then the University will dismiss the Formal Complaint and close its proceedings under this policy. When a Formal Complaint is dismissed, but the conduct described might constitute a violation of other University codes of conduct, rules or policies, faculty or employee duties, then the Title IX Coordinator will refer the complaint to the appropriate process for resolution of those issues depending on whether the Respondent is a student, faculty member or staff employee.

b) Removal from Campus or Restriction of Respondent Pending Final Resolution.

The Title IX Coordinator acting in concert with appropriate personnel shall determine whether there is an immediate threat to the physical health or safety of any students or other individuals arising from the conduct or circumstances of the complaint which would justify immediate removal or exclusion of the Respondent from campus, portions thereof or certain activities. This assessment may occur as part of the Preliminary Review or at later points in the process as circumstances warrant. If such a removal or limitation is imposed, then the Respondent shall be notified of the process for appealing the removal/restriction. That process is described below in the section on appeals. Removal or restriction will only be imposed when there is an immediate threat to physical safety.

c) Informal Resolution

In cases in which the Title IX Coordinator determines that a mediated resolution between the parties is both feasible and could adequately insure all parties’ equal access to the University’s educational programs/activities, the Title IX Coordinator may invite the Parties to participate in a mediated informal resolution process as an alternative to the investigation and hearing. Informal mediation shall occur only if both parties agree to the process in writing after being informed of the allegations of the Formal Complaint. If a resolution is reached through the informal process, it will be documented. Each party will be expected to abide by any agreed provisions and failure to do so may in appropriate circumstances be considered a violation of the University’s
INVESTIGATION

Investigations will be conducted by a University official with appropriate training in conducting sexual harassment investigations and University policies relating thereto. Investigators may include, the Title IX Coordinator, Deputy Title IX Coordinators, student conduct officers, designated faculty member and designated human resources personnel, who may be assisted by LUPD personnel. The purpose of the investigation is to develop all of the information relevant to a decision as to whether sexual harassment as defined above occurred including any information that has a tendency to make it more or less likely that sexual harassment in fact occurred. Upon commencement of the investigation, the University will give written notice of the investigation to the Complainant and any individual identified as a Respondent. The notice will provide the identity of the parties involved, a description of the conduct alleged to constitute sexual harassment as defined above, and the date, time and location at/on which the conduct occurred to the extent known. To the extent the investigation reveals additional possible instances of sexual harassment, an updated notice shall be sent to the parties.

During the investigation, Complainant and Respondent(s):

- may each have an advisor of their respective choosing, who is not required to be a member of the University Community and who may be an attorney. Advisors will be required to sign an agreement regarding confidentiality and behavior (for more information see separate section on advisors);

- are expected to be honest and forthright in response to any questions asked during the course of the investigation;

- may present evidence relevant to the determination that they have gathered, including either statements from witnesses or the identification of witnesses believed to have relevant knowledge;

- will be given written advance notice of the time, place and location of any hearing, interview or other meeting to which they are invited or expected to attend

- will be provided equal access to inspect and review the evidence gathered in the investigation with an opportunity of no less than 10 calendar days to comment thereon prior to the close of the investigation.

- will be provided with a copy of the investigation report at least 10 days prior to any hearing on the Formal Complaint, so that they may review and file a written response if they so choose.

- are not required to waive any information that is privileged against disclosure by law;

Prior to the convening of the hearing on the Formal Complaint, the University may dismiss the Formal Complaint and cease the investigation if: i) each Complainant to the Formal Complaint provides written notice of their desire to withdraw the Formal Complaint to the Title IX Coordinator; ii) the Respondent(a) has/have ended their affiliation with the University and further proceedings are deemed unwarranted; iii) specific circumstances prevent the
gathering of sufficient evidence to reach a reliable determination. Upon dismissal for any of these reasons, notice of the dismissal shall be provided to all parties.

