



URBANA
UNIVERSITY

A Division of Franklin University

2019-2020

STUDENT HANDBOOK

UNIVERSITY INFORMATION

Mission

Urbana University, a division of Franklin University, provides a student-centered, quality education supported by a foundation in liberal arts, delivered by a committed faculty and staff emphasizing: a comprehensive educational experience, tailored academic programs, critical reflection skills, mutual respect, that prepares a diverse student population for fulfilling careers and responsible citizenship in a global society.

Vision

Urbana University exists to educate and develop individuals as whole persons preparing them for fulfilling careers, leadership, and service to humanity.

Values

Excellence: We are committed to pursuing the highest standards: intellectually, physically, socially, and spiritually.

Lifelong Learning: We recognize that vitality results from continuous self-development. We seek to produce optimistic graduates who possess creative and reflective thinking, strong analytical skills, and a passion for learning.

Service: We view service, the use of our time, energy, and talents to help others as the duty and privilege of all, recognizing its positive impact on the one serving, those served, and society as a whole.

Integrity: We promote honesty and transparency in all aspects of our lives. We assume responsibility for our academic and social actions, upholding the highest ethical and moral standards.

Respect for Others: We pledge to challenge each individual through education, while recognizing the uniqueness of everyone through attention, empathy, and encouragement. We value the dignity and worth of the communities that make up Urbana University and appreciate the different people, cultures, and ideas they bring.

Urbana University reserves the right to make, at any time, the changes it deems advisable in the services, procedures, regulations, and policies in this handbook. Each student has the obligation to become familiar with the contents of this handbook and follow the policies and directives as stated.

Building Directory

Building	Occupants
Bailey Hall	Welcome Center, Admissions, Financial Aid, Registrar, Student Accounts, Accounts Payable, UrbanaWorks
Barclay Hall	Classrooms
Blackmer Hall	Alumni Affairs, Administration, Student Affairs, College Credit Plus, Academic Advising
Browne Hall	Miller Center for Visual Arts, Johnny Appleseed Education Center
Commons	Dining Hall, Aladdin Dining Services
East Hall	Student Housing (non-active)
Francis E. Hazard Hall	Residence Life Staff Office, Student Housing, Information Technology
Hickory Hall	Student Housing
Hub	Black Box Theatre
Lester Baum Facility	Athletic Facility
Lewis & Jean Moore Center for Mathematics & Science	Faculty Offices, Classrooms, Science Labs, Computer Labs, Honda Lecture Hall
Losch Hall	Human Resources, Campus Nurse, WellSpring Counseling Services, Project Woman
McConnell Hall	Student Housing
North Hall	Faculty Offices, Classrooms, College of Education
Oak Hall	Mailroom, Band, Choir, Club Sports
Ross Hall	Student Housing (Suits)
South Hall	Student Housing (non-active)
Student Center	Student Engagement, Bookstore, Meeting & Event Rooms, White Family Grill, Bundy Wellness Center, Student Mailboxes
Sycamore Hall	Student Housing, Classroom, Campus Safety & Security
Urbana University Learning Commons	Learning Commons, Library, Computer Labs
Warren G. Grimes Center	Gymnasium, Aquatic Center, Athletics Department, Classrooms
Williams Hall	Maintenance, Housekeeping, Campus Facilities

STUDENT AFFAIRS

While at Urbana University, a division of Franklin University, you will have many opportunities to learn about yourself, other people, your chosen career, and the world in which you live. Learning will take place in the classroom and out of class as well. Much of your out-of-class learning is coordinated through Student Affairs, located in Blackmer Hall and the Student Center. Student Affairs provides programs, services, and environments that enhance the personal, social, and intellectual lives of all members of the University community.

Like the faculty members who teach your classes, the professionals in Student Affairs have special training and education to help make your college experience the very best one possible. They want to assist as you make decisions about your education and your future. Student Affairs has general or shared responsibilities for a number of programs and services that may be important to you, including:

- Counseling
- Academic & Career Advising
- Health Services
- Campus Life
- Disability Services
- Recreation & Intramural Sports
- Student Organizations

The faculty and staff are aware personal problems and issues are bound to arise occasionally during your college career and are prepared to assist you. Let someone in Student Affairs know that you're having difficulties; the system is in place to help you.

We welcome the opportunity to serve you by providing programs and services for your total education while you are attending Urbana University.

Academic Advising

Academic Advising is the primary formal process of guiding and mentoring the student in identifying and achieving educational and career goals. This process is a shared responsibility between the student and advisor as they collaborate to develop, follow, and complete a plan allowing the student to complete a degree from Urbana University in a timely manner that will help them achieve their initial career goals.

Bookstore

The Bookstore is located in the lower level of the Student Center and can be visited online at urbana.bncollege.com. The Bookstore supplies everything you need for school: textbooks, school supplies, gift items, and spirit wear.

The refund policy for textbooks is as follows:

- A full refund will be given in your original form of payment if textbooks are returned prior to the **last day of the first week of class with a receipt**.
- With a **proof of schedule change and a receipt**, a full refund will be given in your original form of payment during the first 30 days of classes.
- No refund on textbooks **without a receipt**.
- Textbooks must be in original condition.

The refund policy for all other merchandise is as follows:

- A full refund will be given in your original form of payment **with a receipt**.
- **With a receipt**, unopened software, CD's, and DVD's may be exchanged or refunded (must still be in original packaging, unopened).
- Without a receipt, a merchandise credit will be issued at the current selling price.
- No refunds on gift cards, prepaid cards, phone cards, magazines, general reading or bargain books.

- All returned merchandise must be in original condition.

The bookstore buys back books all year. You will need to **bring your student ID** with you to sell your textbooks back. Below are some guidelines to selling your textbooks back.

- The best time to sell your used books is **when finals start**.
- We will pay you up to **50% of the book's selling price** if your instructors have assigned it for the next term and the bookstore is not overstocked.
- If the book does not meet these criteria, prices are determined by the current national demand.
- Study guides and workbooks must be "like new," without any writing on their pages.
- All books must be in good condition. No water damage, torn or missing pages.
- Some books have little or no monetary value. Out of print books and old editions are not in national demand, and we can't buy them back.

Rental Textbooks

- Most new or used textbooks are available to rent.
- A credit card is needed in order to rent even though you may plan to pay with Student Financial Aid, check or cash. In these cases the credit card is used to "secure information only" so that the card can be charged if textbooks are not returned by the due date. Credit cards can also be used to pay for rentals.
- Rental Textbooks are generally due by the last day of finals and must be in good condition with no water damage, torn or missing pages. If the rental is not in good condition, the renter will be charged a replacement fee for the book.
- Highlighting and note taking is permitted in rental textbooks.

Career Services

Career Services encourages and supports students' timely involvement in discovering, experiencing, and reaching their career goals. We provide opportunities through Student Employment and Internships to gain experiences and skills you will need to present the strongest possible credentials to prospective employers or graduate schools.

Counseling

College life inevitably brings growth, change, and examination of personal thoughts, feelings and decisions. Concerns about interpersonal relationships, depression, feelings of inadequacy, anxiety, loneliness, sexual matters, drug and alcohol use, and conflicts related to one's family, friends, and/or marriage are all examples of difficulties that individuals may encounter. Students may also experience anxiety over academic performance.

Personal counseling services are available to assist with these issues, among others and can refer students to outside resources when appropriate. You can schedule an appointment by contacting WellSpring at 937-325-5564. Students with a crisis after hours should call the Campus Safety office at 937-484-1111 or their RA. For anonymous assistance in a crisis, students can call the Consolidated Care Crisis Hotline at 800-224-0422 or 800-465-8065.

Dining Services

We are proud to partner with Aladdin Food Management to provide high-quality, nutritious meals for our students and guests. Our main dining facility is located in The Commons, which is connected to East, South, and Hazard residence halls. Our other dining venue, the White Family Grill, is in the Student Center and offers short-order snacks and meals. In addition to providing meal options, the White Family Grill is a great place for students to gather to work on group projects, play cards, or just relax and socialize.

Students who live on campus and first-time commuter students are required to participate in the board plan. An alternate board plan for upper class resident students consists of fifteen meals per week. Students on a board plan will have at their disposal a pre-determined amount of Flex Dollars (Blue Knight Bucks)

that may be used to purchase extra meals in The Commons or food from the White Family Grill. Commuter students are also encouraged to utilize our dining program. They can purchase a commuter plan, buy a declining balance program for a discounted rate, or pay for meals separately. First-year commuter students are required to be on a commuter plan.

The Dining Services team is committed to providing an exceptional student experience. Anyone who has a conflict with the meal schedule can make alternate arrangements with the Director of Food Services. As an example, resident students who have academic responsibilities like field experience or student teaching which interfere with scheduled meals may make arrangements for a sack lunch. Any student who requires a special diet plan should discuss this with the Director of Food Services and/or the Nurse who will work to make sure their needs are met. If you have questions, comments or concerns about the dining program, please share them with the Director of Food Services or the Student Affairs office.

Disability Services

If you have a documented disability, certain accommodations are available through a process outlined under Disability Services on the Urbana University website, <http://www.urbana.edu/student-life/student-services/disability-services>. For assistance, paperwork and accommodation please contact the Office of Disability Services via email disabilityservices@urbana.edu.

Health Services

Health Services provides services for all students including first-aid, assistance with minor illnesses, and appropriate referral to local health care facilities as needed. Residential students may also contact the Residence Life staff or Campus Safety & Security staff on duty when medical care is needed.

Student Health Services does not issue excuses from class; the nurse will provide documentation of services, if requested by the student or instructor. A student who misses class due to illness or extenuating circumstances should contact each of his/her instructors prior to class; students may leave a note or message with the department secretary if they cannot reach an instructor directly. It is the student's responsibility to make arrangements with each instructor to make up missed course work.

If illness or emergency requires a student to leave the University, even for a short time, contact should be made with the academic advisor or Student Health Services before leaving; in the event the student is unexpectedly detained, the advisor can help determine the best course of action. It is also prudent to inform the nurse and, if the student lives on campus, the Residence Life staff, if they must leave campus.

Interfaith Chaplaincy/Religious Life

The Urbana University Chaplaincy exists to nurture the spiritual, moral and ethical lives of students, faculty and staff, while assisting them in listening to, learning from and respecting those with different beliefs. In this mission the chaplaincy seeks to encourage and support all forms of religious and spiritual life which find expression at Urbana University and the search for meaning in the lives of all members of our community

The chaplaincy team is made up of the Urbana University Chaplain and volunteer clergy members from the local area, who offer their skills and experience to the UU community. Members of the Chaplaincy Team are committed to honoring the religious freedom, dignity, conscience, personal spiritual welfare and the religious tradition of every person to whom they minister. They are committed to mutual respect and they affirm the roles of personal freedom, doubt and open critical reflection in healthy spiritual growth. The chaplaincy is committed to reaching out to, and including, all people seeking answers to life's important questions, women and men of all spiritual orientations or lack thereof, races, socio-economic situations, ethnicities, abilities, ages, and sexual orientations.

Chaplains host weekly Chaplain Hours and numerous programs throughout the academic year. If students need a Chaplain for an individual appointment, they can contact the Student Affairs Office or e-mail UUChaplain@urbana.edu.

Residence Life

All Urbana University main campus students must live on campus, unless they meet one of the following off-campus criteria:

- a) Are over 23 years old at the beginning of the academic year
- b) Have senior-level status (over 90 completed hours prior to beginning of academic year)
- c) Are married or have dependent children
- d) Live with parents/guardians at a permanent address within 30 driving miles to main campus (as determined by Google Maps)
- e) Have documented medical or disability reason on file with Health Services and/or Disability Services.

All students living on campus must have a meal plan. Plans consist of a nineteen (19) meal per week plan. Sophomores, juniors and seniors are eligible for a fifteen (15) meal per week board plan. Brunch is served on Saturday and Sunday mornings. No meals are served during vacation periods.

Residence Life Staff

The Office of Campus Life handles overall planning, development, and implementation of the residential program at Urbana University. The staff includes a Director, Resident Directors, and Resident Assistants, all of whom assist in the implementation of the goals of the Residence Life program.

Resident Directors

A Resident Director is a live in professional staff member that oversees the day to day operations of a residence hall. In addition, Resident Directors supervise all Resident Assistant staff of their respective building, and are available 24/7 on campus. Resident Directors serve on week by week duty rotation schedule.

Each residence area is under the supervision of a Resident Assistant (RA). The RAs are the residence life staff members with whom the individual student will have the most contact. RAs are full-time students who are trained to administer the day-to-day operations of the halls and to provide personal counseling and advice to students. In addition, the RAs are responsible for the enforcement of University rules and regulations in the residence areas. The RAs work closely with the residence life professional staff to create an atmosphere conducive to studying, leisure activities, personal growth, and developing an appreciation for others.

The Living/Learning Environment

The residence hall room or suite will be the center of the student's "living/learning" environment while at Urbana University. The University's goal is to provide an environment that supports academic achievement and promotes individual development.

The Office of Campus Life has arranged staff and programs that are designed to encourage students to:

- Meet other students and successfully live together.
- Assume responsibility for their own lives and living environment.
- Participate in a variety of educational, social, and cultural activities.
- Develop skills through participation in residence life and campus activities.

Assignment of Rooms

The University agrees to assign accommodations and provide board only after the eligible student has:

1. Been accepted to the University
2. Returned a signed copy of the Residence Hall Application.

The eligible student should note that residence hall space is assigned on a first-come, first-served basis. The date on which the application and agreement are received will establish a priority. Subject to the availability of space, the University will assign accommodations according to student preference, but the University does not guarantee assignment to particular types of accommodations or with a specific roommate.

Roommate requests are granted when space is available and the request is mutual. The University reserves the right to assign or reassign space for the benefit of an individual student and/or living unit. The University reserves the right to refuse housing to any student who is delinquent in the payment of housing bills, who has demonstrated an unwillingness to abide by housing rules and regulations, or who exhibits behavior that is not conducive to a favorable study environment.

To check in and occupy housing, a student must:

1. Registered for a minimum of 12 credit hours (full time status);
2. Have been deemed “Financially Cleared” by the Student Accounts office; and
3. Have a complete Immunization Record on file with Student Health Services.

Cable Television

The University provides basic cable service in each residence hall room. