

STUDENT HANDBOOK

FOR A
BETTER
WORLD



LEWIS UNIVERSITY

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 Life. 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 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

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Welcome Letter

Dear Students,

Whether you are a new student or already familiar with the University, it's important for you to be aware of our Student Handbook, an important resource for policies, procedures, at Lewis University. I ask that you take some time to become familiar with the **Student Handbook** as a Lewis Flyer.

We at Lewis deeply value learning that occurs inside and outside of the classroom. We encourage you to fully experience programs and activities that allow you to expand your knowledge, develop new skills, foster healthy relationships, pursue your sense of purpose, explore new opportunities, and have fun too! We provide all of these programs and experiences in a diverse, inclusive, caring, and safe community animated by our pledge to be a Sanctified Zone.

For over 300 years, the Catholic Church's patron of educators, Saint John Baptist de La Salle, has inspired the Christian Brothers in their commitment to genuine care and concern for the educational and social wellbeing of students. Today, our Lewis University Mission value of Association unites all of us who work at Lewis around one central purpose – you and your success. It is our hope that you experience the genuine feeling of being individually cared for and supported - an essential aspect of our Lasallian identity and Mission.

Go Flyers!

Kurt Schackmuth, Ph.D.

Vice President for Student Life & Chief Mission Officer

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The Mission Statement of Lewis University

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

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.

Division of Student Life Mission

Guided by our Lasallian Catholic Mission, the departments and professionals within the Division of Student Life promote the holistic development, engagement, and success of all Lewis students. We work in collaboration “together and by Association” with other member of the University to shape a vibrant and inclusive community that embodies a sense of belonging safety, and accompaniment for students.

Student Life Administration

Vice President for Student Life and Chief Mission Officer

Kurt Schackmuth, Ph.D.

Dean of Students and Assistant Vice President for Student Life

Norah Collins Pienta, Ed.D.

Assistant Vice President for Student Success

Toni Fitzpatrick, M.A.

Assistant Dean of Student Life and Title IX Coordinator

DeSean Coleman, Ed.D.

Director of Residence Life and Student Conduct

Thomas Burgess, M.A.

Project Director of Prevention and Outreach

Kayla DeCant, M.Ed.

Director for Student Engagement and Multicultural Initiatives

Esther Kraft, M.A.

Director of Student Recreation, Fitness and Wellness

Jill Siegfried, M.S.

Director of Student Wellness Center

Jill Whitaker, M.S.

Code of Conduct - 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 their education 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 policies may be defined by the Office of Student Life 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, storage and/or use of weapons is prohibited on any property owned or controlled by the university, including university housing or vehicles parked on campus, with the exceptions provided in subsections b and c. This includes, but is not limited to, (1) firearms, firearm ammunition, BB gun, pellet guns, paintball guns, tear gas guns, stun guns, tasers, nerf guns or other projectile firing device considered dangerous or deadly of similar type; (2) knife (except an ordinary eating utensil), dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3) bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, Billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type; (4) bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic, or noxious substance.

a. With 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 the 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.

b. 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

- 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. *See more regarding the Academic Decorum policy in this **Student Handbook**.*
 - h. Recording persons without their consent. 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.
 - j. Bullying, aggressive and hostile acts by an individual or individuals, directed at an individual or individuals with the purpose or foreseeable effect of humiliating, mentally or physically injuring or intimidating, and/or controlling an individual or individuals. *See more regarding the University Community Standard Prohibiting Bullying in this **Student Handbook**.*
- 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, 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. Sleeping in public areas owned, leased, or controlled by the University.
 - f. Soliciting/selling for personal or organizational profit without proper consent of University officials.
 - g. Littering and other inappropriate disposal of garbage or trash.
 - h. Driving vehicles outside of designated roadways on sidewalks, grass or other prohibited areas without prior approval.
 - i. Forcing open a locked door.
 - j. Entering a student room or residence hall to which you are not assigned without an escort.
 - k. Use of another student's copier/printer authorization code.
 - l. Removal of University property from its designated place.
 - m. 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. Violation of the Fire Pit Policy.
 - d. Entering or exiting through a designated emergency door.
 - e. Possession of combustible items.
- XII. Falsifying, defacing, or altering any official document submitted to or issued by the University. This includes, but is not limited to, 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
 - d. Falsifying university timesheets.
- XIII. Altering, possessing, duplicating, using keys without consent and authorization of University personnel.
- XIV. Lying 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. *Refer to policy in the **Student Handbook**.*
- XXVIII. 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. *Refer to policy in the **Student Handbook**.*
- XXII. Violation of University policies and procedures related to public health guidelines and directives.
- XXIII. Violation of the University Service or Assistance Animal Policies. *Refer to the policy in the **Student Handbook**.*

Retaliation

Retaliation is strictly prohibited. See the full Retaliation Policy listed in the University Policies.

Jurisdiction Over Student Conduct

The Student Code of Conduct and the student conduct process applies to the conduct of individual students and university-affiliated groups, organizations, teams, etc. The Student Code of Conduct is based on shared values and sets a range of expectations for the Lewis University student no matter where or when their conduct may take place. Therefore, the Student Code of Conduct will apply to behaviors that take place on the campus, at college-sponsored events, and may also apply off campus when the administration determines that

the off-campus conduct affects a substantial college interest. A substantial University interest is defined to include:

- Any situation where it appears the student's conduct may present a danger or threat to the health or safety of self or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the University.

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.

The Student Code of Conduct may be applied to conduct that takes place from the time a person is admitted to the University, during the time a person is enrolled as a student, including intra-semester breaks and between semesters. Further, the Student Code of Conduct applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests.

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Lewis University reserves the right to take disciplinary action against any student whose behavior undermines the academic or social purposes, safety or order of the campus community. Disciplinary action is usually initiated by a written complaint or report submitted by any member of the Lewis community or guest. While it is possible to submit an anonymous report, an individual filing a report is encouraged to include their name on the report in order to expedite a disciplinary inquiry.

The Student Conduct Process

General Administration

The student conduct process is supervised by the Dean of Students/Assistant Vice President for Student Life and administered by the Director of Residence Life and Student Conduct. Student Conduct proceedings take place at three levels which are: Conduct 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. 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 student conduct process, the adjudicator reserves the right to hear the case without student input in the event the student fails to attend.

The adjudicators' determination will be made on the basis of whether it is more likely than not that the student violated the student code of conduct.

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 by Student Conduct, 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.

Interim Protective Measures and Retaliation

The University may become aware of a student whose continued participation within the University community may pose an immediate threat to the student or other individuals, or whose removal is otherwise necessary to protect the health, safety, or welfare of members of the University community. If the Dean of Students or their designee determines that such a threat is posed, an interim suspension may be issued.

* It should be noted that students remain responsible for their student account if removed from campus. No refund is allotted.

The Dean of Students or their designee may consult with other University personnel as necessary in deciding whether to impose an interim suspension.

A. An interim suspension generally means that the student is not allowed on any Lewis University campus, cannot attend classes or any University sponsored activities both on and off University property until an investigation can be completed, pending the outcome of a University Conduct hearing. Any exceptions to the interim suspension will be explicitly communicated by the Dean of Students or their designee issuing the interim suspension. Students who live in university housing must leave University property.

B. Notification of an interim suspension will be sent to the student's University e-mail account. Students may additionally be notified by other means. The notification will include information regarding the alleged behavior and the rationale for the interim suspension.

C. Students requesting a review of an interim suspension please see the appeals process under the student conduct section.

D. The University can impose, lift, reassess, and modify an interim suspension, as appropriate.

Determination of Adjudication Level

A review of documentation begins with a review 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 encouraged to review the process as outlined in the **Student Handbook**.

Adjudication Levels

There are three Conduct Process that can be used based on the circumstances.

Option 1: Conduct Review

1. A Residence Life Coordinator or member of the Residence Life Team will facilitate Conduct Review meetings for violations such as noise, visitation, and first-time alcohol violation.

2. At the Conduct Review meeting, the student will have the opportunity to read the report, documentation and review any information that the Conduct Facilitator is using to make a decision. The students will then share their perspective on what happened. It is the responsibility of the Facilitator to determine if there was a violation of the student code of conduct. If found responsible for violating the Student Code of Conduct, the Conduct Facilitator will determine what harm was caused and how it might be repaired.
3. The student may appeal the outcome of the Conduct Review. The appeals process is outlined below.
4. If the Facilitator finds the student to be responsible for violating policy, they will determine sanctions. Sanctions at this level include:
 - a. Advising session
 - b. Mediation
 - c. Peace Circle
 - d. Redress (apology, either written and/or verbal)
 - e. Restitution, payment for damage
 - f. 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.
 - g. Educative Project or Essay
 - h. Community Service (maximum of 10 hours)
 - i. Referral to Counseling Service for mandatory assessment.
5. All Conduct Review decisions are subject to review and approval by the Director of Residence Life and Student Conduct.

Option 2: Administrative Review

1. An Administrative Review is heard by the Director of Residence Life and Student Conduct, or their designee, for policy violations such as threatening behavior, failure to comply, and alcohol violation with aggravating factors such as
 - Combined with a drug violation
 - Previous alcohol or drug policy violations
 - More than one violation is alleged
 - History of policy violations
 - Failed to complete previous sanctions related to being in violation of a university policy.
2. The documentation indicates that the incident is more serious.
3. The student will have the opportunity to read the report, documentation and review any information that will be used to make a decision. The students will then share their perspective on what happened.
4. If the student takes responsibility for the violation, a discussion will be had regarding any additional information to be considered during sanctioning. If the student does not take responsibility, the Director or their designee will make a determination if it was more likely than not that there was a policy violation. Sanctions at this level include:
 - a. Advising session
 - b. Mediation
 - c. Peace Circle
 - d. Redress (apology either written and/or verbal)
 - e. Restitution, payment for damage
 - f. Fine. In situations when a fine is specified as a possible sanction, the adjudicating staff member uses discretion when determining the fine based on the circumstances of the case. The range for a conduct fine is \$25 to \$300
 - g. Educative project or essay
 - h. Community service (maximum of 20 hours)
 - i. Official reprimand

- j. Activity restriction
- k. Facility restriction
- l. Behavioral contract
- m. Temporary suspension from residence life for up to one year
- n. Residence hall relocation
- o. Counseling Services for mandatory assessment
- p. Disciplinary probation.

Option 3: Conduct Board Hearing

Conduct Board Hearings are held for more egregious policy violations, multiple policy violations or for students that are already on disciplinary probation. Trained University staff and faculty representatives serve as members of the Conduct Board and are approved by the Dean of Students. If a student fails to attend the scheduled Conduct Board hearing, the Hearing will be heard in their absence and a decision rendered. Under extreme, unexpected circumstances, a request to reschedule a Hearing may only be granted by the Dean of Students. Requests to reschedule must be made to the Dean of Students no later than 48 hours (about 2 business days) before the scheduled hearing. If the exception can be made, the hearing will be rescheduled at the earliest possible time.

Failure to attend a hearing will result in the case being adjudicated in the student's absence. This Conduct Board hearing process is as follows:

1. The documentation indicates that the alleged violation is serious.
 - A. Examples of serious violation are:
 - a. Student is arrested
 - b. Harm to self or others
 - c. Failure to comply with a conduct sanction
 - d. Threatening Behavior
 - e. Fighting
 - f. Weapons
2. Conduct Board Hearings are facilitated by the Dean of Students or their designee, the Director of Residence Life and Student Conduct, who administers the conduct process, and at least two board members.
3. Students have the right to request a meeting with the Director of Residence Life and Student Conduct to review the conduct procedures and review documentation related to the case. This request needs to be made no later than 48 hours before the scheduled Conduct Board Hearing.
4. Students may not contact any Conduct Board members prior to a Hearing. If additional questions arise, student may contact the Director of Residence Life and Student Conduct.
5. Students must share a list of their witnesses at least two business days before the hearing date to Residence Life and Student Conduct.
6. The student may have one member of the Lewis Community (student, faculty or staff) serve as an advisor. Parents, other relatives or guardians, and attorneys are not able to attend Conduct Board Hearings. Advisors are not allowed to address the board directly. Advisors serve as counsel and support to the student. Advisors may speak with their advisee but cannot make any requests of the Board.
7. All Conduct Board hearings are to be recorded by the University for review as necessary by university officials. Recordings will be dated and stored for at least one year. Hearing deliberations are not recorded. No other recordings are permitted.

8. The Board may implement sanctions including but not limited to:
- a. Advising session
 - b. Mediation
 - c. Peace Circle
 - d. Redress (apology either written and/or verbal)
 - e. Restitution, payment for damage
 - f. Fine. In situations when a fine is specified as a possible sanction, the adjudicating staff member uses discretion when determining the fine based on the circumstances of the case.
 - g. Educative project or essay
 - h. Community service (Board discretion as to hours assigned)
 - i. Official reprimand
 - j. Activity restriction
 - k. Facility restriction
 - l. Behavioral contract
 - m. Guest restriction
 - n. Suspension from residence life
 - o. Residence hall relocation
 - p. Privilege Restriction
 - q. Referral to Counseling services for mandatory assessment
 - r. Removal from Residence Life
 - s. Campus restriction
 - t. Disciplinary Probation
 - u. Disciplinary Suspension
 - v. Disciplinary Expulsion

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.

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 their college or school; the student is restricted from being on University property unless engaged in official business approved in writing by the Dean of Students or 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, they must submit a letter to the Dean of Students or designee requesting reinstatement and provide evidence that they has satisfied the terms of the suspension.

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

Appeal Process

A student may appeal the decision made at any level of the conduct process. At each level, the appeal will be heard one level above the level at which it was originally heard.

- Conduct Review appeals are heard by the Director of Residence Life and Student Conduct or their designee
- Administrative Review appeals are heard by the Dean of Students or their designee
- Conduct Board Hearing appeals are heard by the Vice President for Student Life or their designee

Students submitting an appeal must include information showing one, or more, of the following:

- alleged violation of **Procedural Standards**;
- alleged **violation of Substantive Standards**; and/or,
- **New Evidence**

A violation of **Procedural Standards** means that the respondent was not provided the required notice or opportunity for a fair hearing due to specified procedural errors or errors in the interpretation of university policies/regulations. These specified procedural errors or errors of interpretation must have been so substantial as to effectively deny the student a fair hearing. Reasonable deviations from the procedures set out in the Code of Conduct or the Conduct process do not invalidate a decision or proceeding unless the student can show that there would have been a different outcome in the case if the deviation or error had not occurred.

A violation of **Substantive Standards** means there is a lack of information in the record that could support the decision or sanction(s). This does not mean the information presented at the hearing can be re-argued on appeal. Instead, it requires the student to show that no reasonable person could have determined that the student was responsible or could have imposed the sanction that was issued.

New Evidence means evidence that was not available at the time the determination was made, that could affect the outcome. Withholding information at the time of the hearing is not reason for an appeal based on New Evidence.

1. Appeals are submitted in writing and should be addressed to the Administrator of the conduct process where the case was heard as shown above. Written appeals must be submitted no more than three business days from the date of the outcome. Outcome letters are submitted to students via their university email through the Maxient system.
2. Students will be notified within three business days of receiving an appeal if the appeal is going to be heard. Students will receive information regarding the outcome once the appeal is completed.
3. There is only one opportunity to appeal an outcome. Additional appeals are not permitted and the decision is final.
4. Appeal Outcomes
 - a. Appeal granted. New conduct meeting scheduled.
 - b. Alteration or addition of sanctions.
 - c. If new information is submitted, additional policy violations may be noted resulting in referral to a new conduct process.
 - d. Case sent to original hearing officer to be reheard at original level.
 - e. In the case of a Board Hearing a new Appeals Board may be convened.

University Policies

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 results 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 risk of harm to self or others may be referred for action to the Dean of Students/Assistant Vice President for Student Life.

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 Student Wellness Center provides numerous resources to assist students who may be struggling with alcohol or other drugs.

The Student Wellness Center staff may assist in assessing a student's pattern of use/abuse. Based on this assessment, the student will be provided with treatment recommendations which could include services on campus and/or a referral to an off-campus treatment program or licensed treatment professional. Licensed counselors on campus will use research-based assessment tools to determine clinical recommendations. On campus counselors are prepared to serve low to moderate alcohol or other drug risk behaviors and/or symptoms and will be utilizing motivational interventions to refer to specialized or more intensive community-based treatment programs and providers as indicated. Student Wellness Center 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 risk to self and/or to others.

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 – 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 many 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 must comply with all federal, state, and local laws pertaining to alcohol possession and use 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 room with the door closed. Possessing and/or consuming alcohol with minors is not allowed 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) twelve ounce cans or bottles. Amounts over these limits will be confiscated by an appropriate University official. Large capacity containers such as: kegs, party balls, punch bowls, wine boxes, etc. are prohibited. Drinking games, and the use and/or possession of any device designed to increase speed or quantity of alcohol consumed such as: bongos, funnels, or hoses are prohibited. Such devices are subject to confiscation.

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 over eight people where alcohol is present are not permitted 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 impairment from alcohol use on campus or at any University-sponsored event.
- 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 kegs, party balls, punch bowls, wine boxes, etc.
- Participating in or being present during any drinking game.
- Possessing an open container of alcohol in a common area including 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. A student or employee at Lewis University violating state and/or local laws related to drugs and alcohol may be subject to arrest and criminal prosecution in addition to university disciplinary action.

Romeoville Code of Ordinances:

Chapter 112 – Alcoholic Beverages

112.20 PURCHASE OR ACCEPTANCE OF GIFT, CONSUMPTION PROHIBITED; EXCEPTIONS.

(A) Any person to whom the sale, gift, or delivery of any alcoholic liquor is prohibited because of age shall not purchase or accept a gift of alcoholic liquor or have alcoholic liquor in his possession. Any person so purchasing, accepting delivery of, or having possession of alcoholic liquor shall be in violation of this section.

(B) No person under 21 years of age shall consume alcoholic liquor.

(C) The possession and dispensing or consumption by a minor of alcoholic liquor in the performance of a religious service or ceremony, or the consumption by a minor under the direct supervision and approval of the parents or parent of the minor in the privacy of a home is not prohibited.

(Ord. 430, passed 12-4-74; Am. Ord. 710, passed 1-16-80) Penalty, see § 112.99 (A)

Minimum Legal Drinking Age

Even with this flexibility for the States, Congress retains the power to use financial and tax incentives to promote certain alcohol policies, such as the minimum legal drinking age. The Federal Uniform Drinking Age Act of 1984 sets the minimum legal drinking age to 21 and every State abides by that standard.

According to this Act, the Federal government can withhold ten percent of Federal funding for highways from States that do not prohibit people under age 21 from buying or publicly possessing any alcoholic beverage. While every State abides by this standard, State law varies on specifics about possession and exceptions to the law, such as allowing people under 21 to drink with their parents.

To learn more about Alcohol Policy in the United States, visit NIAAA's Alcohol Policy Information System (APIS) (235 ILCS 5/6-16) (from Ch. 43, par. 131) Sec. 6-16. Prohibited sales and possession.

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 Student Life, University Police, University Ministry, Residence Life and the Student Wellness Center work together to provide various alcohol and drug prevention education and awareness activities and initiatives.

Alcohol and Other Drug Policy Sanctions

Initial offense with no aggravating factors are heard at Conduct Review Level. Possible sanctions and institutional actions include, but are not limited to:

- Completion of Educational project (online program)
- Authorship of a research/reflection essay
- Advising Session
- Official Reprimand or Warning
- Other sanctions as determined by the adjudicator

If there are aggravating factors the case may move to Administrative Review Level. Aggravating Factors Include:

- Combined with a drug violation
- Previous violations of the alcohol or other drug policy
- More than one violation is alleged
- History of policy violations

Subsequent Offenses are heard at the Administrative Review Level. Possible sanctions and institutional actions include, but are not limited to:

- Referral to Wellness Center
- Completion of the two-part Brief Alcohol Screening & Intervention for College Students (BASICS) assessment.
- Authorship of a research/reflection essay
- Completion of an online educational materials
- Notification of parents/guardians of students under 21 years of age
- Other sanctions as determined by the adjudicator

Continued Offenses or Offenses with additional Aggravating Factors are heard at the Student Conduct Board Hearing. Possible sanctions and institutional actions include, but are not limited to:

- Restrictions from university housing
- Possible removal from university housing or expulsion

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.

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.

Textbook Rental

The store offers the ability to rent an expanding selection of textbooks. The Rent-A-Text program provides students with the option of renting a textbook for an academic term rather than purchasing it. Students simply bring it back to the Bookstore by the check in date printed on the receipt. In some cases, the Bookstore can rent subscriptions on select digital titles to give Lewis students one more cost saving option. Renting at the Lewis University Bookstore can save students 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.

Campus Assembly Policy

The University recognizes various student perspectives and supports open and respectful student expression and dialogue. Student concerns presented through proper channels will be given appropriate consideration by the University administration. The University expects that all established internal means for resolving issues are to be used prior to any student assembly.

Students are free to engage in assembly provided that all such assemblies on campus are peaceful, orderly, respectful of others' rights and freedoms, respectful of property, do not violate University policies, and do not interfere with the continuance of other University functions. The campus is private property and the University like all property owners, retains its right to restrict at its discretion the uses to which and the persons by which the campus is used.

Additionally:

- Roadways and entrances to buildings must not be obstructed.
- Overnight demonstrations or encampments are not permitted.
- Structures, walls, barriers, sculptures or other objects may not be erected on University property.

- Assembling or picketing inside buildings is prohibited.
- Damage to University property and littering with signs, leaflets, refuse or other materials is prohibited.
- Participants may only be current members of the University community – currently enrolled students and employees. External individuals, including alumnae/i and former students, are not permitted to participate.
- Amplified sound and the use of megaphones or other means of disrupting University functions is not allowed.
- Any personal attacks on members of the University community will not be tolerated.
- Threatening or advocating for violence, intimidating or harassing behavior or conduct which interferes in community members' ability to participate in the University's educational programs will not be tolerated.

Any violations of these established policies and procedures will result in disciplinary action and may include immediate removal from campus.

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 Students; the Associate Dean of the College of Humanities, Fine Arts and Communications; Director of Mission & Ministry; the Chairperson of the Communications Department; Student Senate 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.

Center for Academic Success and Enrichment (CASE)

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.

The 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

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.

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 any time. If the student must be away, the owner must either take the animal with them, 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 hall, 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.

Dietary Accommodations

Resident students requesting dietary accommodation must notify the Academic Services Office and meet with the University Dining Services management staff to discuss the requirements of the diet and determine if adequate accommodations can be made for the student to participate in the residential meal plan. Written documentation that includes the specifications of the diet, as well as evidence warranting the dietary accommodation request may be required to be submitted to the Academic Services Office. The Learning Access Coordinator will work with University Dining Services in an attempt to satisfy the requirements of the diet. If the requirements cannot be satisfied the Office of Residence Life will be notified.

As this process can take a few weeks to complete, the dietary accommodations process is encouraged to be initiated at the time of housing application and selection but may be initiated at any time. More detailed information is available by contacting the Learning Access Accommodations at: 815-836-5593 or learningaccess@lewisu.edu.

Housing Accommodations

All housing accommodations must be requested, documented and approved through Academic Services. Residence Life staff can support navigating the process if the need is identified on their housing application. Housing accommodations are based on what is available at the time the accommodation is approved. Examples of housing accommodations may include: wheelchair-accessible rooms with roll-in showers and handrails; rooms on the first floor or accessible by elevator; private rooms; fire alarms/smoke detectors with lights. If a student makes a request that cannot be accommodated due to space availability, the student will be placed in a high priority spot on a waiting list until the accessible room becomes available.

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

Appeal

If a requested accommodation is not approved, or a student is not satisfied with the outcome, the matter may be appealed to the Vice President for Student Life.

Complicity

Being present during the planning or commission of any violation of the Code of Conduct is a violation. Students who anticipate or observe a violation of the Code of Conduct are expected to remove themselves from association or participation and are encouraged to report the violation.

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. Sodexo offers a variety of dining services including daily meals for both resident and commuting students as well as high-quality catering and concessions services. Explore dining 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 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 Student Conduct process.

Food Allergies and Intolerance

If a student has a food allergy or intolerance, it is important to learn about the options available while dining on campus. The Sodexo Dining Services team takes pride in serving students wholesome ingredients, preparing recipes accurately and providing nutritional analysis and ingredient statements through our online menus and nutrition calculator. From the general manager to the front-line servers, Sodexo works carefully to address food allergies or other special dietary needs.

Sodexo is available to meet one-on-one with anyone who has individual dining needs to ensure that the dining experience is safe, delicious, and social. Individuals with a food allergy/special diet concern, please contact the Regional Dietitian Jessica Airola at Jessica.Airola@sodexo.com.

Sodexo is also proud to offer Simple Servings at Brown Dining Hall, which provides safe and appetizing food choices for our customers with food allergies, gluten intolerance, and those who prefer simple food. All foods served at this station are prepared with ingredients that do not contain milk, eggs, wheat, soy, shellfish, peanuts, tree nuts, sesame, or gluten. We encourage our students to learn more about Simple Servings by contacting [Our Dining Team](#).

Driver Policy

The Lewis University Driver and Vehicle Use Policy regulates the operation of Lewis-owned, rented, or personal vehicles used to transport students or employees for University-approved events or for University-related business purposes.

The policy is intended to:

1. Reduce the frequency and cost of motor vehicle crashes.
2. Minimize risk by ensuring that drivers have valid licenses and safe driving histories.
3. Ensure vehicles are properly insured.
4. Establish minimum requirements for driver training.
5. Set procedures for reporting motor vehicle crashes involving University vehicles on University-sponsored trips.

University-Approved Drivers

Lewis University faculty, staff and students may operate motor vehicles used for University-sponsored travel involving students and for University business purposes provided they have complied with the requirements in this policy.

Driver approval is not required for student drivers for the following routine or recurring activities for which Lewis University does not ordinarily provide transportation: student teaching, nursing clinicals, internships, service, and community engagement experiences.

Individuals not affiliated with Lewis University such as charter bus drivers, shall be subject to rules, regulations and requirements of their state licensing entity and employer.

Driver Eligibility

University-approved drivers are required to possess a valid driver's license issued by the driver's state of residence for the correct type of vehicle that will be driven. Drivers who are not U.S. citizens and who have not declared Illinois as their state of residence may drive on a valid foreign driver's license provided it is in compliance with the Illinois Vehicle Code.

Specialized vehicles, as described below, require a commercial driver's license with appropriate endorsements to operate:

- A vehicle with a gross vehicle weight rating (GVWR) greater than 26,001 pounds.
- Any combination of trailer and towing vehicle greater than 26,001 pounds GVWR with the trailer in excess of 10,000 pounds.

- Any vehicle designed to transport 16 or more passengers, including the driver.
- Any combination of vehicle and towing vehicle required by federal regulations to be placarded while transporting hazardous materials.

Age Restrictions

University-approved drivers must comply with mandatory age restrictions depending on the size and type of vehicle:

- At least 18 years of age to operate University-owned vehicles.
- At least 21 years of age to operate a rented sedan, minivan or compact SUV (up to 11 passengers).
- At least 25 years of age to operate a rented van with a capacity between 12 and 15 passengers.

Driver Approval Process

To be approved to operate motor vehicles for University-sponsored travel, drivers must complete the following steps:

1. Submit the Driver Applicant Form (Form A) to the Office of Human Resources.
 - a. A check of the driver's history will be conducted and the report reviewed by the Office of Human Resources to verify safe driving history.
 - b. Drivers with unsafe driving history will not be approved.
 - c. Drivers must report all changes in the status of their driver's license (including suspension, revocation or expiration) within two business days of such changes to their supervisor and the Office of Human Resources.
2. Complete the online safety course assigned by the Office of Human Resources.
3. Submit a copy of a valid driver's license and a current automobile insurance card to the Lewis University Police Department.
4. Submit the Driver Policy's Acknowledgement Form (Form B) to the Lewis University Police Department (LUPD).

Driver Requirements and Responsibilities

All University-approved drivers are expected to conduct themselves in a safe manner while operating motor vehicles engaged in student transport or University business travel. Where the requirements of this policy are more restrictive than another University policies, the terms of this policy shall apply.

Responsibilities of Drivers:

- Inspect the vehicle before the trip to ensure it is in good working order.
- Drive safely and follow the traffic laws for the state within which you are traveling.
- Assume responsibility for traffic violations committed while operating a motor vehicle for University business.
- Do not operate a motor vehicle while under the influence of alcohol, illegal drugs, or any prescription or over the counter medications which may cause drowsiness, affect decision making or impede the ability to operate a motor vehicle.
- Do not transport alcohol or illegal drugs in any vehicle engaged in transporting students.
- Do not permit smoking, vaping or use of tobacco products within the motor vehicle.
- Do not use handheld mobile electronic devices while operating a motor vehicle. Drivers may use hands-free devices provided they can be utilized safely without diverting the driver's attention. Navigation aids may be safely utilized as permitted by traffic laws.
- Ensure the number of vehicle occupants does not exceed the number of working seatbelts.
- Ensure all occupants properly wear seatbelts.

- Turn off the ignition, remove the key and lock the vehicle when unattended.
- Do not pick up hitchhikers and/or unauthorized passengers.
- Avoid “caravans.” When multiple vehicles are being used, drivers should schedule predetermined meeting points, rather than following one another through traffic.
- On trips over four (4) hours in length, no driver may operate a vehicle for more than four consecutive hours.
- Drivers shall take a break at least every 90 minutes.
- Prior to University business travel or transporting students, drivers shall monitor weather conditions impacting travel. The driver has the authority to stop driving or cancel a trip based on weather conditions. Weather conditions which may impede traffic safety include but are not limited to heavy rain, fog, ice and/or snow, high winds, or other conditions that limit the ability to safely operate the vehicle.

Motor Vehicle Crashes

Drivers are required to report all crashes, damages or violations. Notifications must be made to the Director of Operations and Purchasing, the driver’s supervisor (for employees) or the Dean of Students (for student drivers).

- In the event of a crash:
 - Do not leave the scene.
 - Call 911 if there are injuries or damage.
 - Keep calm and do not argue.
 - Do not admit fault (limit statements to factual observations).
 - If there are injuries or property damage, a police report is required. The report should be completed by the police jurisdiction where the crash occurred.
 - Gather all facts about the crash or loss including: dates; times; names, addresses and phone numbers of those involved and witnesses; vehicle descriptions (make, model, color and license plate number); types and extent of injuries.
 - Give a statement regarding the crash only to the investigating police officer.
 - When safe to do so, contact the Director of Operations at 815-836-5205 to report the incident.
 - Within 48 hours of the incident, drivers shall submit the Lewis University Accident Reporting Form (Form C) to the Director of Operations.

Use of Personally Owned Vehicles

Every effort should be made to provide transportation for University sponsored events in a University owned or University-provided vehicles. In the event a driver uses a personally owned vehicle, a safety inspection of the vehicle prior to travel is required. The inspection should include, proper tire pressure, working head and taillights, working turn signals, seatbelts and wiper blades.

Student Driver and Vehicle Usage Policy

In addition to the policies above, student drivers must adhere to the following:

- Only operate vehicles for approved University events.
- Comply with all University Behavioral Standards and Policies.
- May not operate motor vehicles between the hours of 1:00 am and 5:00 am, except in an emergency.
- Shall have discretion to refuse to continue to operate a vehicle when conditions make the student driver uncomfortable such as: congested traffic areas, bad weather, unfamiliar roads, or unfamiliar vehicles.

Emergency Contact Forms

All students should have Emergency Contact information submitted to the University through the myLewis Portal. All resident students will be required to identify an Emergency Contact when applying for housing.

Description

Students should review their Emergency Contact information annually and keep it up to date. In addition to a general Emergency Contact, students can specify an Emergency Contact for a Mental Health Emergency and an Emergency Contact if they were to go Missing. If specific Emergency Contacts are not identified, Lewis University will use the main Emergency Contact Person for all Emergencies.

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 Services 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. The FAFSA is available at www.studentaid.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.studentaid.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.studentaid.gov. – Lewis University's School Code is 001707.
- Obtain your FSA ID at <https://studentaid.gov/fsa-id/> 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

	First Year Student	Transfer	Returning
Merit Scholarship	02/01/2025	06/01/2025	NA
Lewis LaSallian Grant	02/01/2025	06/01/2025	12/01/2024
State of IL MAP Grant	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.		

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

- Go to studentaid.gov
- Click "log in" with your FSA ID number that is used to complete the FAFSA
- Go to 'Complete Aid Process'
 - Select "Complete a Master Promissory Note"
 - Select "Complete Entrance Counseling"
- 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. 2324)
 - 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. 2324)
 - 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.

Fire Pit Policy and Procedures

Lewis University has gas Fire Pits for use by members of the University community. No other Fire Pits or Bonfires are allowed on campus.

Fire Pits are available for use year-round between 8am – 10pm, Sunday – Saturday.

**Please note that the Fire Pits may be closed due to weather.*

Fire Pits can be [reserved through Meetings, Events and Conferences](#) and must follow the policy and procedures. Registered Student Organizations must have their event requested and approved through Student Engagement. When completing a reservation, please indicate the number/location of the Fire Pit. If you need a specific set-up for your event, please complete a Facilities Work Order.

- Fire Pit #1 University Green (Near Memorial Hall and Academic Science Building)
- Fire Pit #2 Between North Hall and Founders Hall
- Fire Pit #3 Backyard
- Fire Pit #4 Veterans Plaza

At the Fire Pits:

- No smoking.
- No burning of materials.
- No alcohol permitted.
- No food over the fire pit.
- No horseplay or physical activities within 10' of fire pit.
- Sponsors of the event/users are responsible for cleaning up the area when the event has concluded.
- The fire should not be left unattended and should be turned off when the event has concluded.

To turn on the Fire Pit:

- Remove cover before attempting to light.
- Verify emergency stop button on the black pedestal is pulled out.
- Turn timer to desired length to have on.
- Pit will automatically light. This may take up to 60 seconds. Do not use any accelerants.

To turn off the Fire Pit:

- Turn timer to off.
- Pit will automatically shut off.
- Fire pit must be allowed to cool completely before replacing the cover.
- In an emergency, push emergency stop button to turn off.

When a Fire Pit is not reserved, members of the University Community can use them and must follow all the procedures noted above. If members of the Community are using a Fire Pit without reserving it and a group has it reserved, the group that has the Fire Pit reserved will have priority use of the Fire Pit.

Instructions on how to use the Fire Pits are posted at each location.

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

For more information: <https://youtu.be/TleP9Ho4us8>

Grade Appeals

Grade Appeal Process

1. If a student wishes to appeal a final grade for a course, the student must, prior to the third week of the subsequent fall or spring semester, contact the instructor of the course to express concern. * The instructor of the course will review with the student how the grade was determined.
2. If the student is not satisfied with the explanation, he or she may submit a letter of appeal with a rationale for a change of grade to the chair of the department where the course is offered or to the faculty designated by the dean if the instructor is the department chair. The 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.
3. The department chair or dean's designee will then meet with the student to inform the student of the department chair or dean's designee determination on the appeal.
4. If the student is 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 appeal must contain a summary of the meetings with the instructor and the department chair or dean's designee, and it must include any evidence supporting the claim for a grade change.
5. The dean will review the material, consult the instructor 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.
6. 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.
7. If the course has a UNIV prefix, or the instructor is a dean or member of the dean's office, the appeal will be reviewed by the Office of the Provost.

*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:

- ✓ one faculty member appointed by the appropriate academic dean;
- ✓ one representative from the Office of Student Life;
- ✓ 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. All cases involving suspected academic dishonesty are treated in accordance with the type of violation, as specified in the Lewis University Policy on Violations of Academic Integrity.

Policy on Violations of Academic Integrity

Rationale: This policy is intended to provide clear definitions of levels and types of plagiarism based on the severity of the issue and the potential intent involved. An academic integrity violation will be treated in accordance with the type of violation, as specified below.

Level 1: Minor

Description: Unintentional Plagiarism; Unintentional omission of citations

Level 1 Plagiarism occurs when a written document or oral presentation (research paper, essay, proposal, letter, discussion board post, formal test, or any required or independently written document or presented work) prepared by an author to represent their thoughts, opinions, positions, or findings possesses the following concerns or issues:

- Missing or incomplete reference list
- Incorrect citation format or style
- Incomplete reference or citation
- Lack of quotation marks around direct quotes
- Inappropriate paraphrasing without proper citation
- Citations present, but not used consistently

Actions/Consequences:

REQUIRED

- Education
- Referral to academic support or other services as needed

AT INSTRUCTOR'S DISCRETION

- Revision and resubmission of assignment
- Grade penalty for assignment
- If behavior is repeated in the course with no attempt by the student to remedy, the instructor should report to the Office of Academic Affairs, and may choose to impose additional penalties.

Level 2: Moderate

Description: Partial plagiarism; minimal or inconsistent evidence to provide properly cited work.

Level 2 Plagiarism occurs when a written document or oral presentation (research paper, essay, proposal, letter, discussion board post, formal test, or any required or independently written document or presented work) prepared by an author to represent their thoughts, opinions, positions, or findings possesses the following concerns or issues:

- Presence of some citations, but significant sections lack attribution
- Limited or inconsistent use of quotation marks

- Changes in content terminology without acknowledgment
- Language that markedly differs from the rest of the submission, such as abrupt shifts in tone or complexity.

Actions/Consequences:**REQUIRED**

- Education
- Referral to academic support or other services as needed
- Report to Office of Academic Affairs *

The Office of Academic Affairs will:

- Report to International Student Services (required if international student)
- Report to Athletics (required if student athlete)
- Report to Success Coach (undergraduate) or Faculty Advisor (graduate)

* **Note:** The Office of Academic Affairs may refer the case to an academic honesty judicial board. This board may recommend additional penalties, up to and including dismissal from the University. In cases where the academic violation occurs in submission of research for publication, the case will be referred to the University Research Integrity Board.

AT INSTRUCTOR'S DISCRETION

- Revision and resubmission of assignment
- Grade penalty for assignment, up to and including a grade of 0
- If behavior is repeated with no attempt by the student to remedy, the instructor may choose to impose additional penalties, up to and including a failing grade for the course.

Level Three: Severe

Description: Deliberate Plagiarism with intent to deceive

Level 3 Plagiarism occurs when a written document or oral presentation (research paper, essay, proposal, letter, discussion board post, formal test, or any required or independently written document or presented work) prepared by an author to represent their thoughts, opinions, positions, or findings possesses the following concerns or issues:

- Unusually sophisticated or complex vocabulary and sentence structure
- Atypically high sentence complexity compared to class average or previous work (e.g. Class Average Sentence Complexity = 11th grade, Student submission = 16th grade)
- Absence of current citations throughout the document
- Limited engagement with course materials or discussions, instead offering majority new or additional concepts
- Superficial or irrelevant treatment or discussion of course-, assignment- or discipline-specific concepts or topics
- No attempt to integrate original analysis or ideas, lack of personal voice or ideas, no sign of individual expression

Actions/Consequences:**REQUIRED**

- Report to Office of Academic Affairs *

The Office of Academic Affairs will

- Report to International Student Services (required if international student)
- Report to Athletics (required if student athlete)
- Report to Success Coach (undergraduate) or Faculty Advisor (graduate)

* **Note:** The Office of Academic Affairs may refer the case to an academic honesty judicial board. This board may recommend additional penalties, up to or including dismissal from the University. In cases where the academic violation occurs in submission of research for publication, the case will be referred to the University Research Integrity Board.

AT INSTRUCTOR'S DISCRETION

- Education (suggested resources)
- Referral to academic support or other services as needed
- Revision and resubmission of assignment
- Grade penalty for assignment, up to and including a grade of 0
- Grade penalty for the course, up to and including a grade of F

Appeals of decisions regarding Academic Integrity violations should be made in accordance with "University Policies and Procedures for Appealing Other Academic Matters" found in the University Catalog.

Statement on Appropriate Use of Artificial Intelligence

Context

Lewis University recognizes artificial intelligence (AI) as one of a number of technologies and tools available to students. In keeping with our core purpose as an educational institution, Lewis University seeks to educate students on appropriate use of AI for multiple purposes and in various contexts. To this end, course syllabi may provide a statement on Appropriate Use of AI for that particular course. A syllabus statement will define "appropriate use" for that course only, and the course-level definition of appropriate use will not apply to any other course or courses. Instructors may also define "appropriate use of AI" on a per-assignment basis, in which case the instructor's definition will be in force and will apply only to that particular assignment.

Statement of appropriate use

Unless otherwise specified in a course syllabus or by the instructor, work generated via artificial intelligence or other technology and submitted as the student's own will be considered plagiarism. In the absence of any course- or assignment-level statement on the appropriate use of AI, the University policy shall apply.

This statement also covers the use of Artificial Intelligence or other means to falsify, deface, or alter any official document submitted to or issued by the University (see **Community Standards**, section XII).

Appeals of decisions regarding Academic Integrity violations should be made in accordance with "University Policies and Procedures for Appealing Other Academic Matters" found in the University Catalog.

Identification Card

All students must obtain a Lewis University issued student identification card. The identification card is property of Lewis University. The Lewis Identification Card should be carried at all times and presented upon request to any University Official, such as Lewis University Police Department personnel, and Residence Life staff, including Resident Assistants. 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 Lewis University Police Department administrative office. A fee will be assessed to the student's accounts for replacement ID cards.

Lewis identification cards will only be issued to students that present another form of valid, legal identification that includes a picture, such as a Passport, State Identification or Driver's License.

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.

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 frequently 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 a referral to the Office of Student Conduct.

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, and administration. It is a "one-stop-shop" for everything related to the University experience.

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>).

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.

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 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.

Intercollegiate Athletics

Lewis University offers varsity intercollegiate competition for both men and women. The men's intercollegiate program includes baseball, basketball, cross country, golf, lacrosse, soccer, swimming, tennis, track and field, and volleyball. The women's intercollegiate program includes basketball, bowling, cross-country, golf, lacrosse, soccer, softball, stunt, 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).

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.

For more information on Lewis University Athletics, visit our Web site at www.lewisflyers.com

Interfaith Holidays

Consistent with our Lasallian, Catholic mission, Lewis University recognizes the value of honoring and supporting the diversity of faith traditions, religious identities, and spiritual commitments within our campus community. Additionally, the Interfaith Calendar furthers Lewis University's commitment to our Lasallian charism that prioritizes association and a spirit of fidelity and ecumenical openness in the search for meaning.

The Interfaith Calendar is a reflection of and contribution to Lewis University as a community that welcomes and appreciates all faith traditions and worldviews. The calendar speaks to the value each member of our university brings to our community, and the ways in which we hope to honor and support their identities and faith commitments within our campus community.

The goals of the Interfaith Calendar are to:

- Educate the campus community about spiritual and cultural holidays;
- Foster a sense of belonging for community members who celebrate these holidays;
- Cultivate a spirit of hospitality and inclusivity in our campus community, aligned with the Lewis University Mission and Lewis University's designation as a Sanctified Zone "united in diversity."

The Interfaith Calendar is not an official designation of spiritual and cultural holidays recognized or observed by Lewis University; rather, the calendar is meant to be an educational resource for our Lewis community. The calendar promotes knowledge about and respect for religious and cultural diversity in our classrooms and in our campus community more broadly.

This calendar provides a reference point for celebrations, holidays, or spiritual engagements that Lewis community members may observe during the academic year.

[Interfaith Holidays Calendar AY 24-25.pdf \(lewisu.edu\)](#)

International Student Services

The Office of International Student and Global Scholar Services (ISGSS) supports F1 Visa students and J1 Visa scholars by advising students on visa regulations that apply to their academic journey both at Lewis University and while they are in the United States.

Immigration Status and Maintenance

Full-time Study: international students are required to pursue their studies on a full-time basis. To be considered full-time, undergraduate students must successfully complete at least twelve (12) credit hours each semester. Graduate students (including those in pre-master's status) must successfully complete at least nine (9) credits each semester (excluding the regular summer vacation) to maintain full-time status. Graduate students that begin their program mid-semester (in the Spring 2 or Fall 2 term) must complete a minimum of six credits in order to be considered in full-time status

Online courses: International students in F-1 status should be aware that only one online course or three (3) credit hours per semester may be used toward their full-time course of study requirements. While the rule does not prohibit taking additional online courses, only three (3) credits may count towards full time attendance.

Hybrid Courses: The Course Catalogue will show a campus location, which can be used to identify online or in-person courses. ROM, ABQ, and OBK are the in-person locations. ONL is the designation for an online course. However, with some in-person courses, the instructor may offer hybrid learning options. “Hybrid learning, with some requirements for in-person learning” is permitted per C.F.R. § 214.2(f)(6)(i)(G) and 8 C.F.R. § 214.2(m)(9)(v). Hybrid learning can be defined as: courses with a minimum of 50 percent contact hours in-person with an instructor. The 50 percent contact hour minimum can be met via traditional classroom instruction, as well as office hours, labs, clinical, or any other instructional method with direct contact that is recorded with the instructor. It is the student’s responsibility to ensure that when they are enrolled in an ROM, ABQ, or OBK course, that they attend a minimum of 50 percent of the classes in-person. This policy does not supersede the instructor’s policy on class attendance and participation.

Reduced Course Load (RCL): Studying less than full-time is only permissible in the student’s last semester, or with a physician documented and approved medical condition. Students must complete a RCL form and obtain their academic advisor’s approval any time they will drop below the full-time credit hour requirement (9 credits for Graduate, 12 credits for undergraduate). All RCLs must be approved by the Office of International Student and Global Scholar Services.

Dropping Courses: International students must receive written permission from the ISGSS office before dropping any courses which would take them below full-time status or before withdrawing from the University. If a student applies for and is granted an “exception from full-time enrollment,” the student must continue to carry at least a half-time course load and must resume a “full course of study” in the following semester. See the ISGSS office for details on complying with this and other requirements.

Summer Term: Enrollment during the summer terms is optional, except for international students that begin their programs during a summer term, in which case, full-time and in person enrollment is required. Continuing international students who have completed at least one full semester at Lewis may elect to take summer classes. These continuing students may take any number of on-campus or online summer courses with no minimum on-campus or course load requirements.

Last and Final Semester Policy: Specific visa regulations apply to students in their final semester of study. Students should work closely with their Academic Advisor in order to be prepared to meet visa regulations during their final semester at Lewis University.

Reduced Course Load: This form must be approved by your Academic Advisor and the ISGSS Director or DSO through SEVIS before you can drop to a less than full-time load. Students failing to request & obtain advance approval of a reduced course load will be considered “out of status” by the SEVP.

One class remaining: A student’s last and final class (i.e., capstone or any other required course) must be attended in-person to maintain legal F-1 visa status. A Hybrid course may be acceptable, but requires DSO review (regardless of semester). Students in their final semester are not permitted to study entirely online courses.

Required Communications and Reporting

Checking In Upon Arrival: All F-1 and J-1 international students must check in at the Office of International Student and Global Scholar Services within ten (10) days of their arrival in the United States, complete a student data sheet, and present their immigration documents (passport, I-94 Record of Arrival and Departure, and SEVIS I-20 or DS-2019).

Orientation: All F-1 and J-1 students are required to participate in a scheduled in-person new international student orientation and registration day upon arrival to Lewis as well as an extended online orientation for the duration of their first semester. If the in-person orientation is missed, students can complete an online international orientation. All F-1 students must also sign an Academic Integrity Policy Agreement upon completion of the international student orientation.

Transfer Students: 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 they must complete transfer procedures as provided in the federal regulations within fifteen days of the first day of class

Change of Program or Address: F-1 and J-1 students must notify the International Student and Global Scholar 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 and the ISGSS office within ten (10) days.

Documentation Requirements: Under federal law, all international students with F-1 or J-1 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.

Employment Policies for International Students

Conditions for Employment: To be approved for work on and off campus, students must have good academic standing. International students are allowed to work in the United States under the following conditions:

Work hours: International students holding F-1 and J-1 status 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. F-1 students are reminded that if they plan to apply for post degree completion OPT (Optional Practical Training), they may apply 90 days before the degree conferral date or up to 60 days after. Additional information about OPT and other types of employment authorization for F-1 and J-1 students is available at ISGSS office.

CPT (Curricular Practical Training): this type of employment is available to undergraduate international students who have completed one full academic year in the United States.

Additionally, CPT is an integral part of the Graduate level curriculum at Lewis. The Graduate Capstone Course is one appropriate course, among others, associated with this practical training. Students may complete CPT before or during the Capstone Course enrollment to satisfy practical experience necessary to complete the final project.

Undergraduate students who have completed an academic year in the US or graduate students requesting additional training prior to their Graduate Capstone Course may also apply for CPT consideration by completing documentation showing the connection of the employment opportunity to a Lewis course within the student's program of study. More information about the CPT process and required documents can be obtained from the ISGSS Office.

Health Insurance Requirement

ISGSS facilitates the mandatory international health insurance program that is administered by Lewermark and is designed to provide international students, exchange visitors, and their eligible dependents with continuous insurance protection and access to quality, affordable health care services. International students and scholars, as a condition of enrollment, are required to comply with the health insurance policies of the University.

Only students sponsored by a US based employer insurance plan or government scholarship are eligible to waive the university insurance policy. The University is mandated by federal law to terminate from its program all individuals and their dependents who do not meet minimum insurance requirements.

The Lewermark health insurance plan at Lewis provides students with annual coverage through 2 billing cycles each year: July 1 - December 31 for the Fall semester, and January 1 through June 30 for the Spring semester.

Library

The Lewis University Library provides resources that support your research, coursework and academic success.

The library is located on the first and second floors of the Learning Resource Center (LRC). Your Lewis ID serves as your library ID.

Available resources include online databases, print and electronic books and journals, streaming media and research tools. All online resources can be accessed 24/7 by logging in with your MyLewis username and password.

Individual and group study spaces are available for both quiet study and collaboration. Students can also borrow materials from over 90 college and research libraries across Illinois through the I-Share catalog and interlibrary loan.

In addition, the Library's Instruction and Research Department offers the following services for students looking for assistance in their research projects. All of the below services will be available in-person and online by appointment:

- **Research Appointments on Demand:** The research librarians are here for you – so use them! Students can schedule one-on-one or small-group research consultations— completely online in real time with a research librarian during any of the library's operating hours. For more information, visit <https://lewisu.libcal.com/appointments/>
- **“Ask a Librarian”** Is Your Best Friend when Creating a Research Project. Visit lewisu.libanswers.com to explore FAQ's about research starting points and strategies, chat with an actual research librarian, submit a research question, schedule an appointment for a research consultation, and so much more!
- **Research Guides:** The Instruction and Research Department has created topic, subject, and course resource guides for many of the academic areas on campus. Look at the Research Guides here or visit lewisu.libguides.com. Don't see one for your topic or subject area? Let us know; we'll build one!

For more information, including hours, visit the library website at: <https://www.lewisu.edu/library>

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.

Mailroom

The mailroom is located on the lower level of De La Salle Hall. The mailroom is closed on weekends and holidays. Deliveries will resume the next business day. Any schedule changes will be posted outside the mailroom window.

Incoming mail is usually sorted and in mailboxes by 10 a.m. The United States Postal Service picks up mail from the mailroom at 12 p.m. and the outside box at the north end of the LRC building at 12:45 p.m. Monday–Saturday.

Newspapers and magazines will not be kept for more than a week; 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 as

long as you are a resident. If you are not returning the following semester in May or December, you must update your Banner info 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 the fall semester, mail and packages will be waiting here. If you are not returning as a resident, 1st class mail will be forwarded for 90 days. USPS packages can only be forwarded if the student or company pays for or provides a shipping label for 90 days. If you fail to provide a shipping label for packages, they will be returned to the sender. In case of a lost key, a key order form can be filled out at the 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. 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 or packages will delay them, as mailroom staff will have to look up individual students. **Only resident students** are allowed to use their Lewis University address for cards, letters, billing/statements, and packages.

Stamps and limited mailing services are available through the mailroom. The mailroom is only allowed to send out first class. All outgoing mail with correct postage should be deposited in the slot to the right of the mailroom window. Interoffice mail should be deposited in the correct slot to the right of the 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 Banner and also update their address through the My Lewis portal. After logging in, select the 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.

The mailroom only accepts cash payments for stamps and mailing packages. Your mailbox keys will be given to you by ResLife during welcome week. If you moved in after welcome week, please see the mailroom for a key.

When receiving packages, you will receive an email from Qtrak. The email will inform you if your package is in a student locker at Brother James Gaffney Center or in the mailroom. You do not receive emails when you receive regular mail such as cards, bills, or statements. That is why it is important that you check your mailbox at least once a week. If you receive an email stating your package is at Brother James Gaffney Center lockers, you will receive a code to pick up your package. If your package is in the mailroom, you will receive a yellow card in your mailbox, then bring the yellow card to the window. You must have your student mailbox key and student ID when picking up packages from the mailroom.

The address for mail/cards/bills is:

Your Name + Mailbox #
Lewis University
1 University Parkway
Romeoville, IL 60446

The Address for Packages Amazon/USPS/UPS/FedEx

Your Name + Mailbox#
Lewis University
1312 Enterprise Drive, Unit J
Romeoville, IL 60446

All packages go to our shipping and receiving department center at 1312 Enterprise Drive; this location is not on campus. The mailroom advises all students to use the correct address regarding packages. The mailroom is not responsible for incorrect addresses that result in missing or stolen packages. The mailroom receives packages from shipping and receiving at 9 a.m. and 1 p.m. only. If you get an email from the company you ordered from after 1pm saying your package has been delivered, it will not arrive in the Mailroom until the next day. You will receive an email from Qtrak when your package is ready to be picked up. If you have any questions, please call Kathy Comerford, Mailroom Coordinator at 815-836-5274 or email kcomerford@lewisu.edu, or stop by the Mailroom. Mailroom hours are M - F 8:30am to 4:30pm unless otherwise posted. Summer hours are M - Th 8:30am to 4pm and Friday 8:30am to 12:00pm. We are happy to help if you have questions.

Media Release

Lewis University will take and publish pictures, video and other media at University events and activities for University purposes. Students that do not want their image to be used must notify the Office of Marketing and Communication in writing at pr@lewisu.edu.

No Contact Orders

Only the Dean of Students or their designee are authorized to issue a No Contact Order (NCO) prohibiting contact between students when there exists a reasonable concern that physical or psychological harm may result from such contact, or when an NCO is requested as a supportive measure through the Student Conduct Office or the Office of Student Life. The terms of an NCO will be reasonably tailored to the particular risks of harm. NCOs are a non-punitive measure and the information below seeks to clarify their scope.

The University will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, and/or evidence of physical violence by one student against another;
- When there are allegations, threats, and/or evidence of harassment by one student of another;
- When there is a substantial risk of harm from continued contact between students;
- When continued contact between students may have a material impact on campus disciplinary proceedings;

NCOs cannot ensure that students will not see one another on campus or be near one another. Rather, they serve to limit potential interactions between the parties.

All NCOs provide that one student may not have contact with the other. Contact includes physical contact as well as communication, including but not limited to, in-person contact, telephone calls, email, texts, and other forms of electronic communication, social media-based messages or postings, and third-party communications including through proxies.

A request for an NCO does not automatically result in the issuance of an NCO. There may be times that individuals will be referred to other forms of conflict resolution, such as mediation with their Resident Adviser for a resident student or a professional staff member for a commuter student.

An NCO may be imposed by the University without an individual's request, including if there is an ongoing investigation. A student seeking the modification or rescission of an NCO shall contact the Dean of Students, and/or the Student Conduct Office. The administrator may consult with one or both parties before deciding whether to modify or rescind the NCO. NCOs will be reviewed annually. Notice will be given to all parties before an NCO is rescinded, and parties will request the NCO remain in place.

No Contact Orders all have some parameters in common. They are also tailored to risks of harm, meaning additional options can be considered based on the specifics of a situation.

The Director of Residence Life and Student Conduct can help you explore mediated requests for additional stipulations. Examples include:

- Limiting access to residence halls
- Coordinating access to spaces (e.g., library, weight room, gym, music rooms, etc.)
- Exploring options if students are assigned to the same section of a class

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 Engagement 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 Engagement in consultation with Student Life.

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 Vice President for Student Life 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 Engagement 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.

Open and Respectful Debate Policy

In alignment with the Sanctified Zone, the University values and promotes academic freedom, freedom of expression, inquiry and debate about ideas. Nothing in this policy is intended to limit or restrict a person's ability to engage in these aspects of freedom of speech; however, such rights do not include the right to engage in bullying, harassment or discrimination. Debate, even if vigorous, is generally not bullying when it addresses the validity of the concepts, logical structure or quality of the evidence presented in support of an idea or argument. Debate is more likely to be considered bullying when ad hominem attacks, personal insult or invective are used.

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 the ***Response to Students at Risk of Harm to Self or Others*** policy in this Student Handbook.
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 Life 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 Students 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 student 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.

Policy Regarding Death of a Family Member

Students may notify the Office of Student Life in the event of the death of a family member. At the wish of the student, the Dean of Students Office will notify the Director of Mission and 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.

Police Department-Lewis University

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 out of 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 to students, faculty, staff and administrators within minutes through an emergency communication system which sends emergency messages by telephone, e-mail and SMS 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 Threat

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 sight or hearing impaired, 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. 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 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 ordered online through PermitExpress® accessed through the MyLewis portal and are available at no cost.
- 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).
- 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.

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 (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 marked between 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.
- 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 if:

- 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. 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.

Walking 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.

Video Surveillance and Body Worn Cameras

Campus Video Surveillance System

The Lewis University Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security. Cameras are placed in strategic locations on campus to detect and deter crime, to help safeguard against potential threats to the community, to help manage emergency response situations and to assist University officials in providing services to the community.

The Lewis University Police Department has the operational authority to select, coordinate, operate, manage, and monitor the public safety video surveillance system.

The Campus Emergency Planning Team (CEPT) may make recommendations regarding camera placement and prioritization. These recommendations are approved by the Chief of Police.

Only department-approved video surveillance equipment shall be utilized. The installation of "dummy" cameras is prohibited. Only public areas where no reasonable expectation of privacy exists will be monitored. Images from each camera are recorded in a manner consistent with the underlying purpose of the particular camera. Cameras are not normally monitored in real time and only record video images and not sound.

Body Worn Cameras

The Lewis University Police Department issues police officers body worn cameras. These cameras record both audio and video, and are meant for use during the performance of police duties which means they record most interactions between police and community members. The use of body worn cameras is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the community. Body worn cameras are required to be worn by police officers in accordance with Illinois State statute (50 ILCS 706/10-15).

Body worn camera evidence is retained in accordance with Illinois State statute and LUPD policy. Body worn camera video may be reviewed in incidents involving complaints against LUPD personnel, violations of University Behavioral Standards, and criminal investigations. It may also be used for police training.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

Public video surveillance equipment and body worn cameras shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

All recorded video images gathered by the public safety video surveillance system and body worn cameras are for the official use of the Lewis University Police Department and may be shared with other law enforcement agencies, State's Attorneys or University officials when appropriate.

Registered Sex Offender

In compliance with both federal and state law, Lewis University is required to issue a statement advising the campus community where information concerning registered sex offenders may be obtained and provide the name, address, birth date, place of employment, school attended, and offense to any individual on campus requesting information concerning sex offenders attending or employed by the university. Any employee, student, prospective employee, prospective student or interested college community member may request to see a specific file upon request. One must make an appointment with the Chief of Police or his designee, Monday-Friday, 9 a.m. - 4 p. m.

Additionally, the Illinois State Police maintains a list of all sex offenders required to register in the State of Illinois. This database is updated daily and can be found at: <https://isp.illinois.gov/Sor/Disclaimer>.

Student / Employee Sex Offender Registration

Illinois:

In order to comply with federal and state registration requirements related to college enrollment, **a sex offender in Illinois must register within three days of attendance or employment at a college by reporting in person to the Campus University Police Department.**

Albuquerque:

Sex offenders enrolling as students at the Albuquerque campuses must disclose, in accordance with New Mexico state law, to the Executive Director of the Albuquerque campuses their status as sex offenders. This disclosure shall be completed in-person at the Albuquerque campus site with documentation maintained by the Executive Director of the campus.

Student sex offender documentation will be retained for verification of compliance. Students or employees who fail to register their status as sex offenders are in violation of the registration act and could face arrest and expulsion from the University.

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 students'

- Full name

- Address
- Telephone listing
- Date and Place of Birth
- Major, Minor and all fields 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 earned
- Most recent prior 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 the Registrar by submitting the FERPA – Confidential Restrict and Release form.

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.

Registrar

The maintenance and safeguarding of the academic records of students are the responsibility of the Office of the Registrar. This responsibility includes housing the records, issuing transcripts, and carrying out the degree 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 advisor (success coach or faculty mentor). Students may not register without consultation with an 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 Office of the Registrar.

Online Student Records and Registration

Lewis University student records information and registration may be found in the Records & Registration portal 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 portal at MyLewis.lewisu.edu. Students with special requests may contact the Office of the Registrar for assistance, after grades have been posted, at registrar@lewisu.edu

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 unofficial transcript online through myLewis.lewisu.edu. Official transcripts are available, for a fee, through our transcript vendor Parchment at <https://www.parchment.com/u/registration/33255/institution>.

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 Office of the Registrar.

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 responsibly and to avoid behaviors that limit others' access to those resources. These actions include, but are not limited to sending spam email; creating unnecessary print jobs and file storage requests; consuming excessive network bandwidth by downloading or uploading large files; creating, distributing, installing, or running computer malware; attempting to tamper with the software installed on a University computer; and making excessive copies of documents. These actions are further explained in the Lewis University Acceptable Use Policy.

Computers owned by students in residence halls and connected to the University's network may not be configured to act as servers that are accessible to students outside the University, and they may not be used for commercial activity or for engaging in illegal activity of any kind. Attempts to hack into University and other students' computers are prohibited. Computing and networking resources at Lewis University are to be used in a responsible, efficient, ethical and legal manner.

Response to Students at Risk of Harm to Self or Others

Assessment and Care Team Policy Statement (ACT)

The Assessment and Care Team (ACT) is a group of university officials who meet regularly to review and respond to reports of concerning behavior exhibited by community members and develop plans to assist them.

Mission:

The Assessment and Care Team is committed to a proactive, multidisciplinary, coordinated, and objective approach to responding to incidents along the spectrum of risk. To do this, ACT educates the community on the value of submitting referrals that allow for early intervention and violence risk assessment. Every referral received by the ACT is assessed for risk and then the appropriate intervention is initiated based on the risk level. Doing this allows the team to fully support individual wellbeing and success while maintaining the paramount responsibility of supporting a safe environment.

Scope:

The Team addresses behavior that occurs on and off campus for current students, faculty, and staff. The Team also attends to behaviors that have a connection to the campus from former students, visitors, parents, or others.

Membership:

The ACT consists of representatives from the Dean of Students' Office, Student Wellness Center, Residence Life and Student Conduct, Academic Services, Academic representative, Human Resources, and the University Police Department. Membership is based on the functional area and not the individual. Members of the ACT have regular contact with community members, which helps them in their assessment and deployment of interventions.

Authority:

The ACT has authority from Lewis University to engage in behavioral assessment and intervention (gather data, assess risk, and deploy interventions).

The ACT will exercise due diligence while balancing supporting the needs of individuals with the safety of the community.

Response to Students at Risk of Harm to Self or Others

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 student concerns promptly to the Dean of Students Office, the Lewis University Police Department (LUPD), or by submitting an Assessment & Care Team (ACT) report at lewisu.edu/act., especially when there is a threat to welfare and safety. If there is an imminent threat to safety, contact the Lewis University Police Department immediately.

Members of the Assessment & Care Team evaluate reports to assess risk levels, conduct investigations and determine interventions.

A student considered an imminent threat to the welfare and safety of others shall be denied campus access.

If there appears to be, or the University has knowledge of, a threat to welfare or safety, the Assessment & Care Team may take any or all the following actions:

1. Notification to the Police and/or Fire Department.
2. Notification to appropriate University Officials:
 - a. Chief of Police
 - b. Dean of Students/Assistant Vice President for Student Life
 - c. Director of Residence Life and Student Conduct
 - d. Director of Student Wellness
 - e. Vice President for Student Life
3. Emergency transfer to the hospital for evaluation via the local police and/or fire departments.
4. Restrictions on campus access or activities. If campus access or activity restrictions are imposed as an immediate response, the student will be given written notification from the Dean of Students of the process and guidelines for returning to campus, and any applicable appeal avenues.
5. Notification of student's parent(s) and/or emergency contacts by the Dean of Students or designee.
6. A search of the student's room or property and confiscation of items which are potentially harmful, violate university policy or are determined to be evidence of risk to self or others.
7. In the case of a student presenting a creditable threat, immediate interim actions may be taken. This may include an involuntary hospitalization or interim suspension.
8. Referral to or consultation with university resources as appropriate.

Follow Up Assessment & Care Team Actions

Once an imminent threat has been mitigated, or if a student's behavior is deemed to be disruptive and does not constitute a threat, the University will determine the next steps.

The ACT will make recommendations and decisions with the goal of allowing a student to continue in the educational program to the extent the student may safely do so, and will consider potential reasonable accommodations of any disabilities or special circumstances presented.

The actions may include, but are not limited to:

1. Referral of the student to the Student Wellness Center, Academic Services, or other resources as appropriate.
2. Completion of an assessment of the student's fitness and ability to appropriately and safely participate in the educational program and campus activities to be conducted by a qualified health care provider in a field appropriate to the issues presented. The assessment should address the ability of the student to participate, either with or without any recommended accommodations.
3. Referral of the matter to the student conduct process or LUPD to determine if there was a violation of behavioral expectations or criminal statutes.
4. Continuation, modification or imposition of non-punitive restrictions on campus access or activities.
5. Recommendation, or in appropriate cases, requirement of a leave of absence.

On-going process for a student with campus and activity restrictions or referral for evaluation

1. The student will receive a letter from the Dean of Students outlining the process and any necessary release of information procedures.
2. As needed, the student may be required to have an evaluation from an external psychologist, psychiatrist, medical physician or other health care provider, depending on the nature of the concern. Prior to the evaluation, the Director of Student Wellness or designee will consult with the health care provider in order for pertinent information regarding the University's concerns to be communicated.
 - a. The student must complete all necessary release forms allowing communication between the Director of Student Wellness or designee and the health care provider or medical physician.
 - b. Prior to determining the outcome of the student's situation, the Director Student Wellness must receive in writing a statement from the student's health care provider indicating whether the student presents a risk to welfare or safety, whether the student can safely return to campus, and, if applicable, any restrictions that are recommended.
 - c. In addition, the psychologist, psychiatrist or medical physician must outline an appropriate treatment plan for the student that is designed to reduce or eliminate the seriousness of any risk. University resources cannot be utilized as an integral part of the treatment plan as an independent treating professional is required in these cases.
 - d. Once the information cited above is received, the University shall determine what actions are appropriate regarding the status of the student at the University. The University reserves the right to take action other than that recommended by the health care provider when warranted.
3. If cleared to return to the University community, the student must agree to follow the recommended treatment plan outlined by the health care provider. The student must agree that compliance with the treatment plan will be monitored by the Director of Student Wellness Center or designee. In addition, the student must give release for the Director of Student Wellness or designee to report to the Dean of Students on the student's compliance with the treatment plan.
4. If, at any time, the student is to be found not in compliance with the treatment plan or new information regarding the stability of the student's situation is revealed, the Dean of Students may take immediate action, including immediately removing the student from campus, permanent expulsion from the University or other actions described previously in this policy.
5. Actions taken as part of this policy are separate and independent from student conduct and academic discipline processes. Conduct which violates behavioral expectations or academic policies/requirements will be addressed separately under the policies relating thereto.
6. The ACT decisions regarding campus or activity restrictions or continued class attendance may be appealed to the Vice President for Student Life.

Retaliation

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 University Community Standards. 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 reports or complains or withholds or alters 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.

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).

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, Ketomine, GHB, Burundanga, etc. is prohibited and a violation of this policy.

Violations of Other Conduct Policies that Involve Sexual Misconduct

Violations of other University policies, 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 0440 (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 Student Wellness Center. 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/lucare. 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

Assistant Dean of Student Services & Title IX Coordinator
Dr. DeSean Coleman
titleixcoordinator@lewisu.edu
dcoleman5@lewisu.edu

(815) 836-5597

Lewis University Police Department
 Learning Resource Center Ground Level
 Emergency: (815) 836-5911 or 5911
 Non-Emergency: (815) 836-5222

On-Campus Confidential/Privileged Resources

Student Wellness Center
 Lower Level of Mother Teresa Hall (815) 836-5455

Electronic & Anonymous Reporting

www.lewisu.edu/lucares
www.lewisu.edu/student-services/security/silentwitness.htm
www.lewisu.edu/act

Off-Campus Law Enforcement

Romeoville Police Department
 1050 W Romeo Rd, Romeoville, IL 60446
 (815) 886-7219
 Emergency: 911

Off-Campus, Confidential Resources

Guardian Angel Community Services
 168 N. Ottawa Street Joliet, IL 60432
 (815) 729-0930 (Main Number)
 (815) 730-8984 (24-hour Sexual Assault hotline)
 (815) 729-1228 (24-hour Domestic Violence Hotline)

Should a student be a victim of sexual assault of any kind (acquaintance, date or stranger), staff members of the Student Wellness Center staff are available to provide medical referral and counseling support. There is also a contracted partnership with Guardian Angel Community Services <https://www.gacsprograms.org/>. Advocates are on campus and available for advising and consultation in MT-022, around the corner from the Student Wellness Center.

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

a) Receipt of formal complaint.

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 code of conduct/policies or rules. At any time prior to reaching a resolution, either party may unilaterally withdraw from informal resolution and require that the investigation and hearing process proceed.

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 or 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
- The Title IX Coordinator, investigator(s) or Hearing Officers had a conflict of interest or a bias specific to the party or to a call 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 Vice President for Student Life 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 Vice President for Student Life or the Provost in the case of a faculty member. 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 Vice President for Student Life or Provost, or designee, is final.

Appeals 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, is final.

ADVISORS

Complainants and respondents to any formal complaint may have an advisor of their choosing present with them at an 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 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 Vice President for Student Life).

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.

Student Wellness Center, Lower Level of Mother Teresa Hall (815) 836-5455

Dean of Students Office, Ground Level of the Learning Resource Center (815) 836-5275

University Ministry, Sancta Alberta Chapel (815) 836-5944

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

Groundwork Domestic Violence Hotline (24 hour) (815) 729-1228 www.gacsprograms.org/

Guardian Angel Sexual Assault Hotline (24 hour) (815)730-8984 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

National Domestic Violence Hotline (800) 799-7233 (24 hour) www.thehotline.org

Love Is Respect (866) 331-9474 (24 hour) www.loveisrespect.org

Illinois Coalition Against Domestic Violence (ICADV) (217) 789-2830 www.ilcadv.org

Illinois Coalition Against Sexual Assault (ICASA) (217) 753-4117 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.ncherp.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 27189610.1\135440-00022

Updated 8-14-20
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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, cigarillos, 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.

Student Accounts

Prior to registration, students understand and agree that Lewis University uses a monthly statement email as an official method of billing and are responsible for reading the e-mails received from Lewis University on a timely basis. Students further understand that failure to review a statement or receive an email does not constitute a valid reason for not paying their bill on time. Students are responsible for visiting myLewis portal - Student Accounts, monthly to view account activity.

Students with past due outstanding balances will have their accounts placed on hold. This will prevent any future class registration, official transcript request unless for an employer, or commencement ceremony guest tickets release. Payment must be made in full to release the hold.

Complete payment of all charges (tuition, fees, housing, etc.) is due by the first day of class for the fall and spring semesters. Summer charges are due by the first day of class. Online payment arrangements must be made prior to move-in day if living in the residence halls.

Cash, check, or money order payments are accepted in the Student Accounts Office. Credit card payments (American Express, Discover, MasterCard, or Visa) are only available online and include a convenience fee. ACH (checking or savings) payments are also available online as a NO FEE option. Online payments are made at myLewis portal - Student Accounts. Students may attend only those courses for which they have registered.

Lewis University offers a monthly payment plan for students who cannot pay their bills in full by the first day of class. This option allows students to manage their charges with an interest-free monthly payment. Students work directly with Nelnet Campus Commerce at <https://mycollegepaymentplan.com/lewis-university> or 800.609.8056 to sign up and establish monthly payments based on their bill and estimated financial aid. This site is also available through myLewis – Student Accounts - Nelnet Campus Commerce Payment Plans.

Each semester that a payment plan is needed, students must enroll through the online billing system; enrollment is not automatic and must be student initiated. A \$60 semester fee is charged for use of a payment plan.

Students can sign up for a payment plan and make subsequent payments completely online. This convenient online option also allows for parents, guardians, or others to be identified as the primary payer. This person has access to view the payment plan arrangement and make subsequent payments. Other benefits include the option for automatic payments, a toll-free number for the student payment plan center, and budgeting for other college expenses.

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 Vice President for Student Life will assign a tracking number to the complaint and acknowledge its receipt using the contact information you have provided on the complaint form.
- The Vice President for Student Life 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 Vice President for Student Life 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 Vice President for Student Life 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 Vice President for Student Life in writing of the results of the investigation and resolution of the complaint.
- The Vice President for Student Life 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 Student Life/Chief Mission Officer, 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 Student Life/Chief Mission Officer serves as an impartial representative of Lewis University with regard to the student complaint process.

Student Engagement and Multicultural Student Enrichment Office

The Office for Student Engagement and Multicultural Student Enrichment (SEMSE) is housed within the Brother James Gaffney Student Center. SEMSE's key areas of support include weekly student engagement events, student leadership development and multicultural programming and support. The overall goal of SEMSE is to provide a meaningful co-curricular student life experience that promotes a sense of belonging to the Lewis community for all students.

The Office for Student Engagement and Multicultural Enrichment is the main resource center for all student, multicultural and identity-based organizations on campus. The Office supports registered student organizations in promoting their events, booking campus spaces and purchasing needed supplies for events and meetings. Student organizations are required to follow the policies established in the Student Organization Manual.

Student Senate/Student Organizations

Students at Lewis University are represented in the governance of the University by the Student Senate. The Student Senate is advised by the Director for Student Engagement and Multicultural Enrichment and is composed of a four-member executive committee and approximately 25 student senators. 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.

Advisor

Registered student organization advisors are approved by the Office for Student Engagement and Multicultural Enrichment. 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 Life in the event approval process.

Eligibility

Each semester, the Membership Eligibility Form for each organization is reviewed to assure the required 2.0 minimum cumulative GPA is met and in good standing. To be in good standing, a student cannot be restricted from participating in organizations. The Office of Student Engagement and Multicultural Enrichment (SEMSE) annually reviews approved organizations to determine continued recognition.

Funding

Funding for Registered Student Organizations is determined by the Office for Student Engagement and Multicultural Enrichment. Although a budget request does not guarantee funds, the process to request funds is described in the Student Organization Manual. In order to qualify for funding, organizations must have fulfilled their obligations to become a registered student organization, have a consistent active membership, and by all accounts must be in good standing with the university.

It is essential that each organization recognizes that, although it is unique among all other campus organizations, it shares a common purpose with all other organizations at Lewis University. Each registered student organization consists of a full-time faculty/staff advisor and an executive board. The selection of officers is accomplished through the election process outlined in each organization's constitution.

A complete list of registered student organizations can be found on Lewis University's web page under Student Activities. For any additional information on student organizations, please consult 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 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 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.

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 Student 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 or a specially designed sweatshirt – depending on the activity. 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. Sport Clubs are designed to accept members at 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 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.

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

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
 - Office of the Registrar
 - Admissions records
 - Vice President of Enrollment
 - Financial statements
 - Director of Financial Aid Services
 - Placement letters and letters of recommendation
 - Director of Career Services and Internship
 - Student accounts
 - Bursar
 - Health records
 - Director of Student Wellness Center
 - Traffic records
 - Chief of Police
 - Disciplinary records
 - Dean of Students/Assistant Vice President for Student Life
 - Housing records
 - Director of Residence Life & Student Conduct
3. Lewis University will not disclose non-directory information from University records without prior written consent of the student except when prior consent is permitted by the FERPA and in compliance with lawful compliance and legal requests. Such student consent shall be signed and dated by the student and shall include a specification of the records to be disclosed, and the party or parties to whom the disclosure may be made. Students have the right to revoke the consent through written request at any time. Information may be released to University officials with legitimate educational interest, which may include but is not limited to: faculty, administration, other institutions with which Lewis has agreements and private contractors and their employees acting on behalf of the University, members of the Board of Trustees, students acting on official committees or roles, coaches, clerical, student, and professional employees and other persons who manage student record information. For further information about Directory Information see the "Directory Information" section of this handbook. For further information about Health and Safety Emergencies see the "Parental/Guardian Involvement" section of this handbook. Please contact the Office of the Registrar for further information regarding classification of University officials' legitimate educational interest and permissible exceptions to the release of non-directory 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 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 In compliance with Lewis University Records and Retention practices.
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, (iii) confidential recommendations regarding admission to an educational institution, application for employment or application for an honor or honorary recognition, (iv) records beyond any records retention schedule, and (v) records that contain other student's non-directory information.
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 20202-5901

Student Wellness Center

Mission

The Student Wellness Center strives to empower Lewis University students to maintain and enhance their physical and emotional health and overall well-being. Focus on wellness is through services, health promotion programming, education, and with partnership and linkage to appropriate provider agencies.

Confidentiality

The Student Wellness Center team of practitioners 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. Our licensed professional staff at the Center take an integrated, whole person approach and may consult with one another to best serve students. 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 or faculty/academic staff) must sign a Release of Information Form at the Center.

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 and prevention education programming
- Consultation and care coordination
- Referral to community resources
- Crisis intervention support and advocacy
-

Non-emergency counseling appointments are scheduled by calling the Center at (815) 836-5455 or student can this submit this online appointment request form <https://www.lewisu.edu/student-services/health/counseling-services/counseling-appointments.htm> and it is also available on Counseling Services webpage.

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. As appropriate, telemental health appointments can be offered by video through secure web platform or phone are offered to reduce barriers to accessing services and/or if the university is following health and safety protocols limiting in-person services. Any updated service delivery information will always be indicated on the Student Wellness Center webpage.

Health Services

Health Services is equipped to handle minor acute, non-emergency illnesses and injuries. We do not manage care for chronic illnesses and will work with students to ensure they are connected to appropriate community or specialty providers when ongoing or more severe concerns are present. There is no charge for a nurse or nurse practitioner visit. There may be nominal charges for vaccinations and lab testing only to cover costs. Basic prescription and over-the-counter medications for many non-chronic conditions are offered. Vaccination updates including: Tdap, MMR, Tuberculosis (TB) testing; (IGRA blood testing orders). Limited STI (STD)

testing (urine) rapid strep testing, basic physical examinations related to academic program requirements are offered as needed and appropriate. Appointments are preferred. Please call (815) 836-5455 to schedule.

Ambulance Services

Should a staff member of the University determine that there is a need for 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. 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 service providers. It is the student's responsibility to arrange transportation to off-campus care facilities in non-emergency situations.

Telehealth Partnership with TimelyCare

Lewis U and the Student Wellness Center has a partnership with TimelyCare to offer comprehensive telehealth services with a network of licensed providers available to serve wherever students are located in the United States and even some services and resources are available internationally. Registered and enrolled students can use this link to access care <https://app.timelycare.com/auth/login> or download the TimelyCare app from the app store and register with your Lewis sign-on and password. Care visits can be had from any web-enabled device – smartphone, tablet, laptop, or desktop. Students can call (833) 4-TIMELY or (833-484-6359) with questions or if needing support to connect to care.

Services and resources available include:

- MedicalNow - 24/7, on-demand medical care.
- TalkNow - 24/7, on-demand emotional support.
- Scheduled Counseling - Select the day, time, and mental health provider of your choice. (12 visits per year)
- Scheduled Medical - Select the day, time, and medical provider of your choice.
- Health Coaching - Support for developing healthy behaviors.
- Peer Community: Comment, show support to, and receive support from other TimelyCare university students from across the nation.
- Psychiatry - Advanced mental health care, available upon referral from Student Wellness Center or TimelyCare practitioner.
- Self-Care Content - meditation sessions, yoga/exercise and group conversations with our providers on a variety of health and well-being topics.

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, orientation and registration 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.

Lewis University is partnering with [Med+Proctor](#) for Immunization record verification. An invitation email will be sent out by Med+Proctor to all new students who have registered for the upcoming semester to create an account in Med +Proctor. Please look out for the Med+Proctor emails and check your spam folders.

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

Communicable Disease Policy

The University's main goal on communicable diseases is maintaining a healthy and safe environment for all community members. 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 exposed to or diagnosed with a communicable disease must be supervised by his/her physician and must inform Health Services. Center 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 Student Wellness Center is committed to assisting students to manage their personal care, lifestyle and health goals. 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 typically not provided by Wellness Center staff. If students are experiencing chronic concerns, Wellness Center staff are available to meet with students to offer support, clinical resources in community and advocacy as appropriate and with signed release of information.

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 must show evidence of primary health and accident insurance 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 Student Wellness Center staff may assist in assessing a student's pattern of use/abuse and offering education and intervention. Based upon this assessment and severity of risks presenting, 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 Student Wellness Center staff will keep all information regarding alcohol and other substance use confidential except in cases where it has been determined that there exists a serious potential and/or immediate threat of harm 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 Student Wellness Center staff are available to provide medical referral and counseling support. There is also a contracted partnership with Guardian Angel Community Services <https://www.gacsprograms.org/> Advocates are on campus and available for advising and consultation in LRC Students can also consult the Dean of Students webpage for additional personal resources, LUCARES webpage or call the Student Wellness Center for referral and connection to Guardian Angel.

Risk 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 at risk of harm to self or others, the student will be transported to a local hospital in accordance with Illinois State Law. Before any student who has presented a 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 RESPONSE TO STUDENTS AT RISK OF HARM TO SELF OR OTHERS POLICY in this Student Handbook.

Urgent Care and Emergencies

Urgent Health Needs Outside of Center Hours

For urgent care health needs that are not life-threatening emergencies, telehealth/virtual medical care is offered on-demand through TimelyCare MedicalNow is available 24/7 using <https://app.timelycare.com/auth/login> and signing in with Lewis email/login information. Health providers are available and coordination of care will be offered for follow-up as needed through the Student Wellness Center. See more information about TimelyCare above. For non-emergencies on campus students can also 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

For urgent care needs that are not life-threatening emergencies, TalkNow - 24/7, on-demand emotional support is available using <https://app.timelycare.com/auth/login> signing in with Lewis email/login information. See more information about TimelyCare above.

Any student living on campus requiring urgent after-hours Counseling Services can also 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 or imminent health and safety concern, students should call University Police at Ext. 5911 for emergency assistance or dial 911. Call 988 any time day or night for suicide prevention support and resources. Live chat is available at 988lifeline.org/chat.

Service Fees

Counseling services and nurse or nurse practitioner health visits are free of charge for all registered and enrolled students. Health insurance is not billed. Limited vaccinations and laboratory testing are available for a small fee-for-service (at cost, no mark-up) charge that is applied to the student account. Available services can be found on our webpage.

After-Hours Non-Emergency Health Care Resources

Immediate/Urgent Care and Walk-in Clinics

Please see the Student Wellness Center/Health Services web page for healthcare facilities near campus. <https://lewisu.edu/student-services/health/healthservices/index.htm>

Local Hospitals

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

University Community Standard Prohibiting Bullying

Bullying is defined as aggressive and hostile acts by an individual or individuals, directed at an individual or individuals with the purpose or foreseeable effect of humiliating, mentally or physically injuring or intimidating, and/or controlling an individual or individuals. Bullying does not include the exercise of authority by supervisors, campus safety or law enforcement officials or other persons vested with authority to act on behalf of the University. Likewise, it is not about differences of opinion, job performance, or minor conflicts or problems in the classroom or co-curricular relationships.

The following examples of bullying are intended to be illustrative guidelines and are not exclusive when determining whether there has been a violation of this policy:

1. Physical bullying includes actions such as pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's space or personal property.
2. Verbal/written bullying includes actions such as ridiculing, insulting, instigating, spreading rumors or maligning a person, either verbally or in writing; making abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.

3. Nonverbal bullying includes actions such as directing threatening gestures toward a person or invading personal space after being asked to move or step away. It also includes exclusion and marginalization within the Lewis University community.
4. Cyber bullying includes but not limited to bullying via the internet, interactive and digital technologies, or mobile devices.

Unmanned Aircraft & Model Aircraft Policy

Lewis University is a Class D controlled airport. This impacts owners and operators of UAS (drones) on campus. Below is guidance in regard to flying drones on University grounds.

No person may operate a small unmanned aircraft in Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport unless that person has prior authorization from Air Traffic Control (ATC).

If you have a Part 107 UAS commercial license, please follow the attached regulation: § 107.41 Operation in certain airspace.

If you do not have a commercial operator license and fly your UAS for recreation, this is the guidance per the FAA: Fly at or below FAA-authorized altitudes in controlled airspace (Class B, C, D, and surface Class E designated for an airport) only with prior FAA authorization by using LAANC or DroneZone.

Please note that a LAANC request will not be approved on the grounds at Lewis University as the FAA has placed a 0-foot altitude restriction over the University and surrounding airport grounds.

Additionally:

- 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;
- 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 statutes 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.

Residence Life Policies and Resources

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 Student Conduct 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. 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

All Lewis University resident students are required to have a meal plan. The University offers 3 meal plans to Undergraduate students and 4 meal plan options for Graduate students. All new students are enrolled in Plan II if they do not choose a meal plan during the housing application process. All meal plans include a certain amount of meal swipes per semester and Flyer dollars set as a declining balance. Meal swipes and flyer dollars are loaded at the beginning of the semester. Meal Plan swipes do not carry from semester to semester. Flyer dollar balances may carry over from the Fall to the Spring semester. 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 in the Office of Residence Life or by emailing reslife@lewisu.edu. Students seeking an accommodation should refer to the section titled Dietary Accommodations in this handbook.

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 Student Accounts 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. Students must be in good standing with the Student Accounts 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 Student Accounts Office.

Students also may be subject to common area damage fines. The rooms and common areas are inspected to be certain all damage is 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 a late withdrawal assessment may 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 charge may 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 (815) 483-4231 from a touch-tone phone or by contacting University Police at extension (815) 836-5222.

Accommodations

Please refer to the policy in the Center for Academic Success and Enrichment.

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 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 for 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.

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 torchiere 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.

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 suite lounges 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 12am.

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 is 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 conduct 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 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.

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.

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 be installed in resident student rooms only by University personnel.

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 815-483-4231 for the On Call staff 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 in person, by email at resife@lewisu.edu or by phone. 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 exits 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.

Lewis University is not responsible for any items lost, stolen or damaged. The Office of Residence Life strongly recommends contacting your insurance company about coverage or obtaining renters insurance if living in the halls.

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

Scheduled room inspections occur before breaks and after the halls have closed. The university will conduct room inspections at least twice a semester.

These inspections are conducted to ensure that building maintenance, safety, and property control requirements are being followed. The Director of Residence Life and/or their designee will notify students of a room inspection explaining how to properly prepare the room. Failure to prepare one's room is considered a violation of policy.

An unscheduled room inspection may happen at any time. Students should be aware that any items prohibited by law or university policy may be confiscated and will be referred to the Student Conduct process.

Whenever a room is entered, University personnel will knock and announce themselves. Whenever a room is entered without a resident being present, the staff member(s) should notify the student via notes or electronically via email. The note will state that the room has been entered, by whom, and the purpose for the entry.

Room Search

The university reserves the right to inspect residential rooms and regulate the use of the premises in accordance with University policies. A designated University official may conduct a formal search, with or without consent, of a residence hall room when one or more of the following conditions are believed to exist;

- When the staff has reasonable cause to suspect violations of health or safety regulations or of university policy.
- When the staff has reasonable cause to believe an emergency exists involving immediate danger to life, safety, health and/or property.
- When the staff has reasonable cause to suspect that a particular item or piece of information (such as medication or telephone number) is in the room and would be useful in responding to an emergency involving immediate danger to life, safety, health or property.
- When a disturbance exists in the room (i.e. continual alarm sounding, telephone ringing or loud stereo playing).
- When the staff has reasonable cause to suspect a university policy violation, particularly if it involves alcohol or drugs.
- When the staff has reasonable cause to think some act of vandalism has occurred or is occurring.
- For periodic environmental checks (i.e. furniture inventory, engineering/cleanliness concerns). These will be conducted during fall, winter, and spring breaks and at the university's discretion.

- For other sufficient cause as determined by the Director of Residence Life as designated by the Dean of Students.

The room search will include the inspection of all items within the room. A search may result in the notification to police. Search findings are documented by University Staff. Any items in violation of University Community Standards discovered in a room search will be confiscated and turned over to the Lewis Police for storage and criminal investigation. The incident will be referred to Student Conduct.

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.