Any information disclosed to a Complainant or Respondent, or their respective advisor, is to be treated as confidential and used exclusively for the purpose of participating in the investigation, hearing, and/or appeal regarding the Formal Complaint. Inappropriate disclosure or misuse of the information disclosed, particularly if used in an attempt to embarrass, intimidate or retaliate against a party or witness is a serious violation of the University’s policies which will lead to appropriate sanctions against the offending party.

HEARINGS

A Respondent is entitled to a live hearing to determine whether their conduct constitutes sexual harassment as defined herein. Throughout the hearing and investigation process, a Respondent is presumed not to have committed sexual harassment unless and until a violation is demonstrated by a preponderance of the evidence to the satisfaction of the relevant decision maker. The purpose of the hearing under this policy is to determine whether sexual harassment as defined above occurred and whether the Respondent committed the acts constituting the sexual harassment.

The process for the hearing shall be as follows.

One or more decision makers shall be designated as Hearing Officer(s). A decision maker may not be the same person who served as the investigator of the Formal Complaint. If there is more than one decision maker designated than one of the decision makers shall be designated as the lead Hearing officer, or the decision-makers may elect to appoint a non-voting Lead Hearing Officer for the purpose facilitating the conduct of the hearing including, ruling on the relevance of questions and procedural matters.

All parties shall be given written notice of the date time and place of the hearing at least ten days prior thereto. Requests for postponement of continuance of the date must be in writing and addressed to the Lead Hearing officer. Such requests must be made as soon as the reasons for the postponement are known to the Party requesting it and should be supported by a statement of such reasons. Any postponement or continuance is at the discretion of the Lead Hearing Officer.

The hearing shall normally take place with all parties and witnesses physically present, but at the discretion of the Lead Hearing Officer, parties or witnesses may be allowed to appear via technology enabling all participants to simultaneously see and hear each other. Either party may request that the hearing proceed with the parties in separate rooms with technology enabling the Hearing Officers, and parties to simultaneously see and hear the party or the witness answer questions.

The investigator, or their designee, will serve as the Presenting Officer to present evidence and witnesses to the Hearing Officers.

At least five days prior to the hearing, the parties either personally or through their advisors shall meet with the Presenting Officer to determine if the parties can agree as to any of the facts relevant to the determination of the matter and prepare an appropriate statement of those agreed facts. This process is to help determine the scope of what is relevant to the hearing. The meeting may take place in person, via teleconference or other
technology. Any statement of facts agreed to by the parties shall be presented to the Hearing Officer(s) and may be relied upon in reaching a decision without further presentation of evidence as to the specific fact. Agreement to a fact shall not prohibit a party from presenting further evidence to provide context or explanation of the fact agreed to.

Each party is entitled to have an advisor present at the hearing for purposes of advising the party regarding the proceedings and for the purpose of asking questions of the parties or witnesses presented at the hearing. Advisors may not testify as witnesses in the Hearing and may not provide statements to the Hearing Officers in the form of evidentiary submissions, opening/closing statements or the like, and are not to speak for their advisee in response to questions from the Hearing Officers. An advisor may make objections to the relevance of questions posed by another participant but such objections shall be stated succinctly and without explanation unless requested by the Lead Hearing officer.

During the hearing each party shall have an equal opportunity to present live witnesses or other evidence in addition to any witnesses or evidence presented by the Presenting Officer.

Witnesses, including each of the parties, may testify by adopting a prior statement given to the investigator, LUPD or other investigating entity, and affirming the accuracy of the prior statement as written by them or described in the investigator’s report or other materials. No prior statements made outside the hearing will be considered by the decision makers unless the party or witness who gave the statement appears at the hearing and answers questions from the Hearing Officers, the parties’ respective advisors and the Presenting Officer to the extent that those persons have questions of the witness.

Questioning of the parties or witnesses shall be conducted only by the Hearing Officer(s), the Presenting Officer, or the advisor to one of the parties. The parties themselves shall not question each other or witnesses directly. All questioning shall be limited to areas that are relevant to the issue to be decided by the Hearing Officer(s) and shall be conducted in a respectful and appropriate manner. In the event that a Complainant or Respondent (or their respective advisor) fails to appear at the hearing, the Hearing Officer(s) may appoint an advisor to ask questions of parties or witnesses at the hearing on behalf of the absent party.

Before a party or witness is required to answer a question, the Lead Hearing Officer will determine if an answer to the question will provide information relevant to the decision to be made, and explain any decision to exclude a question. Relevant information is any information that if believed would make it more or less likely that the sexual harassment alleged in the Formal Complaint in fact occurred and/or that a Respondent(s) was the person who engaged in the harassing conduct. Generally, prior sexual history of the Complainant is not relevant to the determination, unless the Complainant and the Respondent were involved in an on-going consensual relationship and evidence concerning the prior sexual history between them is relevant to a disputed issue of whether consent was given on a particular occasion, or to prove that someone other than the Respondent committed the conduct in question.

An audio recording of the hearing shall be made and maintained together with other records pertaining to the hearing and investigation.

DETERMINATIONS AFTER HEARING
After the evidence has been presented the Hearing Officer(s) shall promptly issue a written decision as to the whether the Respondent did or did not commit sexual harassment as defined above. In addition the Hearing
Officer(s) may decide any other questions of conduct, policy or rule violations that are related to the alleged harassment. The decision shall be in writing and simultaneously sent to each party. The decision shall include:

- A statement of the conduct alleged to have been sexual harassment
- A description of the procedural steps taken from the receipt of the formal complaint through the making of the determination
- A statement of the factual findings made by the Hearing Officer(s) that support the decision
- A statement of how the code of conduct and/or sexual harassment policy apply to the facts as found
- A statement of the rationale for the result as to each allegation.

If the Hearing Officer(s) are also the university officials with the authority to determine sanctions to be imposed on a Respondent found to be responsible, then a statement of the sanctions to be imposed. If authority to impose sanctions on the particular respondent rests in a different official or body, the Hearing Officer(s) may, but are not required to, make a recommendation of appropriate sanctions to the appropriate university official or body.

- A statement of the applicable process for either party to file an appeal and the permissible grounds for an appeal.

The decision of the hearing officers will become final either upon the expiration of the time for appeal with no appeal being filed, or upon the determination of any appeal which is filed.

**APPEALS**

**Appeals of determinations of responsibility**

Either party to a hearing may appeal the decision of the Hearing Officer(s) as to responsibility for a violation or a decision by the Title IX coordinator to dismiss a formal complaint upon the following grounds:

- A procedural irregularity materially affected the outcome

- The party has new evidence which was not reasonably available at the time the determination or dismissal occurred, and the new information could affect the outcome of the matter; or

- The Title IX Coordinator, investigator(s) or Hearing Officers had a conflict of interest or a bias specific to the party or to a class to which the party belongs and that the bias affected the outcome of the proceedings.

In matters involving a student Respondent for conduct that occurred in his role as a student, appeals shall be filed with the Office of the Provost no later than 3 working days after the determination is sent to the parties.

In matters involving a Respondent who is a faculty member, Appeal shall be in accordance with Article XVI of the University Faculty By-laws.
In matters involving an employee Respondent(s), the appeal shall be filed within 3 working days of the Hearing Officer’s decision, and shall be filed with the office of the Provost to be decided by the Provost or the Provost’s designee.

**Appeals of decisions to impose interim restrictions**

Appeals from a decision to remove a student or faculty Respondent from campus or otherwise restrict such a Respondent’s access to campus or the University’s educational programs/activities pending a final determination shall be made to the Office of the Provost. The appeal shall be made promptly after notice to the Respondent of the interim measure or promptly after a change in circumstances that the Respondent believes warrants reconsideration of the interim measure. The appeal must be in writing and state the basis upon which the student or faculty member disputes the appropriateness of the interim measure taken. Decisions of the Provost, or the Provost’s designee, shall be final.

Appeals as to a decision regarding a non-faculty employee shall be made to the Office of the Provost. The appeal shall be made promptly after notice to the Respondent of the interim measure or promptly after a change in circumstances that the Respondent believes warrants reconsideration of the interim measure. The appeal must be in writing and state the basis upon which the student or faculty member disputes the appropriateness of the interim measure taken. Decisions of the Provost or the Provost’s designee, shall be final.

**ADVISORS**

Complainants and Respondents to any formal complaint may have an advisor of their choosing present with them at any interview, meeting or hearing conducted under this process. The advisor may, but is not required to be a member of the University community, and may but is not required to be by an attorney. If a party has not designated an advisor at the time of the hearing, the University will appoint an advisor of its choosing for purposes of the hearing. The duties of an advisor so appointed shall be limited to asking questions of the other party or witnesses on behalf of the party during the hearing.

Advisors are required to behave consistently with University policies, rules, regulations and codes of conduct applicable to them. Advisors from outside the University community will be required to sign an agreement to abide by the University’s policies prohibiting harassment, discrimination, and disorderly or disruptive conduct while on campus. In addition, advisors who are not university officials subject to FERPA directly, shall be required to sign an agreement to maintain the confidentiality of any information or evidence shared with them pursuant to this policy, and to use any such information solely for the purpose of advising their Complainant or Respondent advisee as to the investigation and hearing, and no other purpose.

Advisors, whether community members or not, may be subject to sanctions imposed by the Hearing Officer for misconduct that occurs in the course of an investigation or hearing.

**POTENTIAL BIAS AND RECUSAL**

All university personnel acting as the Title IX Coordinator, an investigator, a Hearing Officer or Appellate reviewer are expected to be free from conflicts of interest or bias. If any of the above mentioned are aware of a conflict of interest or the existence of a bias that could affect the outcome of the investigation, hearing or appeal, they must either recuse themselves or disclose the conflict/bias to the parties. Only if both parties agree to waive the disclosed conflict/potential bias shall the person so affected continue to fulfill their role in the investigation or hearing.
If a party to a formal complaint believes that any of the investigators or decision makers involved in the investigation or hearing of the formal complaint has a conflict of interest or a bias that could materially affect the outcome of the process, the party may request the person so affected to recuse themselves from the proceedings. If the person believed to have a conflict or bias declines to recuse themselves, then the party may file a written request to disqualify the person with the Title IX Coordinator to determine whether a conflict or bias exists. The request to recuse or disqualify must be supported by specific explanation and evidence supporting the belief that a conflict or bias exists. (If the request to disqualify pertains to the Title IX Coordinator, then the request shall be made to the Office of the Provost).

**Interim Supportive Measures**

At any time prior to the final resolution of a report, the University may implement, either at the request of the alleged victim or on its own initiative, interim measures that are designed to promote a healthy and safe environment while the resolution process is continuing. Examples of these measures include:

- Changes in academic, living, dining, transportation and working situations
- A campus No Contact Order
- Honoring on campus an order of protection issued by a civil or criminal court
- Accommodations to ameliorate the effect of the alleged harassment on the alleged victim’s participation in the University’s educational programs.
- Supportive measures which would unreasonably restrict another community member’s participation in the University’s educational programs (e.g. expulsion, exclusion from a program or campus) can normally be imposed only after a hearing and finding of responsibility or if a direct threat to physical safety exists.

**Retaliation and Interference in the Reporting and Resolution Process**

Lewis University strictly prohibits any retaliation against anyone who in good faith reports, assists in reporting, or participates in the investigation and/or resolution of an alleged violation of the sexual misconduct policy. Retaliation includes, but is not limited to: intimidation, threats, harassment, or other adverse action. Lewis University also prohibits efforts to interfere in the process by intimidating, bribing or otherwise attempting to unfairly influence persons who to withdraw reports or complaints or to withhold or alter any information relevant to the resolution of any alleged violation of this policy. Reports of retaliation or interference will be addressed in the student conduct process and may result in sanctions up to and including disciplinary suspension or expulsion from the University.

**Immunity for Alleged Victims**

Although the University does not condone violations of University policies, it considers reporting and proper resolution of sexual assaults to be of paramount importance. Therefore, in cases involving sexual misconduct, the University will extend limited immunity to community members who report, participate in the investigation or resolution of complaints or who provide assistance to victims of sexual misconduct. for violations of other University policies (for example underage drinking) in order to foster reporting and fair adjudication of sexual misconduct.
This immunity will not extend to egregious violations or those that threatened community health and safety.

**Support Services**

The following on-campus support services are available to assist community members affected by sexual misconduct or allegations thereof.

- Center for Health & Counseling Services Lower Level of Mother Teresa Hall (815) 836-5455
- Office of Student Services, Ground Level of the Learning Resource Center (815) 836-5275
- University Ministry Sancta Alberta Chapel (815) 836-5550

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

- Provena St. Joseph Medical Center 333 N. Madison St., Joliet, IL (815) 725-7133
- Silver Cross Hospital 1900 Silver Cross Blvd New Lenox, IL 60541 (815) 300-1100
- Adventist Bolingbrook Hospital 500 Remington Boulevard Bolingbrook, IL (630) 312-5000
- Guardian Angel Sexual Assault Hotline (24 hour) (815) 730-8984 [www.gacsprograms.org/](http://www.gacsprograms.org/)
- Crisis Line of Will County (24 hour) (815) 722-3344
- Rape, Abuse and Incest National Network (RAINN) (800) 656-4673 (24 hour) [www.RAINN.org](http://www.RAINN.org)
- National Domestic Violence Hotline (800) 799–7233 (24 hour) [www.thehotline.org](http://www.thehotline.org)
- Love Is Respect (866) 331-9474 (24 hour) [www.loveisrespect.org](http://www.loveisrespect.org)
- Illinois Coalition Against Domestic Violence (ICADV) (217) 789-2830 [www.ilcadv.org](http://www.ilcadv.org)
- Illinois Coalition Against Sexual Assault (ICASA) (217) 753-4117 [www.icasa.org](http://www.icasa.org)

**Sanctions**

Lewis University will act to promptly and equitably remedy sexual misconduct found to have occurred. Students who are found in violation of this policy are subject to sanctions which will vary with the severity of the violation, the degree of culpability, the likelihood of future harm to the complaining party or other community members, and any other relevant factors. Sanctions imposed may include, warnings, probation, suspension, or expulsion. A complete listing of possible sanctions is listed later in this handbook.
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 and the University community.

This policy has been revised by the National Center for Higher Education Risk Management [www.ncherm.org](http://www.ncherm.org). Some language used here may be from proprietary NCHERM model policies, and is used with permission. Please seek permission from NCHERM to use or adapt its materials referred to in this policy.

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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 Community Standards. In determining whether to impose sanctions in response to a student's violation of 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 themselves, other people or property. In any case in which the University learns of off-campus violations by a student, referral of that student may be made to the Conduct 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. Advisors or their designee, approved by the Office of Student Activities 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 Activities in consultation with Student Services.

An Activity Form must be submitted at least two 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 Provost or designee.

Organizations and their advisors are responsible for the 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 accordance with contracts and agreements made between the organization and those providing services. All contracts must be signed by the Office of Student Services or designate 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 Conduct**

Certain kinds of conduct such as violating visitation or quiet hours, for example, which interfere with the Mission of the University, but which violate no criminal laws, are within the 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. 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:

- Law enforcement authorities may be involved.
- The University will proceed disciplinarily and sanction regardless of criminal or civil proceedings.
- The University may suspend a student charged with a felony or other criminal offense for reasons of public safety or student welfare.
- The University conduct process and criminal proceedings operate independently of each other. The outcome of one process does not affect the outcome of the other.
- Decisions regarding the student’s continuance at the University will be based upon consideration to the welfare and safety of self and/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 under the direction of the Associate Provost/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. Associate Provost/Dean of Student Services
   d. Director of Counseling Services
   e. Director of Health Services
   f. Provost

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 Associate Provost/Dean of Student Services or designee.

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 Associate Provost/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 Associate Provost/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 an evaluation from a psychologist, psychiatrist or medical physician (depending on the nature of the concern). 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 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, psychiatrist’s 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 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 Associate Provost/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 Associate Provost/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 Provost.

The Student Conduct Process

General Administration

The student conduct process is supervised by the Associate Provost/Dean of Student Services and administered by the Director of Community Standards. Conduct proceedings take place at three levels which are: the Residence Life Coordinator Review, the Administrative Review and the Conduct Board Hearing. In order to safeguard confidentiality at conduct 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 conduct proceedings, except in specific instances as outlined in this section. Fairness is the goal of the student conduct process at Lewis University. The process is characterized as fair, speedy, deliberate, and non-prejudiced.

At any level of the conduct process, the adjudicator reserves the right to hear the case without student input in the event the student fails to attend the conduct 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 report(s) 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 Associate Provost/Dean for Student Services prior to and during the adjudication phase of the conduct process.

Interim Protective Measures and Retaliation

At any time prior to the final resolution of a report, the University may implement, either at the request of the alleged victim or on its own initiative, interim measures that are designed to promote a healthy and safe environment while the resolution process is continuing. Examples of these measures include:

- Changes in academic, living, dining, transportation and working situations
- Obtaining a campus No Contact Order
- Honoring on campus an order of protection issued by a civil or criminal court

Lewis University strictly prohibits any retaliation against anyone who in good faith reports, assists in reporting, or participates in the investigation of an alleged violation of the University’s Community Standards. Retaliation includes, but is not limited to: intimidation, threats, harassment, or other adverse action. Reports of retaliation will be addressed in the student conduct process.

Determination of Adjudication Level

A review of documentation always begins with a check of the student’s conduct record for previous or similar incidents. The determination of the level at which the documentation will be handled is influenced by the student record and the circumstances of the incident.

At each stage in the conduct process, it is essential that students are aware of its various elements and stages. Therefore, whenever students are involved with the conduct process they are 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 of 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. 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 conduct fine is $25 to $100.
   e. Educative Project or Essay
   f. Community Service (maximum of 10 hours)
   g. Referral to Counseling Services

4. The determination is recorded 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 Director of Residence Life & Student Conduct, or designee, who may involve other staff members.

3. The reviewer initiates a discussion with the student.

   a. 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.

   h. 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 Conduct process. In some cases at this point, the Administrative Reviewer may decide that the case should be referred to the Conduct 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 makes 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

   i. Redress (apology either written and/or verbal)

   j. Restitution, payment for damage

   k. 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 conduct fine is $25 to $300.

   l. Educative project or essay
m. Community service (maximum of 20 hours)

n. Official reprimand

o. Activity restriction

p. Facility restriction

q. Behavioral contract

r. Temporary suspension from residence life

s. Residence hall relocation

t. Counseling Services

u. 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 Disciplinary Probation

5. The outcome letter will be provided to the student in writing.

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 Associate Provost/Dean of Student Services.

v. The Associate Provost/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 Associate Provost/Dean of Student Services may alter the determination and/or the sanctions.

w. 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: Conduct Board Hearing

University staff and faculty representatives serve as members of the Conduct Board. Board membership is approved by the Associate Provost/Dean of Student Services. The board regularly reviews conduct policies and procedures and recommends necessary changes. Because Conduct Board hearings are considered critical to a student’s status at the University, no Conduct Board hearing may be missed without permission. Permission may only be granted by the Associate Provost/Dean of Student Services. If students cannot attend a conduct hearing they must contact the office of the Associate Provost/Dean of Student Services 48 hours prior to the scheduled hearing. If the reason 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 Conduct Board hearing, students are subject to immediate suspension from the University if they fail to attend without obtaining prior permission.

This Conduct Board hearing process is as follows:

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

2. Conduct board hearings are conducted by a lead hearing officer, presenting officer(s), and a minimum of two hearing officers.
3. Conduct board hearings are scheduled as necessary. The administrator of the conduct process will coordinate the convening of Conduct Board hearings.

4. Prior to the hearing, students directed to appear before the Conduct Board may not initiate a meeting with Conduct Board members, other than the presenting officer. Students are encouraged to meet with the presenting officer to clarify procedural matters pertaining to the conduct process and review documentation related to the case. 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 Associate Provost/Dean of Student Services.

5. Students must declare the presence of their witnesses at least 48 hours prior to the start of the hearing.

6. Conduct 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 Conduct 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. Conduct 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 Conduct board members.

9. All Conduct Board hearings are to be recorded for review as necessary by University officials. Recordings will be dated and stored for at least one year.

10. The Conduct 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 conduct 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 student, his/her advisor and the presenting officer leave 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 being 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 been presented the hearing moves to the sanctioning phase. The presenting officer provides a history of the conduct activity of the student and recommendations/considerations for sanctioning.

n. The presenting officer is not present when the Board determines sanctions.

o. Board decisions and sanctions to be imposed are recorded and signed by the lead hearing officer and the student. The student receives a copy of the Board’s determinations at the completion of the hearing. A formal decision letter is sent to the student.

p. The Associate Provost/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. Guest Restriction
   l. Temporary suspension from residence life
   m. Residence life relocation
n. Privilege Restriction

o. Counseling Services

p. Removal from residence life

q. Campus restriction

r. 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 Disciplinary Probation.

s. 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 Associate Provost/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 Associate Provost/Dean of Student Services or his/her designee requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension.

t. 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 Associate Provost/Dean of Student Services or his/her designee.

Appeal Process

A student may appeal the decision of the Conduct board in accordance with the Conditions and Procedures for Appeal as outlined in this Student Handbook. Conduct board hearing determinations are appealed to the Provost or designee.

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 Conduct 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. Students may appeal a determination if they believe 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 conduct board or review decision.

5. The student is responsible for picking up the decision letter within 24 hours after being informed of its availability.

6. Students are encouraged to consult with advisors (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 Conduct board level, the Provost or designee will examine the documentation; interview the presenting officer, the Associate Provost/Dean of Student Services and/or possibly the involved student(s). The proceedings tape may be reviewed as determined by the Provost or designee. 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 Provost or designee may do one of the following:

1. Grant an appeal hearing before the Provost or designee.

2. Remand the case to the original Conduct Board for further review.

3. Convene an Appeals Board with himself/herself as chair, and two to four additional members, none of whom may have served on the Conduct board which first heard the case.

The Provost or designee reserves the right to amend any Conduct 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 (FERPA) as amended. This act specifically requires that the University not disclose personally identifiable information from educational and conduct 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 may 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 52).

2. Parents or guardians seeking consultation with University officials regarding a disciplinary 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 conduct 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 conduct process. In some cases, this will be after the University has reached its conclusions regarding the matter being adjudicated.
6. Except in cases of sexual misconduct, attorneys, parents or guardians are not admitted to conduct 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 Internship
• 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 conduct 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
Lewis University Front Door Policy: Guidelines for Interacting with Governmental and/or Law Enforcement Agents on Citizenship Status Inquiries

Lewis University, a Sanctified Zone, is committed to maintaining an environment in which students and employees can feel safe and welcome. The University places particular value on the diversity of its community as an essential element of its educational mission. Protecting the privacy and freedoms of our community members is a way to maintain an overall climate of safety and comfort. To that end, requests for information or cooperation from federal, state or local law enforcement authorities will be evaluated by trained University personnel to ensure compliance with federal, state and local law in addition to constitutional protections. Should you need assistance or have any questions or concerns, you may contact any of the following offices:

- Lewis University Police Department (LUPD)
- Dean of Students
- Diversity & Inclusion and Multicultural Student Services
- Human Resources

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.
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