# 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

*Updated August 2026

# 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 and 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 toworking to end racism, bias, and prejudice by valuing diversity in a safe and nurturing environment. Learn more at: https://www.lewisu.edu/sanctifiedzone/

## 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 members 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 E. Coleman, Ed.D.

**Project Director of Prevention and Outreach**
Kayla DeCant, M.Ed.

**Director of Residence Life and Student Conduct**
Thomas Burgess, M.A.

**Director for Student Engagement**
TBD

**Director of Student Recreation, Fitness and Wellness**
Jill Siegfried, M.S.

**Director of Student Wellness Center**
Tracy Metcalf, PhD, LCPC, NCC

# 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 their 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 community standards disrupts the University. Sanctions in response to violations of the standards 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.

We are a community built on mutual respect, hospitality, and shared responsibility for one another's well-being. Because we prioritize the health and safety of every student, our expectations regarding the presence of violations are focused on community care rather than passive compliance. For example, we have an expectation of active care and wish to prioritize health over punishment (see University Amnesty Policy below).

New policies may be defined by the Office of Student Life as necessary and communicated to the student community.

## 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 at all campus locations, 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 behavior not in alignment with our Student Code of Conduct, if evidence of 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 incidents of behavior not in alignment with our 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 action against any student whose behavior undermines the academic or social purposes, safety or order of the campus community. 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.

# University Community Standards and Student Code of Conduct

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 inwhich public order must be maintained, or in the performance of their duties.

a. Disregarding the legitimate request of a University official include failure to follow directions, obstructing theactions of appropriate officials, and failure to present a Lewis student identification card.

II. Failure to report to an appropriate University official the knowledge of any violation of University policy or a potentially harmful or disruptive situation.

III. Weapons, Firearms, and Community Safety
Lewis University is committed to fostering a safe, welcoming, and peaceful environment that respects human dignity and supports learning. To ensure the physical and psychological safety of all community members, the possession, storage, carrying, and/or use of weapons is strictly prohibited on any property owned, leased, or

controlled by the University, including University housing and vehicles parked on campus, except as expressly provided in subsections (a) and (b) below.

Prohibited items and behaviors under this policy are categorized as follows:

1. Lethal and Dangerous Projectile Devices: Any firearm, firearm ammunition, BB gun, pellet gun, tear gas gun, stun gun, taser, or any other device capable of firing a projectile designed to cause bodily harm or incapacitation.
2. Blades and Edged Weapons: Any knife (excluding ordinary kitchen and eating utensils used responsibly), dagger, dirk, switchblade, stiletto, ax, hatchet, or other dangerous edged instrument.
3. Striking and Martial Arts Weapons: Any bludgeon, blackjack, slingshot, sandbag, sand club, metal/brass knuckles, Billy club, throwing star, nunchaku, or other dangerous striking weapon.
4. Explosives and Hazardous Materials: Any bomb, bombshell, grenade, firework, chemical compound, bottle, or container holding an explosive, toxic, flammable, or noxious substance designed or intended to cause damage, panic, or harm.
5. Recreational and Look-Alike Devices: Paintball guns, Nerf guns, airsoft guns, replica firearms, or high-velocity foam projectile launchers (e.g., modified foam blasters) are prohibited from use or open display in communal spaces and residence halls. While recognized as recreational, the unauthorized use or realistic appearance of these items can cause community panic, disruption, or accidental injury.
6. Campus grounds are designated as a non-hunting zone. Hunting, trapping, tracking, or harming wildlife, as well as the discharge of any weapon for sport, target practice, or hunting purposes, is strictly prohibited on all University property. This prohibition applies universally, regardless of whether an individual possesses a valid state hunting license or permit.

    a. Compliance with the Illinois Firearm Concealed Carry Act (PA098-0063) In strict compliance with Illinois state law, all buildings, classrooms, laboratories, artistic venues, athletic facilities, entertainment spaces, and real property (including sidewalks and common areas) under the control of Lewis University are designated as “prohibited areas.”

- A valid Concealed Carry License (CCL) holder may not knowingly carry a firearm into or onto these prohibited campus areas.
- A CCL holder is permitted to transport a concealed firearm within their personal vehicle into campus parking areas, and may store the firearm or ammunition concealed within a case inside a locked vehicle or locked container, out of plain view.
- A CCL holder may carry a concealed firearm in the immediate area surrounding their vehicle within a parking lot *only* for the limited and immediate purpose of storing or retrieving the firearm from the vehicle’s trunk.
- The University does not provide firearms storage for CCL holders.
- CCL holders are strictly prohibited from carrying a firearm while operating a University-owned vehicle or while actively engaged in university-sponsored activities, whether on or off university property.

    b. Law Enforcement Exemptions in accordance with state statute and the Federal Law Enforcement Officer Safety Act, qualified current and active law enforcement officers, as well as retired law enforcement officers carrying appropriate valid credentials, are permitted to possess authorized firearms on university property.

IV. Harassment, which includes but is not limited to the following behavior:

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 *Refer to the Sexual Misconduct section of this* ***Student Handbook*** *for the full policy.*

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. Predatory Drugs

VI. Gang Activity, which includes but is not limited to the following behavior:

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, which includes but is not limited to the following behavior:

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 any university process or meeting, including conduct meetings.

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.

Cloning of faculty/peer voices or creating deepfakes is prohibited.

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.*

k. Behavior motivated by bias against an individual's actual or perceived race, ethnicity, religion or disability. For example; bigoted name calling or graffiti.

VIII. Academic dishonesty including, but not limited to, plagiarism, cheating, and collusion. This includes using generative AI as original material. 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. Requests must be submitted in writing at least two weeks in advance. The activity cannot interfere with university business and must be sponsored by a recognized student organization, club or department.

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 any Lewis University policies as outlined in other department policies, including but not limited to Office of Technology, Acceptable Use Policy, Registered Student Organization Manual, Club Sport Manual, Student Athlete Handbook, University Catalog, etc.

a. Examples include violations of the acceptable use policy, distribution of flyers on campus, or usage of space on campus without authorization.

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 withpersonnel.

c. Violation of the Fire Pit Policy.
d. Entering or exiting though a designated emergency door when not an emergency.
e. Possession of combustible items.
f. Not exiting a building when there is a fire alarm.

XII. Falsifying, altering, fabricating, or defacing any official document, record, or instrument of identification submitted to or issued by the University. This includes, but is not limited to, identification cards, grade reports, transcripts, official correspondence, receipts, applications, or university timesheets (including physical and electronic time-tracking systems).

a. Prohibits the use of Generative AI or other digital software to create, alter, or replicate any official university document, signature, or credential.
b. Unauthorized Representation: Misrepresenting oneself as another individual, or claiming to represent a student organization or the University without express written consent or authorized capacity.
c. Unauthorized Financial Obligation: Incurring financial debts, contractual obligations, or charges on behalf of another person, a student organization, or the University without proper authorization or consent.
d. Possession of Fraudulent Documents: Possession, manufacturing, or distribution of false or fraudulent identification cards or documents, including replica state, federal, or government-issued identifications.
e. Altering, possessing, duplicating, or using keys without the consent and authorization of University personnel.
f. Providing false information to University officials, including adjudicators at any level in the conduct process.

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

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

XV. 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 the Hazing policy in the Student Handbook*.

XVI. 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.

XVII. 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.

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

XIX. Violation of the Unmanned Aircraft and Model Aircraft Policy. *Refer to Unmanned Aircraft and Model Aircraft policy in the Student Handbook*.

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

XXI. Violation of the University Service or Assistance Animal Policies. Refer to the Service or Assistance Animal policy in the Student Handbook.

XXII. Violation of the University Retaliation policy. Retaliation is strictly prohibited. Refer to the Retaliation Policy listed in the Student Handbook.

# 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: Case Review, Administrative Resolution, and Conduct Board Hearing. To safeguard confidentiality during proceedings, neither students, advisors, nor witnesses are permitted to use recording devices or have them in their possession. Additionally, parents, guardians, mentors or attorneys are not allowed at any level of conduct proceedings, except as required in the Sexual Misconduct Policy. 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 University reserves the right to hear the case without student input in the event the student fails to attend.

Standard of Resolution: Decisions regarding accountability are made on the basis of whether it is more likely than not that the student engaged in behavior that is not consistent with the Community Standards and University policies.

## Documentation Phase

Behaviors or actions that are not consistent with our University Community Standards and Student Code of Conduct, as listed in the Student Handbook, are documented by University officials. Once the documentation has been received by Student Conduct, students cited may review a redacted report(s) in the presence of a University staff member. If the student seeks to have something to take with them, a brief summary of the reports can be made available to students upon request.

## Interim Suspension

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. Students remain responsible for their student accounts if an interim suspension is implemented. 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 and 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 Resolution Level

Documentation is first reviewed by looking at the student's conduct record for any previous or similar incidents. The student's record and the details of the incident help determine how the case will be handled.

Students should understand each step of the conduct process. Whenever they are involved in the process, they are encouraged to review the procedures outlined in the Student Handbook.

## Resolution Pathways

One of three Conduct Processes will be used, as determined by the University.

**Option 1: Case Review** heard at this level are typically low-level violations such as visitation, quiet hours, or a first-time violation of the drug or alcohol policy. There are two tracks in which these cases may be resolved.

1. Track one:
    a. A letter is sent to the student addressing the possible violation, where they will have the option to take responsibility for the violation of policy.
    b. If the student accepts responsibility and the affected parties agree, the matter could bypass formal adjudication entirely in favor of a Restorative Justice conference or circle.
        - Affected parties will be contacted to discuss harm caused and how to support.
        - If at any point in the process the respondent stops engaging in the process, it will be turned over for a formal review.
2. Track two
    a. A member of the Residence Life Team will facilitate a Case Review meeting to discuss the possible violation and determine responsibility.
    b. At the Case Review meeting, the student will have the opportunity to read the report, documentation, and review any information that the Hearing Officer is using to make a determination. The student will then share their perspective on what happened. It is the responsibility of the Hearing Officer to determine if the behavior in question is not consistent with our Student Code of Conduct, what harm was caused and to whom. If found responsible, the Hearing Officer will determine in conjunction with the student, how it might be repaired.
    c. The student may appeal the outcome of the Case Review. The appeals process is outlined below.
    d. In conjunction with the student the following sanctions may be used to repair harm.

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 Student Wellness Center for an assessment.

All Case Review decisions are subject to review and approval by the Dean of Students/Assistant Vice President for Student Life and/or Director of Residence Life and Student Conduct.

**Option 2: Administrative Resolution Meeting**

An Administrative Resolution Meeting is heard by the Director of Residence Life and Student Conduct, or their designee, and a member of the University's Faculty/Staff who have been trained on the student conduct process. Behavior reviewed through Administrative Resolution includes threatening behavior, failure to comply, and alcohol/other drug violations with aggravating factors such as

- Combined with an alcohol and/or 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.
- The documentation indicates that the incident is more serious.

The student will have the opportunity to read the report, documentation and review any information that will be used to make a decision. The student will then share their perspective on what happened.

If the student takes responsibility for the behavior, a discussion will be had regarding any additional information to be considered during the resolution process. If the student does not take responsibility for behavior that is inconsistent with community standards, the Director or their designee will make a determination. Sanctions used in the resolution process 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. Guest restriction
m. Behavioral contract
n. Temporary suspension from University Housing for up to one year
o. Residence hall relocation
p. Referral to Student Wellness Center for assessment
q. Disciplinary probation.

All Administrative Resolution decisions are subject to review and approval by the Dean of Students/Assistant Vice President for Student Life.

**Option 3: Conduct Board Hearing**

Conduct Board Hearings are held for more egregious behavior that significantly impacts the community, multiple harms caused in one incident, or for students who 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 will be 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 (2 business days) before the scheduled hearing. If the exception can be made, the hearing will be rescheduled at the earliest possible time as determined by the University.

Alleged violations of the Sexual Misconduct policy will be addressed according to the processes included in the Sexual Misconduct policy section of the Student Handbook.

The Conduct Board hearing process is as follows:

1. The documentation indicates that the behavior and the harm caused to the community is serious, such as but not limited to
    - An arrest occurred
    - Harm to self or others
    - Failure to comply with a conduct sanction
    - Threatening Behavior
    - Fighting
    - Weapons

2. Conduct Board Hearings are facilitated by the Dean of Students or their designee, at least two board members and the Director of Residence Life and Student Conduct, who administers the conduct process.

3. Students have the right to request a meeting with the Director of Residence Life and Student Conduct prior to the Conduct Board Hearing 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 before or after the Hearing for reasons related to the Hearing or its outcome. If additional questions arise, students may contact the Director of Residence Life and Student Conduct for clarification.

5. If a student has witnesses, they must share the list of their witnesses at least 48 hours before the Hearing date with the Director of Residence Life and Student Conduct.

6. The student may have one member of the Lewis Community (student, faculty or staff) serve as an advisor during the Hearing. 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 the student 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 University Housing
    o. Residence hall relocation
    p. Privilege Restriction
    q. Referral to Student Wellness Center for mandatory assessment
    r. Removal from University Housing
    s. Campus restriction
    t. Disciplinary Suspension
    u. 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.

**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 registered courses for the 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 have satisfied the terms of the suspension. There are no adjustments or refunds to the student for any remaining student account balance due to a 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.

- Case Review appeals are heard by the Director of Residence Life and Student Conduct or their designee
- Administrative Resolution Meeting 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**. A violation of **Procedural Standards** means that the student 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 Student 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.

- Alleged violation of **Substantive Standards.** 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; and/or,

- **New Evidence.** Student has 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.

## End-of-Semester Behavioral Expectations and Accountabilities

## Expectation of Final Weeks Success

The final two weeks of the academic semester represent a critical period of academic culmination, reflection, and celebration. In alignment with our Lasallian values of mutual respect and hospitality, all members of the Lewis University community—including graduating seniors, returning residents, and commuter students—are expected to maintain an environment that honors the hard work of their peers by avoiding behaviors that disrupt final exams, study periods, or closing university operations.

While the University celebrates the achievements of students, disruptive actions, destructive pranks, or safety violations will be addressed with a focus on accountability, swift resolution, and the preservation of a peaceful campus environment.

To ensure that closing administrative timelines are respected while upholding a student's right to an equitable review, the University handles high-impact violations during the final two weeks of the semester under a progressive and proportional framework. Depending on the severity and impact of the incident, the following measures may be implemented:

- Graduating Seniors: Students scheduled to graduate who engage in significant disruptive behavior or property damage may have their final diplomas held temporarily or their participation in commencement ceremonies suspended pending the swift completion of an expedited conduct hearing. The focus of the hearing will be to establish a pathway for the student to take responsibility and repair any community harm prior to receiving their degree.

- Returning Residential Students: Residents who actively compromise hall safety or cause facility damage during closing weeks may face an immediate evaluation of their residential standing, which may include a suspension of their housing contract for the remainder of this academic year. The students will then participate in the conduct process to determine outcomes.

- Students Departing or Withdrawing from the University: Students who are moving off-campus or formally withdrawing from the University remain fully accountable to the Student Code of Conduct. If an incident occurs at the close of the semester, the formal conduct process will proceed.

- Commuter Students: Commuter students involved in disruptive incidents will be subject to the standard conduct process. Temporary interim suspensions or campus restrictions will not be applied automatically; they will be utilized strictly in accordance with University policy if an objective assessment indicates an ongoing risk to campus safety or the integrity of final exam periods.

Because time is limited at the end of a semester, traditional, lengthy conduct pipelines can delay a student's graduation or summer plans. Whenever appropriate and agreed upon by all involved parties, the University will utilize an Expedited Restorative Agreement.

- If a student takes immediate responsibility for a closing-week infraction, they may work directly with Student Conduct or Residence Life leadership to bypass a formal conduct hearing. This involves collaboratively designing a rapid response plan—such as direct financial restitution for damages, an immediate community apology, or targeted service—allowing the student to account for the harm caused, learn from the mistake, and close their university chapter or semester in good standing.

# 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 a student's experience as a Lewis student, they 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 a student's behavior is inconsistent with our Student Code of Conduct in relation to 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 they drink, how often they drink, age, health status, or family history. Drinking too much can cause a range of consequences and increased 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 someone under 21. 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 bongs, funnels, or hoses are prohibited and 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 in Founders, Sheil and South Halls. No student, regardless of age, may possess alcohol at any time in alcohol free residence halls.

The construction of bars and displays 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 non-compliance with our Code of Conduct around alcohol use/misuse:

- 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 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. https://nida.nih.gov/research-topics/college-age-young-adults or https://nida.nih.gov/research-topics/co-occurring-disorders-health-conditions https://www.niaaa.nih.gov/health-professionals-communities/core-resource-on-alcohol/alcohol-medication-interactions-potentially-dangerous-mixes

The use, possession, sale, transfer, or manufacture of any drug or paraphernalia commonly associated with illegal or restricted 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. For students living in the Residence Halls, all legal prescriptions are the responsibility of the student and should be secure at all times.

## Examples of non-compliance with our Student Code of Conduct around drugs 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, Mission and 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 is heard at Case Review Level. Possible resolutions 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 Resolution Meeting. Aggravating Factors Include:

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

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

- Referral to Student 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 incidents or incidents with additional Aggravating Factors may be heard at the Conduct Board Hearing Level. Possible resolutions 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 Student Code of Conduct 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 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 the Student Code of Conduct (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 the Student Code of Conduct.

## 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 their 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 Romeoville 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 made 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. Students may also sell eligible books online through Valore using the link located at the bottom of the bookstore homepage.

## Online Purchases

The store website, https://lewis.bkstr.com/, offers not only the full listing of required and recommended course materials, but clothing, gifts, supplies and computer products as well. Shipping costs are the responsibility of the purchaser and promotional rates are offered from time to time. The store does not offer shipping to residence hall rooms but does offer a simple and convenient in-store pickup 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 opportunity 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 provide Lewis students with an additional 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.

### Additional Student Services

• A secure textbook rental drop box is located outside the bookstore for returns when the store is closed.

• The bookstore offers a Price Match Program to help provide students with competitive pricing options on course materials.

• Flexible payment and financing options are available through Sezzle and Zip, allowing students to split purchases into manageable payments.

• Oak Brook students have the option to pick up online bookstore orders at the local Oak Brook location, providing a convenient and cost-saving alternative to home shipping charges.

## 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 allmedia 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 Artsand 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, and a representative from Athletics. 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.

# Campus Space Utilization (Unreserved)

This policy outlines the guidelines for Lewis University students utilizing campus spaces (e.g., classrooms, common areas, study rooms) that have not been formally reserved through the university's scheduling system. This policy applies to all currently enrolled Lewis University students and to all indoor and outdoor campus spaces that are not explicitly designated for a specific department, office, or residential use and are not currently reserved for official university events, classes, or meetings. This includes, but is not limited to, general classrooms, lecture halls, open common areas, study lounges, and outdoor plazas.  Students utilizing unreserved campus spaces must adhere to the following guidelines:

1. **Temporary Use:** Unreserved spaces are available for temporary, informal use on a first-come, first-served basis by currently enrolled students. They are not intended for long-term, exclusive, or recurring use without a formal reservation.
2. **Priority of Reserved Events:** Any formally reserved event, class, or meeting takes absolute priority. Students utilizing an unreserved space must vacate immediately and respectfully if a faculty member, staff member, or a group with a valid reservation arrives to use the space. Proof of reservation (e.g., a room schedule posted outside the door, a confirmation email) may be requested.
3. **Respect for the Environment**:
    a. Students are responsible for all University Policies such as noise, guests, cleanliness, and damage to property.
    b. Furniture and Equipment: Do not move furniture or equipment from its designated location without prior authorization. If furniture is moved for temporary use, it must be returned to its original arrangement before vacating the space.

In order to ensure access for planned meetings, events, or recurring group study sessions, students are required to formally reserve spaces through the Meetings, Conferences, and Events office.  Without a formal reservation, a group would have to move if a reservation was made. Students can reserve these spaces with the support of University Faculty or Staff members using the Live 25 software via the Lewis webpage. Students do not have direct access to Live 25.

# Center for Academic Success and Enrichment (CASE)

## Disability Support Services & The Accommodated Testing Center

Academic Services is dedicated to ensuring that 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 Disability Support Services Office (DSS) welcomes the opportunity to meet with admitted students who would like to discuss learning accommodations. Students with appropriate documentation will work in partnership with DSS 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

**Students using the services within Academic Services have the right:**

- To confidentiality. Academic Services will not release or discuss documentation with anyone unless the student provides a written request.
- To meet with Academic Services staff to better understand how a documented disability may affect academic opportunities at Lewis University and, in accordance with Section 504 and ADA, what reasonable accommodations may address the impact of the disability. These accommodations should not compromise the academic integrity of the course.
- To be informed about Academic Services and other University services, and how students can access them.
- To have DSS on your behalf send memos to faculty recommending course accommodations.

**Students using the services within Academic Services have the responsibility:**

- To provide documentation of their disability that meets established guidelines, including an assessment completed no more than three years before they initiate a request for accommodations.
- To keep the DSS Office informed of academic progress and problems.
- To develop self-advocacy skills.
- To participate with DSS and faculty in investigating how the disability affects their learning process and educational opportunities, and in determining how they 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

Under the ADA (The Americans with Disability Act), State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is allowed to go.

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.

## Service Animals

Titles II and III of the ADA ensure that individuals with disabilities have equal access to public services and accommodations, prohibiting discrimination and mandating reasonable modifications.

Under the ADA, service animals are allowed to accompany individuals with disabilities in all areas open to the public, and businesses cannot require documentation, certification, or a vest.

Definition of a Service Animal

A **service animal** under the ADA is **any dog** (and in some cases miniature horses) **individually trained to perform work or tasks for a person with a disability**, including physical, sensory, psychiatric, intellectual, or other mental disabilities. The tasks must be directly related to the person's disability, such as guiding a person who is blind, alerting someone who is deaf, retrieving items, providing stability, or interrupting harmful behaviors. Emotional support, comfort, or companionship alone does **not** qualify an animal as a service animal. ( Service Animals | ADA National Network)

Students who are enrolled in clinical placements or laboratory classes are required to have a meeting with the DSS Office and Clinical/Laboratory coordinator before the course.

**Questions to Ask**

To determine if an animal is a service animal, a public entity or a private business may ask two questions:

- Is this animal required because of a disability?
- What work or task has this animal been trained to perform?

## Responsibilities of the Handler

The handler is responsible for:

- Maintaining control of the service animal at all times through a leash, harness, tether, voice control, or other effective means
- Ensuring the animal is housebroken
- Caring for and supervising the animal
- Cleaning up after the animal and properly disposing of waste
- Ensuring the animal does not disrupt University activities

The University is not responsible for the care, supervision, feeding, or veterinary needs of service animals.

## Removal of a Service Animal

A service animal may be excluded from University property if:

- The animal is out of control, and the handler does not take effective action to control it.
- The animal is not housebroken.
- The animal poses a direct threat to the health or safety of others.

If a service animal is removed, the individual with a disability will be given the opportunity to participate in the service, program, or activity without the animal present.

## Community Member Concerns

Students with concerns related to allergies, asthma, or fear of dogs should contact Disability Support Services. The University will make reasonable efforts to accommodate all parties while ensuring equal access.

## Voluntary Notification

While registration of a service animal is not required, students are encouraged to notify Disability Support Services if they plan to regularly bring a service animal to campus. Advance notice can assist the University in addressing any logistical concerns and ensuring a positive experience for all members of the campus community.

## Emotional Support Animals

Although it is the policy of Lewis University that students are generally prohibited from having animals, other than fish in University housing, Lewis will consider a request by a student with a mental health disability for a reasonable accommodation from this prohibition to allow the presence of an emotional support animal (ESA). The University will consider such modification of policy, as mandated by the Fair Housing Act (FHA), in order to ensure that the student has an equal opportunity to use and benefit from the Lewis housing program. This policy explains the specific requirements applicable to an individual's use of an ESA (as defined below) in University housing. It does not apply to service animals, whose presence on campus is explained in the Lewis University Service Animal Policy. Lewis reserves the right to amend this policy as circumstances require.

No ESA may be kept in University housing at any time prior to the student receiving approval as a reasonable accommodation. Animals found to be in residence prior to this formal approval must be removed immediately. Failure to abide by this restriction will be considered a behavior not consistent with the Student Code of Conduct and will be referred to the Student Conduct process.

## Definition & Approval Process

Under the guidance of the Fair Housing Act and the State of Illinois, the University defines an emotional support animal (ESA) as an animal that provides emotional, cognitive, or similar support and thus ameliorates the effects of a mental health disability. Unlike service animals that are trained to perform specific tasks that are important to the independence or safety of their disabled handler, ESAs generally are not trained to perform disability-specific tasks. Their therapeutic support is a function of their presence and interaction with the person with a disability. ESAs are not pets. This definition reflects the definition of an Assistance Animal under State law. Any request to bring an animal into housing that is not a service animal and does not fit this definition of ESA should be brought to the attention of Disability Support Services for individual review.

Approval for having an ESA in residence is a two-step process. First, the student must establish their need for an ESA. Second, the student must provide information for a specific animal to serve as an ESA. There may be instances when a student has a legitimate need for an ESA, but the proposed animal is not appropriate for the communal nature of the living environment. In this case, the student may need to consider an alternative to the requested animal. Generally, ESAs approved to reside in Lewis housing are dogs or cats, but the University will consider requests for other commonly domesticated animals on a case-by-case basis.

Even if the student with a disability establishes a necessity for an ESA and it is allowed in University housing, an ESA is not permitted in other areas of the University (e.g., dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

Students who wish to explore bringing an ESA to live in housing should contact Disability Support Services or Residence Life to learn about the Housing Accommodation Request Form and the preferred ESA Provider Form. If the student chooses not to use the preferred ESA Provider Form, documentation submitted must include all information requested on the preferred ESA Provider Form. If documentation is received without sufficient information for Disability Support Services to determine whether an accommodation is necessary, a staff member will contact the student to share what information is needed to consider the accommodation request. Only one ESA may be approved per student, and only one may reside in a housing unit. Paired or bonded animals will not be considered. The University reserves the right to limit approval of proposed ESAs to animals that do not pose health or safety concerns or would significantly disrupt the residence hall living environment for others.

Under the Fair Housing Act, a housing provider may request reliable documentation when an individual is requesting the reasonable accommodation of an ESA, has a disability-related need for the accommodation that is not obvious or otherwise known. Some websites sell letters of support, certificates, registrations, and licensing documents for ESAs to anyone who answers certain questions or participates in a short interview and pays a fee. Generally, such documentation from the internet is not, by itself, sufficient to reliably establish that an individual has a mental health disability or support the finding that there is a disability-related need for an ESA. Please note that Illinois law requires that practitioners be licensed in this state to treat IL residents. For documentation to be considered, practitioners must be licensed either in Illinois or in the student's home state, if that is where the treatment is occurring. All information will be reviewed by DSS, with input from the Residence Life staff as needed. The University reserves the right to request updated documentation every academic year to verify the continued need for an ESA.

Requests for reasonable accommodation in university housing are accepted and reviewed on an ongoing basis. Students making requests for accommodation should complete and provide the Housing Accommodation Student Request Form as soon as practicably possible before moving into university housing. If the request for accommodations is made fewer than 60 days for both returning students and incoming students who intend to move into University housing, the university cannot guarantee that it will be able to meet the individual's accommodation needs during the semester or term in which the request is received.

Lewis University will consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Emotional Support Animals:

- The space needed for the cage/crate in which the animal will be housed is too large for the available assigned housing space.
- The animal's presence is problematic for another individual living in housing (e.g., because of allergies or fears).
- The animal's presence is disruptive to the housing environment for other residents (e.g., because of noise or odors).
- The animal is not housebroken or is unable to live with others in a reasonable manner.
- The animal poses health risks from zoonotic diseases or safety concerns regarding containment that cannot be sufficiently mitigated for inclusion in the communal living setting.
- The animal's vaccinations are not up to date.

- The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others. or
- The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

## Student Owner Responsibilities

1. ESA animals must be transported in an animal carrier or controlled by leash or harness.
2. Lewis University will not ask the individual with a disability to pay a fee or surcharge for an approved ESA. An individual with a disability may be charged for any damage caused by their ESA beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. Student's residence hall room may be inspected for fleas, ticks, or other pests, as necessary. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The student owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
3. The ESA must be properly housed and restrained or otherwise under the control of the student owner at all times. If an ESA is found running at large, the animal is subject to capture, confinement, and immediate removal from University housing.
4. Dogs should be at least 12 months old. Cats should be at least six months of age.
5. ESAs must be spayed/neutered before being brought into the residence hall.
6. At all times, the cost of care and maintenance of health and well-being are the sole responsibilities of the student. The ESA must be in good health, well-groomed, and well-cared for. Any evidence of mistreatment or abuse may result in immediate removal of the ESA and/or discipline for the responsible individual.
7. The student owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the student owner's responsibility to know and understand these ordinances, laws, and regulations. For every academic year that the ESA resides in housing, it is required that up to date vaccinations and animal registration, as appropriate, be provided and on file with Disability Support Services prior to the ESA being allowed on campus per the Will County Animal Control ordinance found here: https://www.willcountyillinois.com/County-Offices/Public-Health-and-Safety/Animal-Control/Rabies-Vaccinations-and-Registration
8. The student owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by Residence Life staff.
9. The student owner must fully cooperate with University personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
10. The ESA must be contained (crate/cage) when the owner is not in the room. The university reserves the right to inspect the crate/cage. Neither the animal nor the cage/crate and accessories can be washed in communal bathroom facilities or university facilities.
11. University personnel are not required to provide care or food for any ESA, including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
12. The animal is allowed in University housing only as long as it is necessary because of the student owner's disability. The student owner must notify the Disability Services Office in writing if the ESA is no longer needed or is no longer in residence. To replace an ESA, the new animal must be necessary because of the disability, and the student owner must follow the procedures in this Policy for consideration of a specific animal to serve as an ESA.

13. The ESA may not be left overnight in University housing to be cared for by any individual other than the student owner. The animal must be removed from campus if the student owner is not present.
14. The student owner must provide written consent to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal, including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
15. Maintenance will work to provide a notice of entrance into rooms with an ESA. All ESAs must be placed in a crate or cage when maintenance staff are completing work orders.
16. The student owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability, such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
17. 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 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 to Disability Support Services that identifies the condition(s) and will allow a determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.
18. The student must identify and provide contact information for an Emergency Contact who does not reside in University housing and who will be responsible for taking charge of the ESA should the student owner be unable to care for the animal in the residence hall. This Emergency Contact must be prepared to take/remove the animal from the residence hall within 12 hours of notification. If the Emergency contact cannot/will not pick up the ESA, the ESA will be removed to a local boarding facility and boarded at the student owner's expense.

## Removal of ESA

The University may require the resident to remove the animal from University housing if:

- the animal poses a direct threat to the health and safety of others or causes substantial property damage to the property of others;
- the animal is not housebroken;
- the animal's presence results in a fundamental alteration of a University program;
- the student owner does not comply with the responsibilities set forth in this policy; or
- the animal or its presence creates an unmanageable disturbance or interference with the University community.

The University will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with Disability Support Services. Should the ESA be removed from the premises for any reason, the student owner is expected to fulfill their housing obligations for the remainder of the housing contract.

Should the resident knowingly provide false information regarding the need for an ESA or refuse to follow appropriate direction from University personnel concerning their conduct in relation to the ESA, the University may refer the student for conduct violations.

## Appeal

If a requested residential accommodation cannot be initially approved, we encourage an open dialogue to explore creative solutions. The matter may first be reviewed and resolved collaboratively through informal dialogue between the student, the Disability Support Services (DSS) team and the Office of Residence Life.
If a collaborative resolution cannot be reached through this initial dialogue, the student may request a formal review of the determination:

1. First Tier Review: The student may submit a written request for review to the Director of Disability Support and Career Services. This request must be submitted within 5 business days of receiving the initial accommodation determination.

2. Second Tier Review: If the student feels the resulting accommodation plan still does not meet their access needs, they may submit a final written request for review within 5 business days of the Director's determination to the Assistant Vice President for Student Success.

The Assistant Vice President for Student Success will holistically review all documentation, consult with the student and staff partners, and provide a final determination and resolution plan within 5 business days of receiving the request. This step concludes the internal administrative review process.

If the removal of the animal is because of behavior not consistent with the Student Code of Conduct as determined through the University Conduct process, the student's appeal would follow the appeal process outlined in the Student Conduct section of this handbook.

## Dietary Accommodations

Students requesting dietary accommodations must notify the DSS 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 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 DSS Office. DSS 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 learningacccess@lewisu.edu.

## Housing Accommodations

All housing accommodations must be requested, documented, and approved through the DSS Office. 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; or 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 Assistant Vice President for Student Success.

# 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)

The 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 Dining Services 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 Sodexo Dining Services offices and request to be in touch with the Regional Dietitian, Krista Stawarz: Krista.Stawarz@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 an 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 in 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 Community 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

To ensure the University can advocate for students' well-being in an emergency, all students are required to maintain accurate, up-to-date contact information in the student portal. The University categorizes this information into three distinct, protective designations: These individuals (typically a parent, guardian, or partner) will be contacted by University officials in the event of a significant medical emergency, acute illness, hospitalization, or general crisis affecting the student.

- Students can add additional contacts via your myLewis portal: General Contact, Medical Contact, and Missing Person Contact.
- 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.
- This information is collected via the Housing application for resident students.

# 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 requires that families utilize the FA-DDX (FUTURE Act Direct Data Exchange when completing the FAFSA. 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 FA-DDX 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 | 02/01/2026 | 06/01/2026 | NA |
| Lewis Lasallian Grant | 02/01/2026 | 06/01/2026 | 12/01/2025 |
| 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.

- **Student Aid Index (SAI)** – This number is determined by the Federal government and is a calculation of your financial information as submitted to the FAFSA.

- **Financial Need** – The difference between the student's budget and the expected family contribution (SAI).

- **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.

## 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 allow 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.

## 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. Institutional Scholarships and Grants are only available for 4 academic years or 8 semesters.

**Federal Direct Loans**: effective with the 26-27 academic year, a student not enrolled full time annually will have their Federal Direct Loan prorated to their actual annual enrollment.
For example:

- an undergraduate student enrolled 12 hours in the fall semester and 9 hours in the spring semester, their loan will be 21/24 of the annual loan limit. For a new first year student that would be 87.5% of the annual loan of $3,500.

- a graduate student enrolled in 3 hours in the fall semester, 3 hours in the spring semester and 3 hours in the summer semester, their loan will be 9/18 of the annual loan limit. For a graduate student that would be 50% of the annual loan of $20,500.

### Satisfactory Academic Progress Policy

The Lewis University Financial Aid Services Office is responsible for ensuring that all students (both undergraduate and graduate) who are receiving federal, state and institutional financial aid are meeting the Satisfactory Academic Progress Policy. In order to continue to receive financial aid, recipients must meet the standards of this policy. Refer to the details of this policy at www.lewisu.edu/admissions/finaid/ finaidpolicies.htm.

### Return of Title IV Policy

All financial aid recipients who withdraw from Lewis University are subject to this policy. During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time they are enrolled. The percentage of aid earned is determined by:

1) the date the student officially withdraws,
2) the total number of calendar days in the enrollment period, and
3) the calendar days the student completed during the period of enrollment.

A student who stops attending classes and does not go through the Universities official withdraw process is treated as “unofficially withdrawn” and financial aid will be adjusted to the student’s last date of attendance. For specific information concerning this policy, refer to the Title IV Return of Funds policy located at www.lewisu.edu/admissions/finaid/finaidpolicies.htm.

# Fire Pit Policy and Procedures

Lewis University provides four (4) gas fire pits for the enjoyment and benefit of the University community. This policy establishes expectations and procedures to ensure the safe and equitable use of fire pit facilities. ***No privately owned fire pits, open bonfires, or alternative fire sources are permitted anywhere on campus.***

Fire Pits are available for use year-round between 9am – 10pm, Sunday – Saturday.
***Note:** Fire pits may be temporarily closed due to inclement weather, high wind conditions, drought advisories, or other safety-related circumstances.

Fire pits are reserved through Meetings, Events and Conferences and must follow the policy and procedures. Registered Student Organizations must have their event requested and approved through the Office of 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 Lewis Memorial Hall and the Academic Science Building)
- Fire Pit #2 Between North Hall and Founders Hall
- Fire Pit #3 The 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 the 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 the cover from the fire pit before attempting to ignite.
- Verify that the emergency stop button on the black pedestal is in the pulled-out (reset) position.
- Turn the timer dial to the desired duration.
- The fire pit will ignite automatically. **Ignition may take up to 60 seconds. Do not use lighter fluid, accelerants, or any open flame to assist in ignition.**

**To turn off the fire pit:**

- Turn the timer dial to the off position.
- The fire pit will shut off automatically.
- Allow the fire pit to cool completely before replacing the cover.
- ***In an emergency, press the red emergency stop button on the black pedestal to immediately shut off the fire pit.***

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

**Walk-Up Use:** When a fire pit has not been reserved, members of the University community may use it on a walk-up basis- provided they comply with all policy requirements. *Reserved groups always have priority over walk-up users.* Walk-up users must vacate the fire pit upon the arrival of a group with a confirmed reservation.

# 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
- Office of Lasallian Belonging
- Office of Human Resources

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

# Grade Appeals

## Grade Appeal Process

1. The first step should always be a conversation with the professor. 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, they 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. 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.
3. 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.
4. 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.
5. Appeals must move with reasonable speed through the review process. The full process from when the student first contacts the instructor should take no longer than four weeks. Anecdotal notes will be made and signed by all participants in all phases of review of the grade.

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

## University Policies and Procedures for Appealing Other Academic Matters

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

1. If a student wishes to appeal an academic decision, a written letter of appeal must be sent to the appropriate academic dean.
2. The dean will review the situation and render a decision. The dean will communicate the decision in writing to the student.
3. If the student is not satisfied with the decision of the academic dean, the student may petition the Provost.

Documentation submitted with the written petition must include the original letter of appeal and the decision of the academic dean.

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.

5. The ad hoc committee will hear the appeal and make a recommendation to the Provost, who will make 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 found in the Lewis University Academic Catalog.

### Statement on Appropriate Use of Artificial Intelligence

**Context**

Lewis University recognizes artificial intelligence (AI) as one of several 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.

# Guest/Visitor Policy

The purpose of this policy is to establish guidelines for visitors to Lewis University to ensure the safety, security, and well-being of its students, faculty, staff, and property, while maintaining a welcoming environment for guests. This policy applies to all individuals who are not current Lewis University students, faculty, or staff, and who are visiting the University for any reason, including but not limited to prospective students, guests of students, vendors, contractors, and attendees of public events.

Lewis University is committed to providing a safe and secure environment. All visitors are expected to abide by university rules and regulations, as well as all applicable local, state, and federal laws. The University reserves the right to deny or revoke campus access to any individual who violates this policy or poses a threat to the campus community.

**Visitor Responsibilities**

All visitors are responsible for:

- Adhering to all university policies, rules, and regulations.
- Following instructions from University Police, faculty, staff, or event organizers.
- Respecting university property and the rights of others.
- Parking only in designated visitor parking areas and displaying any required permits.
- Supervising any minors accompanying them at all times.

## Host Responsibilities (for University Personnel/Students Hosting Visitors)

Individuals hosting visitors on campus are responsible for:
Informing their guests of relevant university policies, particularly those concerning safety, conduct, and parking.
Ensuring their guests comply with university policies during their visit.
Accompanying guests in required areas, including residence halls.
Reporting any concerns or suspicious behavior involving their guests to University Police immediately.
Students are responsible for the behavior of their guests. Any policy violations will be referred to the Student Conduct process.

**Specific Visitor Categories**

Guests of Residence Hall Residents

- All guests must be registered in accordance with Residence Life policies and procedures.
- Guests must be escorted by their resident host at all times while in the residence halls and common areas.
- Overnight guests are subject to specific Residence Life policies, including duration limits and registration requirements.
- Resident students must complete an overnight guest form for each overnight guest.
- Guests under the age of 16 are not permitted overnight.
- Guests 16 to 18 years old require a parent's signature and emergency contact on the form.
- Individuals are considered “Overnight” after visitation hours end.
- Visitation Hours for the Residence Hall are:
    - Sunday – Thursday from 9 am to Midnight.
    - Friday and Saturday from 9 am to 2 am.
- A student may host
    - No more than 2 guests at one time.
    - Not to exceed 2 nights at a time.
    - No more than 4 times per semester.
- The Office of Residence Life reserves the right to remove persons without an escort or appropriate authorization from campus.

**Public Event Attendees**

- Attendees of public events (e.g., athletic events, cultural performances, conferences) are expected to follow event-specific guidelines provided by event organizers.
- Access may be restricted to specific areas designated for the event.

**Minors on Campus (Unsupervised)**
Lewis University does not permit unsupervised minors on campus, except when they are enrolled as students. Minors must be accompanied by a responsible adult at all times unless they are participating in a recognized university program specifically for minors (e.g., summer camps), in which case program-specific supervision policies apply.

# Hazing

Lewis University is committed to fostering a safe, inclusive, and respectful environment for all members of its community. All acts of hazing, including by any individual student, varsity athletic team, club sport team or university registered student club or organization and any of its potential members, members or alumni, are prohibited. All members of the community are entitled to be treated with consideration and respect, and no individual may perform an act that is intended to cause ridicule or humiliation, physical or psychological harm or social ostracism to any other person within the university community.

Hazing is any action taken or situation created, either intentionally or unintentionally, on or off campus, to produce physical discomfort, embarrassment, ridicule, or possible physical harm or injury as a requirement for belonging to a group.

Individuals will be held accountable for their actions, and neither citing the activity as a “tradition” nor being coerced by current or former students or student leaders of such groups or organizations will suffice as a justifiable reason for participation in such activity.

Varsity athletic teams, club sport teams, registered student clubs or organizations and any other official university group will be held accountable and could have their recognition suspended or revoked.
Examples of prohibited behavior under the hazing category include but are not limited to:

- Physical abuse, including but not limited to paddling, slapping, kicking, choking, scratching, branding or tattooing, exposure to extreme (i.e. cold or hot) water temperatures, the consumption of disgusting and/or dangerous concoctions or requiring another to engage in any form of forced physical activity or exercise, forced or pressured consumption of alcohol, or Any activity that involves sexual harassment, assault, or exploitation.
- Causing excessive mental stress, including but not limited to placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress, sleep deprivation;
- Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane or obscene language; or
- Subservience, including but not limited to any activity which promotes a class system within organizations or activities which facilitate inappropriate levels of authority over students. Misuse of authority by virtue of one’s leadership position, preventing an individual from attending class, and failing to report any of the foregoing behavior to the appropriate University officials.

Any form of hazing that occurs via electronic means, including social media, text messaging, and email is also prohibited. This list is not exhaustive and any student, team, group, club or organization found to be involved in any hazing activity will face conduct action. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed.

Any person with knowledge of hazing is expected to report it promptly to the Dean of Students. If the incident requires immediate attention or involves a threat to anyone's safety, contact LUPD directly at 815-836-5911. Failure to report hazing is a violation of this policy. Retaliation against someone reporting hazing is strictly prohibited.

**State of Illinois**
**(720 ILCS 5/12C-50)**
**Sec. 12C-50. Hazing.**

(a) A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution, if:

(1) the act is not sanctioned or authorized by that educational institution; and (2) the act results in bodily harm to any person.

(a-1) It is not a defense to a prosecution under subsection (a) that the person against whom the hazing was directed consented to or acquiesced in the hazing.

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

(Source: P.A. 103-765, eff. 1-1-25.)

### Reporting Hazing

Any individual who believes they have been hazed or who has witnessed hazing should report the incident immediately. Reports can be made to:

- Student Life
- Lewis University Police Department
- A faculty or staff member
- The Dean of Students
- The Title IX Coordinator
- Office of Residence Life and Student Conduct
- Completing an Incident Report

## Hours of Operation and Building Access

The Lewis University Romeoville campus generally operates on the following schedule during the academic year:

- Monday - Friday: 7:00 AM - 11:00 PM
- Saturday: 8:00 AM - 10:00 PM
- Sunday: 10:00 AM - 10:00 PM

During official university breaks, holidays, or summer sessions, these hours may be reduced. Information is shared with the community through university email or RAVE in case of emergency. Specific schedules will be communicated on the University webpage or by specific departments.

### Building Access

Access to campus buildings is managed to ensure security and resource availability.
Academic Buildings (Classrooms, Labs, Offices)

- Standard Access Hours: Generally open during the General Campus Hours (listed above).

- Outside Standard Hours:
  - Students: Access outside of standard hours may require prior authorization from a faculty member or department chair. Entry may require card swipe access or be required to produce your Lewis University ID card.
  - Faculty/Staff: Access is typically granted via Lewis University ID card swipe for designated buildings and offices 24/7, unless otherwise specified by department or university administration for specific security reasons.
  - Visitors: Visitors must be accompanied by a faculty, or staff, or student member, or have explicit permission from the relevant department, for access outside of standard operating hours.

## Administrative Offices

Standard Operating Hours:

- Monday - Friday: 8:30 AM – 5:00 PM (or as posted by individual departments). Access outside of these hours is generally restricted to authorized personnel keycard access.

**Library (Learning Resource Center - LRC)**

- Specific hours for the Library Learning Resource Center are posted on the library's official website and at the building entrance. Hours may vary during intersessions, holidays, and exam periods.

**Student Center, Brown Dining Hall & other Dining Facilities**

- Hours of operation for the Student Center, Brown Dining Hall, and all dining facilities are posted at their respective entrances and on the Lewis University Dining Services website **https://lewisu.sodexomyway.com/en-us/** . These hours are subject to change based on university events, breaks, and holidays.

**Recreation & Athletic Facilities**

- Hours for the Student Recreation & Fitness Center, Neil Carey Arena, and other athletic facilities are posted on the Lewis University Athletics and Recreation website, **https://www.lewisu.edu/studentservices/fitnesscenter/**. Access usually requires a valid Lewis University ID card. Athletic events and times are posted on the Athletics calendar.

## Residence Halls

- Residence halls are locked but accessible 24/7 to their assigned residents via keycard swipe.
- Guests of residents must be registered according to established Residence Life policies. See guest policy.

## Holiday and Break Schedules

- During university-observed holidays, scheduled breaks (e.g., Thanksgiving Break, Winter Break, Spring Break), and the summer session; campus operating hours and building access may be modified.
- Essential services (e.g., Police Department, Residence Life, Facilities maintenance) will maintain appropriate staffing and access during these times.

## Emergency Access and Closures

- In the event of an emergency (e.g., severe weather, security threat), the University reserves the right to immediately close buildings or restrict access as deemed necessary by Lewis University Police Department or University Administration.

- Notifications regarding emergency closures and changes to access will be disseminated through the Lewis University emergency notification system (RAVE).

# 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. Identification cards should remain with the cardholder at all times, student using a card not assigned to them could result in conduct violations.

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.

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 their guest(s) have an ID with them before an attempt is made to enter the campus.

# 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 mobile app, in addition to wireless network access.

## Computer Ethics

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

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

## 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.

Lewis University will manage student accounts according to the following retention schedules:

1. Graduated Students: Accounts remain active for 12 months post-graduation.
2. Withdrawn, Stop-out, Dismissed Students, Continuing and Workforce Education, and Students with Outstanding Balances: Accounts remain active for 12 months from the last semester of enrollment.
3. Incoming Students Who Never Enrolled: Accounts are subject to immediate deactivation upon confirmation of non-enrollment.

## 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.

## myLewis Mobile App

The myLewis mobile app is available for both the iOS and Android platforms. This tool is similar to the portal with scenarios for current students, new students, prospective students, faculty, staff, guests, and alumni, providing flexibility with a range of functionality based on the role of the end-user. External users can access pertinent general information regarding Lewis University, but internal users must login to review and/or retrieve the data that is maintained on the portal.

## 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 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.

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, track and field, and volleyball. The women's intercollegiate program includes basketball, bowling, cross-country, flag football, golf, lacrosse, soccer, softball, stunt, swimming, 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 the website at www.lewisflyers.com.

# Interfaith Holidays & Resources

https://www.lewisu.edu/welcome/offices/mission/interfaith-holidays-calendar.htm

**Calendar:** 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."

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

**Resources & Spaces:** Lewis University affirms the importance of diverse spiritual and religious practices on our campus. A Multifaith Prayer & Meditation Room can be found in the basement of the San Miguel Center for Mission and Ministry. A private meditation and wellness room is also available in De La Salle 333. Our Muslim Student Association (MSA) organizes Jummah prayers every Friday; details can be found through the MSA or the university calendar. If you are in need of other spiritual or religious services or resources, please contact our Mission and Ministry team or reach out to the Interfaith Cooperation Committee.

# International Student Services

The Office of International Student and Global Scholar Services (ISGSS) supports F-1 Visa students and J-1 Visa students and scholars by advising 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 enroll in and 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 nine credits in that term 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 when approved by ISGSS, or with a physician documented and approved medical condition. Students must complete a Reduced Course Load (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. A student's final semester, even with a RCL, must contain on-campus courses.

**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 for whom Summer is the final semester at Lewis may elect to take summer classes, but at least one summer class must be taken in an on-campus or hybrid format. They must also file a *Reduced Course Load* request if fewer than a full-time load is required. If a student wishes to use the summer semester as their annual vacation, they should not enroll in any summer classes, and they will not be eligible for most forms of employment during that semester including CPT and GA positions. Students should work closely with their Academic Advisor, so they are 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 a student 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 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.

**Academic Training (AT) or Clinical Requirements**: F-1/J-1 visa regulations state that students studying in programs which require off-campus clinical or practical components must first be authorized for F-1 CPT or J-1 Academic Training (AT). The CPT/AT application documents require an
Academic Advisor and/or Academic Program Director review and signature as well as ISGSS final review and approval. Students must not start any employment, clinical, or practical training until the CPT/AT request has been approved by 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). The Lewis ID serves as a student's 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 the services below 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 https://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 for recycling. Class assignments are not accepted in the mailroom for delivery to faculty.

Mailbox keys with unit numbers are assigned to resident students in August at the mailroom. All residents should 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 of the following semester, you must update your Banner information with a forwarding address before moving out and returning your key.

Your mailbox keys will be given to you by Residence Life during welcome week. If you moved in after welcome

week, please see the mailroom for a 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 part of your address, 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.

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 the 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 Assistant 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 students 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 University Community Standards and Student Code of Conduct. In determining whether to impose sanctions in response to a student's violation or local, state, of federal law, the University shall consider whether the student's conduct is in violation of the University's Community 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 designees- are encouraged to contact the Office of Student Engagement to ensure appropriate supervision for both on- and off-campus events for Registered Student Organizations. This determination is made by the Office of Student Engagement in consultation with the Office of Student Life.

An Event Request 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 and given to 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.
2. 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.
3. Parents or guardians seeking consultation with University officials regarding 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.
4. 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.
5. 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.
6. 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.
7. Except in cases of sexual misconduct, attorneys, parents or guardians are not admitted to conduct or appeal proceedings at any level.
8. Before receiving a housing assignment, students under the age of 18 who qualify for housing mut provide a written consent (or electronic) from their parent (s) or legal guardian (s). This consent must acknowledge the university's policies and procedures, including the housing contract.

# 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 West Hall 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.

## 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 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.**

## Emergency Protocols

**All members of the University community should be familiar with the following protocols in case of emergency:**

**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 they have 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 Student Wellness Center 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 be cut off.
- Call University Police on extension 5911 or on (815) 836-5911 and be prepared to give information on the 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 your 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**

- 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 on extension 5911 or (815) 836- 5911.

**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.
- You can also text (815) 836-5911 if calling is not possible.

**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 on 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 on 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 an 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.

## 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.

## 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 vehicle 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.
- Students/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 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/Faculty/Staff permits (interior hang-tag style) may be registered up to two 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 allow a vehicle to park in designated Commuter or Resident lots respectively.
- Faculty/Staff Permits (interior hangtag) 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.
- Vehicles parked in designated EV charging spaces must be actively charging while occupying the space. Any non-EV vehicle, or EV vehicle not connected to and actively using the charging station, may be subject to a parking citation.
- Beginning August 1, 2026, there is a fee for the use of EV charging stations. Details regarding pricing, implementation timelines, usage guidelines, and instructions for accessing the charging system are available at lewisu.edu.

## 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 University Police 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 parties involved. 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. To obtain any of these services, a student must display their ID card. These services will be provided subject to the availability of personnel and equipment.

## Campus Access

See section on Guest and Visitor policy.

All resident and commuter students must carry their Lewis University ID card at all times 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 their guest(s) have an ID with them before an attempt is made to enter the campus.

## 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.

## 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. Surveillance cameras shall be placed only in public areas where no reasonable expectation of privacy exists. Images captured by each camera shall be recorded in a manner consistent with the intended purpose of the camera. Cameras are not normally monitored in real time and record video images only; audio recording is not utilized.

Lewis University respects the privacy rights of all members of the campus community. Under the Illinois Eavesdropping Act (720 ILCS 5/14), individuals may not record private conversations without the consent of all parties when there is a reasonable expectation of privacy. Recording is prohibited in locations such as residence hall rooms, bathrooms, locker rooms, private offices, counseling sessions, and other areas where privacy is expected unless all participants have provided consent. Recording may occur in public areas and at public events where there is no reasonable expectation of privacy, including outdoor campus spaces, common areas of buildings, athletic events, and other activities open to the public.

Violations of applicable recording laws or University policies may result in disciplinary action and may also constitute a violation of Illinois law.

## Body Worn Cameras

The Lewis University Police Department equips police officers with body-worn cameras in accordance with the Illinois Law Enforcement Officer-Worn Body Camera Act (50 ILCS 706/10 et seq.). These cameras record audio and video during the performance of official police duties and are intended to capture interactions between police officers and community members. The use of body-worn cameras supports the mission of the Department by promoting transparency, accountability, evidence collection, officer safety, and accurate documentation of incidents.

Body-worn camera recordings are retained in accordance with Illinois law and Lewis University Police Department policy. Recordings may be reviewed in connection with complaints against Lewis University Police Department personnel, criminal investigations, violations of University behavioral standards, training purposes, or other official law enforcement and administrative matters as permitted by law.

Unauthorized access, viewing, reproduction, dissemination, alteration, or retention of body-worn camera recordings is strictly prohibited.

Lewis University also utilizes public safety video surveillance systems throughout campus. See the Campus Video Surveillance System section for additional information. Surveillance cameras are located in various indoor and outdoor areas and may record activity occurring on University property. These recordings are maintained for safety, security, investigatory, and law enforcement purposes.

Public safety video surveillance equipment and body-worn cameras shall not be used in a discriminatory or unequal manner and shall not target individuals or groups based on protected characteristics, including but not limited to race, ethnicity, national origin, religion, disability, gender, gender identity, or sexual orientation. Video surveillance systems and body-worn cameras shall not be used to harass, intimidate, or unlawfully discriminate against any individual or group. All recorded images and recordings are the property of the Lewis

University Police Department and may be shared with other law enforcement agencies, State's Attorneys, or appropriate University officials in accordance with applicable laws, regulations, and University policy.

# Posting Policy

- All materials must be hung with blue painters' tape only (push pins and staples are acceptable on bulletin boards only).
- Flyers must be 8.5 X 11" or smaller. Special permission may be granted by Student Engagement for larger materials.
- Materials must be in pre-approved locations unless special permission is given by Student Engagement.
- Posted materials must be removed within two business days following the event.
- Materials may not be posted on doors, windows, or walls of any building.
- All publicity must include organization/department/sponsor name, event date, event time, event location, and contact information.

## Kiosks

- Kiosks are refreshed every two weeks on Mondays.
- Items should be submitted to the Office of Student Engagement at the BJG Student Center room JG 104 well in advance of the event.
- The Office of Student Engagement requires 12 copies with the approval stamp to post items in the kiosks.

## Registered Student Organization (RSO) Procedure for Posting Approval

- All RSO event flyers must be submitted to the Office of Student Engagement via studentengagement@lewisu.edu for approval.
- In order to post, all flyers must receive the Student Engagement digital stamp.
- The Office of Student Engagement requires at least 24 hours to approve materials. Materials submitted within less than 24 hours are not guaranteed approval.
- Any material not approved cannot be posted on campus.

***Note:*** No advertising may promote alcohol consumption. All off-campus advertising of student sponsored events must be approved by the Director for Student Engagement. Posting is allowed only in designated spaces (see below) and will be removed if determined not to comply with university policies. Organization found in violation of these posting guidelines could be referred to the university conduct process.

## Pre-Approved Posting Locations:

- Brother James Gaffney Student Center entrances and stairways
- Designated bulletin boards
- Academic buildings
- Ground floor of the LRC northeast stairwell
- First floor of the library near the west entrance
- Rec Center near the front desk, and upstairs near concessions and cardio areas
- De La Salle Hall second floor
- College of Business near both entrances
- College of Nursing – must get permission from the Dean of Nursing

- St. Charles Borromeo
- Kiosks (if available and distributed by Student Engagement)
- Residence hall boards (requires permission of the Office of Residence Life, located in LRC)
- Materials may be sent by Student Engagement through the “This Week at Lewis” email
- Dining locations such as Charlie’s Place, Common Grounds, Courtyard Cafe, and Flyers Den, Brown Dining Hall

### Printing Policy/Charges

The Office of Student Engagement does not print flyers or posters for registered student organizations, or campus departments. It is the responsibility of the student organization to print out flyers and have them approved by the Office of Student Engagement, prior to posting them on campus. Flyers created by campus departments do not require approval by the Office of Student Engagement.

Violations of printing and posting policies may result in disciplinary action as outlined by the Student Handbook and Student Organization Manual. Materials that have been approved for posting by Student Engagement are not necessarily sponsored or endorsed by Student Engagement.

## 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 their 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 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 and/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
- Update of Address/Phone
- Official Transcript
- Unofficial Transcript
- Degree Works Curriculum Record/Degree Audit

## 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 is updated after each semester after grades are posted to include coursework for that semester. The transcript lists the Lewis degree earned, major(s) and minor(s), and the graduation date. The Office of the Registrar safeguards the transcript. 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. An official transcript of a student's academic record will be issued at his/her/their request and sent to other educational institutions or prospective employers. Official copies are available, for a fee, by placing an order through our partner, Parchment.

## Grade Reports

Your official grade report may be found in the Records & Registration portal at MyLewis.lewisu.edu. Students with special requests that cannot be fulfilled via Grade Report or Official Transcript may contact the Office of the Registrar for assistance, after grades have been posted, at registrar@lewisu.edu

## Name Policy

Students will submit their legal name when they apply for admission. Students that have incorrectly reported their legal name or change their legal name while attending must submit a name change request through the Office of the Registrar. Students updating their legal name are required to provide official government issued documentation of corrected name such as birth certificate, passport, court order, etc. Once a student has graduated no changes are permitted to their academic record.

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 appear in Banner Self-Service, class rosters, and online phone directories.

- For staff and faculty, preferred name will be used for nametags, Banner Self-Service, faculty-staff directory, and in Blackboard.
- Students may update their preferred name directly in Blackboard.
- Email address will only be changed upon request via the Office of Information Technology after the Banner system is updated with preferred name

**Requesting of preferred names:**
Students can request use of a preferred name by contacting the Office of Registrar for the preferred name form. Legal documentation is not required for preferred name changes. Requests will be reviewed and implemented by the Office of the Registrar.

Staff and faculty members can request use of a preferred name by contacting Human Resources. 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.

Legal Names will be printed in the Commencement Booklet and on diplomas automatically. Students with concerns regarding the inclusion of legal name versus preferred name may contact the Office of the Registrar prior to the application deadline to discuss concerns.

# Religious Accommodations

As a Sanctified Zone, Lewis University affirms the importance of diverse spiritual and value-based identities, worldviews, and expressions, including the observance of religious and cultural traditions. To learn more about the rich diversity of spiritual and cultural holidays celebrated within the Lewis community, please see the Interfaith Calendar. Please note that this calendar is not a designation of spiritual and religious holidays officially recognized or observed by Lewis University; rather, it is intended as an educational resource for the Lewis community. Lewis University is committed to inclusion "together and by association" on our campus and in our classrooms. At the beginning of the semester, you should carefully review your course syllabi and requirements. If you have religious or cultural observances that reasonably conflict with attendance or submission of assignments in a course, please let the instructor know as soon as possible so that alternative arrangements may be discussed at the instructor's discretion.

# 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 may 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, including:
    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 to 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 behavior that is not consistent with the Student Code of Conduct. Retaliation includes, but is not limited to intimidation, threats, harassment, or other adverse actions. 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 resolutions 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 University community, guests, and visitors have the right to be free from sexual violence, harassment, discrimination, and other forms of prohibited sex-based misconduct. 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 applies this policy regardless of the sex, sexual orientation, gender identity, or gender expression of the individuals involved. 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, support affected individuals, and remedy its effects on the victim and the community. The University explicitly prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by federal and Illinois state law. These acts are antithetical to our values and community standards and will not be tolerated under any circumstances.

Some violations of this policy may also violate the criminal laws of the State of Illinois. Individuals who experience conduct that may violate both this policy and criminal law may choose to report the matter to law enforcement authorities, the University, both, or neither. The University will support an individual's decision regarding how they wish to proceed.

In applying this policy, the sex, gender identity, gender expression, and sexual orientation of the parties involved 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, stalking 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 by applicable federal and Illinois law.

    a. Sexual harassment is not always sexually explicit and may include differential treatment or conduct based on sex that has the purpose or effect of creating a hostile environment. Sexual harassment may also include conduct directed at an individual because they declined or refused sexual advances or participation in sexual activity.

4) **Sexual Assault Includes**:

    **i. Non-Consensual Sexual Intercourse:**

        1. Any sexual intercourse (anal, oral, or vaginal),
        2. However, slight
        3. Whether with an object or body part,
        4. By any person upon any person,
        5. Without effective consent
        6. The sex, gender identity, gender expression, or sexual orientation of the individuals involved is irrelevant to whether a violation of this policy has occurred.

    **ii. Non-Consensual Sexual Contact:**

        7. Any intentional sexual touching,
        8. However slight,
        9. With any object or body part,
        10. By any person upon any person,
        11. Without effective consent
        12. The sex, gender identity, gender expression, or sexual orientation of the individuals involved

is irrelevant to whether a violation of this policy has occurred.

b. Dating and Domestic Violence

Dating violence is violence, including sexual or physical abuse, or threat of such abuse, 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 the threat of such abuse, committed by a person who is currently, or has previously been, the alleged victim's spouse, cohabitant, or another person protected under family or domestic violence laws (for example, a person who shares a child with the alleged victim).

**Stalking**

Includes a pattern of conduct, such as pursuing, following, monitoring, harassing, or engaging in repetitive communications, that is intended to, or has the effect of, causing another community member to reasonably fear death or serious bodily injury to themselves, a family member, or a pet/service animal, or that would otherwise be reasonably expected to cause 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 their 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 audiotaping 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
- Knowingly sharing, posting, or distributing intimate images, recordings, or other sexually explicit material of another person without that person's consent.

## 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 members of the University community of educational or employment access, benefits, or opportunities based on sex, gender identity, gender expression, or other protected characteristics as provided by applicable law.**
- **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.

## Predatory Drugs

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

## Violations of Other Conduct Policies that Involve Sexual Misconduct

Conduct that violates this Sexual Misconduct Policy may also constitute a violation of other University policies, procedures, or standards of conduct. When appropriate, the University may address all alleged policy violations arising from the same incident through one or more applicable University processes.

## 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. Examples include using superior size or strength to limit another person's ability to leave a situation or causing a person to reasonably 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 they 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 the intentional touching of the breasts, buttocks, groin, genitals, or other intimate body parts of another person, or causing another person to touch those body parts of any person, for the purpose of sexual gratification, arousal, abuse, or humiliation, without effective consent. Sexual touching also includes intentional bodily contact of a sexual nature, regardless of whether the touching is directly on the skin or through clothing.

**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).

**Dating Violence**
Violence committed by a person who is or has been in a romantic or intimate relationship with the victim. The existence of such a relationship shall be determined based on the length, nature, and frequency of interaction between the individuals involved.

**Domestic Violence**
Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner, a person who shares a child in common with the victim, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or any other person against a victim who is protected under applicable federal or Illinois law.

**Sexual Assault**
Any non-consensual sexual act, including rape, fondling, incest, or statutory rape.

**Stalking**
A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

**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. If you choose to report a sexual assault, reporting as soon as practicable may assist law enforcement in conducting an investigation and preserving evidence. However, choosing not to report immediately does not prevent you from seeking medical care, supportive measures, or assistance from the University. 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

**Confidentiality and Victim Privacy**
The University is committed to protecting the privacy and confidentiality of all parties involved in reports of sexual misconduct. The University will uphold the following practices to ensure the safety, dignity, and rights of individuals affected by such incidents.

**Public Recordkeeping and Reporting**
In accordance with the Clery Act, Lewis University will maintain public records, including reports and disclosures, without including personally identifying information about victims. This ensures transparency while safeguarding individual privacy.

**Confidentiality of Supportive Measures**

Any accommodations or protective measures provided to victims will be kept confidential to the extent that such confidentiality does not impair the institution's ability to offer and implement the services. Information will only be shared with individuals who need to know in order to provide support or ensure safety.

## 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 communications made 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 obligations under the Clery Act to report crime statistics and proactively seeking ways to prevent sexual misconduct from occurring. In those instances, only limited information which is not identifiable to you will be released without your consent.

**Anonymous Communications**

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

**Reports to Police Departments**

Reports to the municipal police departments are outside the control and policies of the University. Most police departments have officers who are trained to handle reports of sexual crimes in a sensitive manner. However, their policies and obligations regarding further reporting of information to prosecutors or others in the criminal justice system may require disclosure of personally identifiable information. This is something you could discuss with an officer at the relevant police department if you chose to report a matter there. Victims have the right to: Notify law enforcement (on-campus or local); Decline to notify law enforcement; Be assisted by campus authorities in contacting law enforcement. These rights are explained and documented in writing during intake by the Title IX Coordinator or designee.

## Protective Orders and University Responsibilities

**The University will comply with and enforce applicable court-issued Orders of Protection, Civil No Contact Orders, Stalking No Contact Orders, and similar lawful orders to the extent required by law. The Title IX Coordinator, Lewis University Police Department, or other appropriate University officials are available to assist individuals in understanding available options and connecting them with appropriate resources.**

## On-Campus Resources

**Assistant Dean of Students & Title IX Coordinator**
**Dr. DeSean E. 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/studentservices/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.

## Prevention and Awareness Education

As part of our commitment to fostering a safe, respectful, and inclusive campus environment, **Lewis University provides comprehensive prevention and awareness programming** to educate students and employees about sexual misconduct prevention, response, and available resources. These initiatives are designed not only to raise awareness but to empower community members with the knowledge and tools to prevent and respond to dating violence, domestic violence, sexual assault, and stalking.

All students and employees are required to participate in primary prevention and awareness training that addresses: The definitions of prohibited conduct, including consent and the various forms of sexual misconduct; Strategies for effective and safe bystander intervention; Risk reduction techniques to recognize warning signs of abusive behavior and avoid potential harm; and Clear guidance on how and where to report incidents of sexual misconduct.

These programs are delivered through a combination of online training modules, in-person orientation sessions, and interactive campus events, ensuring early engagement and continued education from the start of each community member’s experience.

Prevention is not limited to orientation. The University implements ongoing education and engagement initiatives

throughout the academic year, including: Title IX Week, a signature campaign promoting awareness, survivor support, and education through workshops, speakers, and resource fairs; Visual media campaigns, such as posters and educational videos, which reinforce key messages about consent, healthy relationships, and community expectations; Communication initiatives that highlight campus and community resources, reinforce reporting procedures, and provide reminders about rights and responsibilities.

## Bystander Intervention Strategies

Lewis University encourages all members of its community to play an active role in preventing sexual misconduct by being aware of their surroundings and speaking up when necessary. Effective bystander intervention strategies promoted by the University include: Speaking out against inappropriate behavior or comments; Distracting a potential offender to safely intervene in a concerning situation; Reporting incidents to campus officials or local authorities; Supporting and referring individuals who may be at risk or have disclosed an experience of misconduct.

## 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 LUPD. All 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. Victims are strongly encouraged to preserve evidence that may assist in proving an offense occurred or obtaining a protection order. This includes avoiding bathing, changing clothes, or cleaning up the area. Clothing and physical evidence should be saved in a paper bag, and digital communications or images should be preserved unaltered.
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 is 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 fully 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 University will provide accommodations or supportive measures if requested by the victim and if they are reasonably available, regardless of whether the victim chooses to report the incident to campus police or local law enforcement. These measures are designed to ensure safety, privacy, and continued access to academic and work environments for affected individuals. 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 may initiate the formal grievance process under this policy.

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 is responsible for ensuring that the procedures for investigation and resolution of the formal complaint are followed.

Following a report of dating violence, domestic violence, sexual assault, or stalking—whether the offense occurred on or off campus—Lewis University will provide the student or employee with a written explanation of their rights and available options. This includes information about available support services, supportive measures, and the procedures for pursuing a complaint or disciplinary action.

## Formal Compliant 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 the responsibility of any person ("Respondent") alleged to have violated this policy; a decision regarding responsibility; and, when appropriate, the determination of sanctions and remedies. 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.

The disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking are provided in writing to all parties involved. These procedures include clear explanations of the steps in the process, the rights of both the complainant and respondent, the standard of evidence, and potential outcomes or

sanctions. This written guidance is made available during the reporting and investigation processes.

## Preliminary Review/Emergency Removal/Informal Resolution

- Receipt of formal complaint.

Upon receipt of a formal complaint, the Title IX Coordinator or their designee 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 supportive 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.

- 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 then it will proceed to either a prompt investigation or, where appropriate, 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.

- 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.

- Informal Resolution

In cases in which the Title IX Coordinator determines that a mediated resolution between the parties is both feasible and could adequately ensure 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 to those policies. 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 the information relevant to a decision as to whether sexual harassment as defined above occurred including any information that tends 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 meetings 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 calendar 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 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 then 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 calendar days prior thereto. Requests for postponement or continuance of the date must be in writing and addressed to the Title IX Coordinator. 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 Title IX Coordinator.

Hearings are conducted virtually using technology that enables the Title IX Coordinator and the Hearing Officer(s), the complainant and their advisor, the respondent and their advisor, witnesses, and other participants to simultaneously see and hear one another in real time. To promote the integrity of the process and minimize unnecessary interaction between the parties, the complainant and their advisor, the respondent and their advisor, and the Hearing Officer(s) each participate from separate virtual rooms. This format allows all participants to simultaneously see and hear the individual responding to questions while maintaining separate participation spaces for the parties throughout the hearing.
The investigator, or their designee, will serve as the Presenting Officer to present evidence and witnesses to the Hearing Officers.

At least five calendar days prior to the hearing, the Title IX Coordinator and, when appropriate, the Investigator may meet separately with each party and their advisor to review the hearing procedures, identify any uncontested facts, discuss exhibits and witnesses, and address procedural matters that may assist in the orderly administration of the hearing. During this Pre Hearing, any agreed-upon facts may be presented to the Hearing Officer(s) and may be relied upon without further proof. A party's agreement to certain facts does not preclude that party from presenting additional evidence or context relevant to those facts during the hearing.
Each party is entitled to have an advisor present throughout the hearing for the purpose of providing support and guidance. The advisor may be, but is not required to be, an attorney. Advisors may question the parties and witnesses as permitted by the Hearing Officer(s), raise objections regarding the relevance of questions or

evidence, and consult privately with the party they are assisting throughout the hearing.

The complainant and respondent will each be provided an opportunity to present an opening statement and a closing statement. Advisors may not testify as witnesses, answer questions directed to the party they are advising, or present opening or closing statements on behalf of a party. Advisors are expected to conduct themselves in a professional manner and comply with all directions provided by the Hearing Officer(s) regarding the orderly administration of the hearing.

The Hearing Officer(s) retain the authority to determine the relevance of questions and evidence and to maintain order throughout the hearing.
During the hearing, each party shall have an equal opportunity to present relevant witnesses, documentary evidence, and other relevant information in support of their position. Each party shall also have an equal opportunity to respond to the evidence presented during the hearing.

Witnesses, including the complainant and respondent, may adopt a prior written or recorded statement by affirming its accuracy during the hearing. A prior statement may be considered only if the individual appears at the hearing and is available to answers questions from the Hearing Officer(s) and the parties' respective advisors. Following the opening statements, each party shall have an equal opportunity to present witnesses and evidence. The complainant and respondent shall each be provided an opportunity to present an opening statement and a closing statement. Questioning of the parties and witnesses shall be conducted by the Hearing Officer(s) and the parties' advisors. The parties themselves shall not directly question one another or any witness. If a party does not have an advisor of their choice, the University will appoint an advisor, at no cost to the party, prior to meeting with the party to prepare for the hearing. The appointed advisor will assist the party throughout the hearing process, including conducting questioning of the other party and witnesses as permitted by the Hearing Officer(s). If a party or advisor fails to appear at the hearing after receiving proper notice, the Hearing Officer(s) may proceed as permitted by this policy.
Before a party or witness is required to answer a question, the Lead Hearing Officer will determine whether the question seeks relevant information and will explain any decision to exclude a question.Relevant information is information that tends to make a fact of consequence more or less probable than it would be without the information. Generally, prior sexual history of the complainant is not relevant to the determination, unless the complainant and the respondent were involved in an ongoing 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 maintained as part of the official record of the proceedings in accordance with the University's record retention practices.

## Determinations After Hearing

After considering all relevant evidence presented during the hearing, the Hearing Officer(s) shall promptly issue a written determination as to whether the respondent is responsible or not responsible for violating the University's Sexual Misconduct Policy. The determination shall be based on the preponderance of the evidence standard, meaning whether it is more likely than not that the alleged policy violation occurred. 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 explaining the rationale for the determination of responsibility or non-responsibility for each allegation, including the application of the preponderance of the evidence standard. If the Hearing Officer(s) have the authority to determine sanctions, the written determination shall include any sanctions imposed on a respondent found responsible for violating the University's Sexual Misconduct Policy. 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.

- 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

**The Scope of the Appeal**

An appeal is not a new hearing or a re-investigation of the allegations. The review on appeal is limited to the specific ground(s) asserted by the appealing party.

**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 that affected the outcome;
- New evidence that was not reasonably available at the time of the hearing that could affect the outcome; and a conflict of interest or bias by the Title IX Coordinator, Investigator, Hearing Officer(s), or the Vice President for Student Life and Chief Mission Officer that affected the outcome.
- In matters involving a student respondent for conduct that occurred in their role as a student, appeals shall be filed with the Vice President for Student Life no later than 3 calendar days after the determination is sent to the parties. In matters involving a Respondent who is a faculty member. The 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 three calendar days of the Hearing Officer’s decision and shall be filed with the Office of Mission & Student Life to be decided by The Vice President for Student Life and Chief Mission Officer (or designee, if the Vice President has a conflict of interest or is otherwise unavailable).

**Appeals of Decisions to Impose Interim Restrictions**

Appeals from a decision to remove a student or faculty respondent from campus or otherwise restrict such respondent’s access to campus or the University’s educational programs or activities pending a final determination shall be made to the Vice President for Student Life, or their designee in the case of a faculty member. The appeal shall be made promptly after notice to the respondent of the supportive measure or

promptly after a change in circumstances that the respondent believes warrants reconsideration of the supportive 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 their designee are final.
Appeals to a decision regarding a non-faculty employee shall be made to the Vice President for Student Life, or their designee. 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 supportive measure. The appeal must be in writing and state the basis upon which the student or faculty member disputes the appropriateness of the supportive measure taken. Decisions of the Vice President for Student Life, or their designee, are 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 selected an advisor of their choice, the University will appoint an advisor, at no cost to the party, prior to the pre-hearing meeting. The appointed advisor will assist the party throughout the hearing process and may question the other party and witnesses as permitted by the Hearing Officer(s).

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 Vice President for Student Life and Chief Mission Officer 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 and Chief Mission Officer).

## Interim Supportive Measures

At any time prior to the final resolution of a report, the University may implement, either at the request of the complainant or on its own initiative, supportive 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 complainant's participation in the University's educational programs.
  - Emergency removal or other restrictions that would significantly limit another community member's participation 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 actions. Lewis University also prohibits efforts to interfere in the process by intimidating, bribing or otherwise attempting to unfairly influence persons 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
- Mission and Ministry, Sancta Alberta Chapel (815) 836-5617

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

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.

**Possible Sanctions**

Students found responsible for violating the University's Sexual Misconduct Policy are subject to one or more of the following sanctions, depending on the nature and severity of the violation, the respondent's prior disciplinary history, the impact on the complainant and the University community, and any other relevant factors.

Possible sanctions include, but are not limited to:

Written Warning
Educational Reflection or Training
Required Educational Program(s)
Restorative or Reflective Assignments (when appropriate)
Counseling Assessment or Referral
Behavioral Agreement
Disciplinary Probation
Loss of Privileges
Restriction from Participation in University Activities or Events
Restriction from Holding Leadership Positions
Restriction from Representing the University
Restriction or Removal from University Housing
Campus No-Contact Order

Restitution (when appropriate)
Community Service
Suspension from Specific Programs, Activities, or Facilities
Interim Suspension (when permitted under university policy)
Disciplinary Suspension from the University
Expulsion from the University
Revocation of Degrees or Honors (when permitted under university policy)
Withholding or Revocation of Academic Honors or Awards (when permitted under university policy)
Any other sanction deemed appropriate by the University based on the circumstances of the violation.

Additional remedies may also be implemented to restore or preserve equal access to the University's educational programs and activities, prevent the recurrence of prohibited conduct, and remedy the effects of the misconduct on the complainant and the University community.

The University reserves the discretion to impose one or more sanctions based on the specific facts and circumstances of each case. The sanctions imposed will be designed to stop the prohibited conduct, prevent its recurrence, remedy its effects, and promote the safety and well-being of the University community.

This policy is based, in part, on model policy language developed by the National Center for Higher Education Risk Management and used under license. The policy has been reviewed and revised by Lewis University to reflect the 2020 Title IX Regulations, applicable Illinois law, current guidance from the Association of Title IX Administrators (ATIXA), and the University's current policies, procedures, and mission.

# Smoking Policy

Lewis University is committed to providing a safe, healthy, and productive environment for all members of its community, including students, faculty, staff, and visitors. This policy aims to minimize exposure to secondhand smoke and vapor, promote a healthier campus, and comply with applicable laws and regulations regarding smoking and nicotine product use. In compliance with the Illinois Indoor Clean Air Act, Lewis University is primarily a smoke-free campus. Smoking, vaping/e-cigarette use, and the use of all nicotine products (including smokeless tobacco like Zyn) are strictly prohibited in and on university property, with the exception of designated areas.

**Definitions**

- **Smoking:** Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and cannabis.
- **Vaping/E-cigarettes:** The use of electronic smoking devices, electronic nicotine delivery systems, or other similar devices that create an aerosol or vapor, in any manner or form, regardless of the substance contained in the device. This includes, but is not limited to, e-cigarettes, e-cigars, e-pipes, vape pens, and JUULs.
- **Nicotine Products/Smokeless Tobacco:** Any product containing nicotine that is not intended for inhalation but is ingested or absorbed, including but not limited to chewing tobacco, snuff, snus, and nicotine pouches (e.g., Zyn, On!, Velo).
- **University Property:** Any building, structure, grounds, parking lot, or vehicle owned, leased, or operated by Lewis University. With the exception of the designated smoking area posted on campus.

  This prohibition includes, but is not limited to:

  - All university buildings and facilities, including residence halls, academic buildings, administrative offices, dining facilities, recreational facilities, and athletic venues.

- All outdoor areas, including sidewalks, walkways, plazas, parking lots, athletic fields, outdoor seating areas, and entrances to buildings.
- University-owned, leased, or rented vehicles.
- During university-sponsored events held off-campus, when the university has control over the venue.

- **Lewis University maintains some designated smoking areas on University property:**
  These areas are designated by specific signage and tobacco refuse containers. All members of the Lewis University community are encouraged to respectfully inform individuals of this policy and its purpose. Lewis University encourages all individuals who wish to quit smoking or using nicotine products to seek assistance.
- **Resources may include:**
  Lewis University Student Wellness Center
  Illinois Tobacco Quitline: 1-866-QUIT-YES (1-866-784-8937) or www.quityes.org
  Truth Initiative: www.truthinitiative.org

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 and/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

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

**https://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

**https://hed.nm.gov/students-parents/student-complaints**

### 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 providesa 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.***

# Office of Student Engagement

The Office of Student Engagement is housed within the Brother James Gaffney Student Center. Student Engagement's key areas of support include weekly student engagement events, student leadership development, and multicultural support. The overall goal of Student Engagement 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 of Student Engagement is the main resource center for all student clubs and 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 of Student Engagement and is composed of a four-member executive committee and approximately twenty-five student senators.

The Student Senate considers matters related to academics, resident 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

The Student Senate Executive Board members meet weekly with their Advisor when classes are in session. Full Student Senate meets weekly when classes are in session.

For details regarding the operation of the Student Senate, refer to the Student Organization Manual and the Student Senate Constitution.

### Advisor

Registered student organization advisors are approved by the Office of Student Engagement. Advisors must be full-time Lewis University faculty or staff members. Advisors are charged with assisting the organization in its operation and ensuring proper supervision. Advisors- or a designee- are encouraged to contact the Office of Student Engagement in order to establish suitable supervision for on- and off-campus events held by their Registered Student Organizations.

### Eligibility

Once per semester, the Membership Eligibility Form for each organization is reviewed to ensure that members meet the minimum cumulative GPA requirement of 2.0 and maintain good standing. To be considered in good standing, a student must not be under any restrictions that prohibit participation in student organizations.

### Funding

Funding for Registered Student Organizations is determined by the Office of Student Engagement. 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 Engagement. 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 a group as a club. Within the proposal the following criteria must be covered:

- Name of proposed club
- Name of proposed president with contact information
- Description of how the new club will benefit the University
- Description of how the new club will benefit campus recreation
- Description of how the new club will benefit Sport Clubs
- Equipment and facility needs
- Extra costs on starting the club
- Include ideas for marketing the new club
- Include ideas for fundraising
- Background of sport/activity
- Any other pertinent information that should be noted or described

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

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 andPrivacy 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 their 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 whichindicates 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 containedtherein, (ii) confidential letters and statements of recommendations which were placed in the Universityrecords 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.

10. 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 referral to appropriate provider agencies and community resources.

## 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 with a staff provider.

## 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 all 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/studentservices/studentwellnesscenter/counselingservices/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 (815)836-5455. After hours urgent care protocol is defined below. As appropriate, telehealth 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. Health Services does 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 to cover costs. Basic prescription and over-the-counter medications for many non-chronic conditions are offered. Vaccination updates including: Tdap and MMR. Limited STI testing (via urine), rapid strep testing, Influenza, and COVID 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 University and the Student Wellness Center have partnered 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, 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 myLewis 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. Tdap (tetanus, diphtheria, pertussis) vaccinations are valid for 10 years; proof of a current vaccination must be maintained on file via MedProctor throughout attendance at the

Lewis University is partnering with MedProctor for Immunization record verification. An invitation email will be sent out by MedProctor to all new students who have registered for the upcoming semester to create an account in MedProctor. Please look out for the MedProctor 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 MedProctor 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 their 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 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. Students who have presented a threat and/or were hospitalized for psychiatric reasons are encouraged to obtain psychiatric or medical clearance and provide documentation of any accommodations or restrictions to the Student Wellness Center.  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.

### 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 contact 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 calling or texting the Suicide & Crisis Lifeline at 988, texting the Crisis Text Line at 741741, calling 1-800-273-TALK (8255), or 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://www.lewisu.edu/studentservices/studentwellnesscenter/healthservices/urgentcare.htm

### Local Hospitals

Advent Health Bolingbrook Hospital Phone: (630) 312-5000
Edward Hospital, Naperville Phone: (630) 527-3000
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 notexclusive 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 toexploit an individual's known intellectual or physical vulnerabilities.
3. Nonverbal bullying includes actions such as directing threatening gestures toward aperson 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 anddigital 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 statues and regulations and shall meet the highest standards of proper societal expectations. Examples of areas that are off limits to UAS or model aircraft flight include but are not limited to: residence halls, locker rooms, health treatment facilities, etc.
- •Any physical property damage or personal injury caused as the result of improper UAS or model aircraft operations (whether purposefully, recklessly or negligently) is the sole responsibility of the operator and violators could face federal, state & local criminal and civil sanctions.

# 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 their 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 redress 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 Student Conduct. A violation of the University Conduct of Conduct 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, Residence Life staff members, including 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

Behavior not aligned with the Student Code of Conduct, which includes all Residence Hall policies, will be referred to Student Conduct.

# Residency Requirements

**Residency Eligibility**

Students are considered residents in University housing if they meet all applicable requirements below:

- Enrollment Status: Undergraduate students must be enrolled full-time (minimum 12 credit hours). Graduate students must be enrolled full-time (minimum 9 credit hours).
- Housing Assignment: Students must be assigned to University housing and complete all required housing agreements and payments.
- University Requirements: Students subject to University residency requirements (such as first- and second-year residency requirements or scholarship agreements) must comply with those requirements.
- Academic Standing: Students must remain enrolled and actively participating in their academic coursework. Students who are not meeting academic obligations may be subject to review of their housing eligibility.
- Community Safety: Students must not present a significant risk to the safety or well-being of the University community. The University reserves the right to deny or revoke housing eligibility based on conduct history or other circumstances that indicate a potential threat to the community.

**Exceptions**

The Director of Residence Life or designee may approve exceptions to residency requirements on a case-by-case basis. Examples include graduating seniors enrolled in fewer than full-time credit hours or students participating in University-approved programs requiring access to campus resources.

The Office of Residence Life is responsible for interpreting and enforcing this policy.

**Housing Assignments and Check-In**
Room assignments are made annually in accordance with University policies and procedures.
Residents are required to:

1. Complete all housing contract requirements.
2. Check into their assigned room by the second day of classes each semester. Students who fail to check into their assigned room by the second day of classes may forfeit their housing assignment and be subject to the Housing Cancellation Policy.
3. Complete a Room Condition Report (RCR) at check-in.
4. Students must be in good standing with the Student Accounts Office before residence hall keys will be issued.

**Continued Residency**

Students wishing to reside on campus for a subsequent academic year must:

- Submit a housing application during the designated Housing Week room selection process.
- Be registered for classes for the upcoming semester.
- Be in good standing with the Student Accounts Office.

Housing Week dates and application procedures are announced each spring semester.

## Change of Status

- **From Commuter to Resident:** Students wishing to change from commuter to resident status must apply for university housing through the housing application process and be officially assigned a space, subject to availability and university policies. Students would need to update their University student ID as well.
- **From Resident to Commuter:** Students wishing to change from resident to commuter status must formally withdraw from university housing according to the established procedures, which may include financial penalties and specific deadlines. Withdrawal must be approved by the Office of Residence Life. Students would need to update their university student ID as well.

## Housing Cancellation and Checkout

Students wishing to cancel their housing assignment or withdraw from University housing must complete the following checkout procedures:

- Submit a Housing Cancellation Form to the Office of Residence Life.
- Complete a Room Condition Report (RCR) with a Residence Life staff member. Students are responsible for any damage beyond normal wear and tear and may also be assessed common area damage charges when applicable. Residence hall rooms and common areas will be inspected during checkout to document damages and assess any applicable charges.
- Return all room keys to a Residence Life staff member. Failure to return keys will result in replacement charges.

## Refunds

- Room and board charges will be prorated for students who withdraw from housing before the conclusion of the sixth week of classes. No housing refunds will be issued after the sixth week of the semester. A late withdrawal fee may apply.
- Unused meal plan balances are forfeited upon withdrawal and cannot be converted to commuter meal plan funds.

- No refunds will be granted to students suspended or expelled from University housing or the University.
- Students who withdraw after the first day of classes may be subject to additional housing charges in accordance with University policies. Students are encouraged to follow all checkout procedures to avoid additional fees and disciplinary action.

### First and Second Year Campus Residency Requirement:

All full-time first year (0-30 credits) and second year (31-60 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 plan to live within the approved area with a parent or legal guardian before this academic year (Proof of address will be required)
- Students who are married or living with a spouse. Documentation will be required.
- 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. Requests for exemption will not be accepted after July 1st for the Fall term or December 1st for the Spring term.

Students may appeal decisions regarding housing eligibility or requests for exceptions to residency requirements.

- Initial Appeal: Submit a written appeal to the Director of Residence Life within ten (10) business days of the decision. Appeals must include the reason for the request and any supporting documentation.
- Review: The Director of Residence Life or designee will review the appeal and provide a written decision within ten (10) business days of receiving all required documentation.
- Final Appeal: Students may submit a final written appeal to the Dean of Students within five (5) business days of receiving the initial appeal decision. The decision of the Dean of Students is final.

### 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 are not carried 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.

# 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 or via email at Reslife@lewisu.edu. Outside of regular office hours, staff can be contacted by contacting University Police at extension (815) 836-5222.

## Accommodations

Please refer to the supports outlined in Disability Support Services, as part of the Center for Academic Services.

## Activity, Gathering, and Communal Space Policy

Residential facilities are designed primarily to support the academic success, social development, and community-building of the resident community. To ensure that shared spaces remain clean, safe, and balanced between active recreation and quiet study, the following guidelines apply to communal and private areas:

1. **Sponsoring Activities in Communal Spaces (Lounges and Hallways)**: Resident students are encouraged to utilize residence hall lounges and common spaces for positive community engagement.

- Prior Approval: Residents wishing to host an organized activity or gathering in a lounge or hallway must obtain authorization from the Office of Residence Life at least seven (7) business days in advance. Activities must be scheduled outside of established quiet hours.
- Student Organizations: While common spaces are reserved primarily for residential life, student organizations may partner with the Office of Residence Life or individual resident hosts to co-sponsor events, provided the activity contributes positively to the hall environment and respects residential access.
- Community Care & Cleanup: Hosts and sponsors are responsible for returning the common space to its original condition immediately following the event. Respecting shared facilities ensures that the space remains welcoming and available for the next community member.

2. **Room Occupancy and Social Gatherings:** To ensure fire safety, clear emergency egresses, and the comfort of roommates and neighbors, limits are placed on the number of individuals permitted inside a private residential room at any given time.

- **Standard Occupancy Limits:** In traditional single or double residence hall rooms, gatherings are limited to a maximum of eight (8) individuals (including residents and guests) at any one time.
- **Suite and Apartment-Style Exceptions:** In larger residential configurations (such as suites or campus apartments), maximum occupancy is limited to twelve (12) individuals, provided that the gathering does not overflow into hallways, block exit doors, or infringe upon a roommate's right to privacy and study.
- **Impact-Focused Review:** If a gathering exceeds these numbers but is peaceful and causes no community disruption, staff will focus on education regarding safety codes. However, gatherings that generate noise complaints, block exits, or disregard roommate agreements will be addressed through a restorative dialogue to repair the community disruption. High-Impact Physical and Athletic Activities-To prevent accidental injury, community panic, and structural property damage, high-impact athletic activities are prohibited inside residence hall buildings.
- **Prohibited Behaviors:** This includes, but is not limited to, running in hallways, playing hallway sports (e.g., soccer, hockey, football), throwing projectiles, riding skateboards, scooters, or bicycles inside the building, and utilizing active fitness equipment that causes disruptive vibrations or structural strain.
- **Permitted Behaviors:** Low-impact, non-disruptive personal wellness activities (such as stretching, yoga, or stationary meditation) are permitted within a student's private room, provided they do not disrupt neighbors. Residents are highly encouraged to utilize the University’s designated outdoor recreational spaces and athletic facilities for high-impact sports.

## Break Periods, Intercessions, and Hall Closings

**General Break Expectations:** The University's residential spaces undergo structural maintenance, deep cleaning, and reduced staffing during academic break periods. Except where expressly permitted below, residents are expected to secure their rooms and vacate the residence halls during official University breaks and vacation periods. Students are highly encouraged to take all vital documents, medications, electronics, and valuables with them during these times.

**Eligibility and Requests for Break Housing:** In alignment with our commitment to student success and holistic care, Lewis University recognizes that some students require continuity of housing. Students belonging to the following criteria may request permission to remain on campus during break periods:

**Academic & Institutional Obligations**: In-season student-athletes (as verified by their coaching staff) and active student employees whose departments require them to work on campus over the break.

**Geographic Demographics:** International students, and out-of-state residents for whom travel presents an unreasonable geographic or financial barrier.

**Extenuating Circumstances & Housing Insecurity**: Any student experiencing housing insecurity, financial displacement, unsafe home environments, or other delicate personal hardships. These requests will be handled with strict confidentiality and care.

**Registration Requirement:** All students wishing to stay over a break period must pre-register with the Office of Residence Life by the established deadline.

## Break Fees and Institutional Operations

- **Short-Term Breaks:** There are no additional housing fees for approved students remaining in the halls over Fall, Thanksgiving, Spring, or Easter breaks.
- **Extended Breaks (Winter & Summer):** There is a separate structural and operational fee for housing and/or modified board (dining services) over the extended Winter and Summer break sessions. Dining facilities may operate on modified hours or closed statuses during breaks; specific dining availability will be communicated prior to each intercession.
- **Summer Housing Eligibility:** Summer housing is available on a limited, contracted basis for residents enrolled in summer academic terms, international students, and active summer student employees. Students are required to be enrolled in Fall classes while also being a Spring and Fall resident student to participate in Summer housing.
- **End of Fall Departure:** Students who are not registered for Spring semester courses are not eligible for winter break or spring housing and must complete a formal checkout and return their keys at the conclusion of the Fall semester in December.

**Check-Out Directives, Key Control, and Accountability:** Before each hall closing, the Office of Residence Life will distribute detailed instructions regarding safety guidelines, electrical shut-downs, window security, and key return processes.

- **Restorative Grace Period vs. Lock Changes:** If a student fails to return their key upon departure, the Office of Residence Life will contact the student via their university email within 48 hours. If the key is not

accounted for or cannot be secured, the room lock will be changed at the student's expense to ensure the integrity and safety of the vacant room.

- **Resolution Framework**: Non-compliance with closing directives (e.g., leaving windows open, appliances plugged in, or failing to follow check-out timelines) creates safety hazards for our community. Initial or minor oversight will be addressed through educational reminders or community-care notifications. Persistent or egregious negligence that threatens facility safety will be referred for an educational conduct review.

## Fire Safety: Candles, Incense, and Open Flames

To safeguard the physical safety of the residential community and prevent accidental fire alarms, open flames and smoke-producing items are heavily restricted within the residence halls.

- Prohibition: The burning of candles, incense, oil lamps, sage, or any other item utilizing an open flame or ember is strictly prohibited inside all residential spaces.

- **Decorative Elements:** Candles without wicks may be kept in rooms purely for decorative purposes, provided they are never lit.

- **Restorative Enforcement (Confiscation Policy):** If an unpermitted candle with a burned wick or active incense is discovered, staff will request that the student safely store it out of sight and agree to remove it from campus during their next travel period. If an immediate safety risk exists, staff may temporarily confiscate the item. Confiscated property will be tagged and safely stored by Residence Life, allowing the student to retrieve it at the end of the semester or prior to a weekend trip home. Items will not be summarily disposed of unless they are inherently hazardous or illegal.

- **Religious and Cultural Accommodations:** In alignment with our Lasallian commitment to hospitality and inclusion, students seeking to utilize candles or incense for recognized religious, cultural, or spiritual observances (e.g., Shabbat, Diwali, or Indigenous smudging practices) must contact the Office of Residence Life and Campus Ministry in advance to arrange safe, approved designated spaces outside of the residence hall room.

## Room Personalization and Decorations

Residents are encouraged to decorate their rooms to express their individuality and create a comfortable, home-like environment, provided that decorations comply with local fire codes and respect the structural integrity of the facility.

- Wall and Door Adhesives: Wall hangings, posters, and decorations must be secured using damage-free adhesives (such as painter's tape or tension hooks). Any residue, paint peeling, or structural damage (e.g., nail holes, drywall tears) identified during checkout will be evaluated, and the cost of repair will be shared equitably among the room occupants.

- Decorative Lighting: Underwriters Laboratories (UL) approved LED string lights or "fairy lights" are permitted year-round to enhance room ambiance. To comply with fire regulations, lights must not be hung from or block fire sprinkler heads, smoke detectors, emergency exit signs, or windows entirely. Traditional, high-heat incandescent holiday lights are restricted.  LED rope lights are strictly prohibited as their adhesives damage walls.

- Prohibited Decorative Items: The display of live holiday trees or wreaths (due to severe fire drying hazards), neon signs, or empty alcohol containers used as decor are prohibited in residential spaces.

- Seasonal Removals: Temporary seasonal or holiday decorations must be entirely removed from the exterior of doors and common hallway areas before vacating the halls for designated university break periods.

## Electrical Appliances, Energy Conservation, and Cooking

To prevent electrical circuit overloads, power outages, and fire hazards, limitations are enforced regarding the types of electrical appliances permitted in private residential spaces.

1. Permitted Personal Electronics and Small Appliances: All appliances brought onto campus must be UL-certified and kept in safe working condition. Permitted items inside private rooms include:
    - Personal computers, tablets, gaming consoles, televisions, and associated media streaming devices.
    - Low-wattage personal grooming tools (e.g., hair dryers, curling irons, electric razors).
    - Small personal wellness devices (e.g., digital clocks, air purifiers, desk fans, heating pads).
    - Low-wattage, automatic shut-off beverage makers (e.g., coffee pots, hot water kettles, or popcorn poppers).
2. Prohibited High-Wattage and Cooling Appliances: The following items present acute fire or structural strain risks and are strictly prohibited from private bedrooms: space heaters (unless explicitly issued by Facilities), ceiling fans, portable air conditioning units, torchiere halogen lamps, and any high-wattage cooking appliances with exposed heating elements (such as hot plates, air fryers, toaster ovens, waffle makers, or grills).
3. Power Strips and Electrical Circuit Integrity:
    - Residents must not overload wall outlets. The use of multi-plug adapters or plastic extension cords is prohibited.
    - Students are strongly encouraged to utilize heavy-duty, UL-listed surge protectors or power strips equipped with internal circuit breakers.
    - "Daisy-chaining" (plugging one power strip into another) creates a compounding fire hazard and is strictly prohibited.
4. Micro-Fridges and Perishable Food Storage: To maintain consistent electrical grid safety and pest control, Lewis University provides an integrated Micro-Fridge unit (microwave/refrigerator combination) in each traditional residence hall room. (Residents of North Hall share a full-size microwave and refrigerator within their suite common space). No additional personal refrigerators or microwaves are permitted. Food may be kept in rooms provided it is sealed in airtight containers, and perishable items are stored inside the refrigeration units provided.
5. Cooking and Outdoor Grilling Expectations:
    - Indoor Cooking: The preparation of hot meals is restricted strictly to designated common residence hall

kitchens, which are equipped to handle culinary heat levels safely.

- Outdoor Barbecuing: Grilling is permitted exclusively at designated outdoor campus grilling areas, provided it does not infringe upon the peace, safety, or access of neighbors. Barbecuing immediately adjacent to or underneath residence hall windows is strictly prohibited.

- Hazardous Materials: Combustible liquids, lighter fluid, charcoal bags, and propane canisters are considered significant fire hazards and are never permitted to be stored inside any residence hall facility.

## 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 a Resident 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:
bed, desk, chair, closet, or wardrobe. Each room is furnished with a set of window blinds and a micro fridge. 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 Office of Residence Life 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 Office of 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. Laundry machines are supported by a third-party vendor. If the machines are not operating, please notify Residence Life staff so that a laundry work order is placed with the vendor.

## Lock Out Policy

If a student should get locked out of their room, they must contact University Police at extension 5222 to gain admittance into their room. Students must show their 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.

## 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.
The student is responsible for the health, safety, and well-being of the fish, as well as for any resulting damage to university property or the property of others.

1. Water Management: The student must manage the aquarium to prevent leaks, spills, and overflow. Water changes and cleaning must be performed using appropriate containers to carry water to and from designated utility sinks. Aquarium water may not be poured down sinks, toilets, or showers in private or public bathrooms.
    a. The water can be poured directly onto outdoor grass, which is preferred, as the natural soil acts as a filter for organic waste.
2. Maintenance and Hygiene: The student must ensure the tank, water, and surrounding area are kept clean and free of odor, pests, or unhygienic conditions. All waste must be disposed of properly (e.g., placing waste in a sturdy bag and securing it before disposal in an outside dumpster).
3. Damage Costs: The student is financially responsible for all damages caused by the aquarium, including but not limited to, water damage to furniture, flooring, walls, and electrical fixtures.
4. Absences: During breaks (e.g., Thanksgiving, Winter, Spring Break), the student is responsible for making necessary arrangements to ensure the fish are properly cared for, Including appropriate feeding and temperature control.
5. Tanks will have a maximum capacity of 10 gallons, with only one aquarium per room.

6. Aquariums must be placed inside the student's room. In sections style housing they cannot be in public or semi-public spaces (bathroom, lounge area)

## 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 ensure 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.**

## 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

Every resident plays a vital role in maintaining an environment that is clean, welcoming, safe, and physically intact.

Respecting campus property is a direct reflection of respect for the peers who share your living space and the staff members who work diligently to maintain it.

## Reporting Assessment for Repairs and Upkeep

To ensure that our facilities remain in excellent condition, residents are expected to be proactive partners in reporting facility issues:

- **Prompt Reporting:** Whenever an item is accidentally broken, a fixture malfunctions, or general wear-and-tear occurs—whether inside a private room or in a public common space—residents must promptly notify a Residence Life staff member (RA, RLC, or the main office) so an official work order can be processed.

- **Cleaning and Sanitation Concerns**: Accidental spills, trash accumulation, or housekeeping concerns in common areas should be reported immediately to Residence Life staff to ensure a hygienic environment is maintained and to prevent permanent stains or property degradation.

## Individual Financial Accountability for Property Damage

Residents are expected to take personal responsibility for their actions and those of their guests.

- **Assessed Damages**: When property damage, vandalism, or extraordinary cleaning needs are traced to a specific individual or group of individuals, the full cost of the professional repair, replacement materials, or specialized labor will be billed directly to the responsible student(s) account.

- **Private Room Custody**: Room occupants are held collectively responsible for the physical condition of their assigned private room, suite, or apartment. Damage identified during checkout that was not documented on the initial Room Condition Report (RCR) will be billed equitably among the roommates, unless one occupant assumes sole written responsibility for the damage.

## Common Area Vandalism and Restorative Resolution

When vandalism, property damage, or severe messes occur in public common areas (such as hallways, elevator banks, or floor lounges) and the responsible party cannot be immediately identified, the University will not default to automatic, punitive group billing. Instead, a restorative community-care intervention will be initiated:

- **The Review Phase:** Residence Life staff and University Police will conduct a progressive review, which may include evaluating facility log data, interviewing residents on the floor, and checking security footage to locate the individual responsible.

- **Restorative Community Dialogues:** If the responsible party remains unknown, the Graduate Residence Life Coordinator (RLC) or Resident Assistant (RA) will convene a mandatory floor or section meeting. This dialogue focuses on the impact of the vandalism—discussing how property damage compromises the comfort of the floor, strains university resources, and affects the morale of the community. Residents will be given the opportunity to come forward privately, share information, or work together to resolve the matter.

- **Group Billing as a Last Resort:** If common area vandalism or severe neglect becomes chronic, intentional, or presents a recurring safety hazard, and the community leaves the issue unresolved after dialogue interventions, the University reserves the right to divide the repair or cleaning costs equitably among all residents of that specific wing, floor, or building. This step is utilized strictly as a last operational resort when a

community-wide failure to self-regulate compromises the safety and financial health of the facility.

## Severe Weather

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

## 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

**Philosophical Framework:** Shared Stewardship of Our Home

The physical condition of the living space directly impacts student's academic success and personal well-being. Maintaining a safe, clean, and structurally sound environment is a collaborative partnership between residents, the Office of Residence Life, and the Facilities team. Reporting structural concerns promptly protects the physical integrity of the facility and preserves a healthy living environment for both current and future occupants.

1. **Submitting a Work Order** (Routine Maintenance Requests)

Residents are responsible for reporting any maintenance needs, safety hazards, or property damages within their assigned rooms or common areas as soon as they are noticed.

- **Staff-Mediated Reporting Workflow:** For all routine, non-emergency maintenance issues (e.g., dripping faucets, loose furniture, slow drains, or minor room repairs), residents must contact a Residence Life staff member—such as their Resident Assistant (RA) or Residence Life Coordinator (RLC)—visit the main

Office of Residence Life, or email us at reslife@lewisu.edu.

- **Staff Submission:** Upon receiving a resident's report, Residence Life staff will formally log and submit the maintenance work order through the internal university tracking system, routing the request to the appropriate Facilities technicians on the student's behalf.

- **Lighting Infrastructure**: In alignment with campus sustainability goals, Lewis University uses energy-efficient LED lighting across all residence halls. For safety reasons, students are prohibited from replacing built-in lighting fixtures themselves. When a room or closet light burns out, notify a Residence Life staff member so an official work order can be submitted for a technician to safely replace it.

2. **Operational Prioritization & Response Timelines**

To manage institutional resources effectively and maintain clear expectations, the University addresses work orders based on a structured priority framework. All responses are dispatched through Residence Life communication channels:

- **Priority 1**: Urgent Safety or Facility Emergencies (Immediate Action)
    - ***Examples***: Active water pipe bursts, complete loss of electricity or heat, non-functional room door locks, or broken exterior windows.
    - ***Reporting Protocol****:* Do not wait to find a Resident Assistant (RA) or send an email for emergencies, and do not attempt to call Facilities. * *During Business Hours (8:30 AM – 5:00 PM):* Call the main Office of Residence Life directly at extension 5581.
    - ***After Hours and Weekends:*** *Contact University Police at (815) 836-5222 (or extension 5222 from a campus phone) to reach the Residence Life On-Call Staff. Responding emergency staff will immediately coordinate the necessary Facilities dispatch.*
- **Priority 2**: Urgent Comfort or Functional Interruptions (accelerated response times)
    - ***Examples****: Clogged secondary toilets, malfunctioning Micro-Fridge units, or minor water trickles.*
- **Priority 3**: Routine Maintenance Requests (Response times vary depending on availability and issue)
    - ***Examples****: Blown closet light bulbs, squeaky doors, or cosmetic furniture repairs.*

3. **Advocacy and Follow-Up Resolution**

If a reported routine repair has not been addressed within five (5) business days, or if a resident feels their safety or health concerns are not being met adequately, they are fully empowered to advocate for their space.

- Rather than reaching out to the Facilities department, students should follow up directly with the Office of Residence Life in person, by phone at extension 5581, or via email at reslife@lewisu.edu.
- Residence Life leadership will actively step into a supportive mediation role, checking the status of the internally submitted ticket, communicating directly with Facilities management to expedite the request, and working to resolve the issue for the resident.

# 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 immediately. Inquiries about lost articles in the residence halls should be made to the Office of Residence Life. Found articles should be turned in to 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 cards 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 may result in a $500.00 - $1,000.00 fine to the responsible parties or the entire building when the violator(s) are unknown. The amount of the fine is determined by the level of tampering and the occupancy of the building.

While the University takes comprehensive measures to secure campus boundaries, maintain facilities, and provide routine safety patrols, Lewis University cannot assume legal or financial responsibility for the loss, theft, or physical damage of personal property belonging to students, guests, or visitors. This institutional disclaimer applies universally to all private residential rooms, common spaces, vehicles parked on campus, and storage areas. It covers property damage or loss resulting from unpredictable incidents, including but not limited to:

- Unforeseen mechanical or facility disruptions (such as accidental water pipe breaks, power surges, or weather-related structural leaks).
- Acts of theft, burglary, or vandalism committed by individuals in violation of University policies and civil law.
- Personal misplacement, accidental damage, or negligence on the part of the property owner.

Because the University does not ensure personal belongings, the Office of Residence Life strongly advocates for the proactive financial protection of our students. Before arriving on campus, residents and their families are highly encouraged to complete the following protective checkpoints:

- Review Existing Policies: Check with your family's current Homeowner's or Renter's Insurance provider. Many standard parental policies contain a "Student Off to College" extension that covers a dependent's personal property while occupying a campus residence hall at little to no extra cost.
- Acquire Independent Renter's Insurance: If your family's insurance does not offer college coverage, or if you do not carry homeowner's insurance, the University strongly recommends purchasing an independent student renter's insurance policy. These specialized policies are widely available through major insurance providers and offer vital financial peace of mind covering laptops, textbooks, clothing, and electronics against theft or accidental damage.

### Keys

Keys are issued at the start of the fall semester or when students first move into their room 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 a room key or student ID to other individuals, and for someone other than the student to return a key when vacating a room assignment. 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 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.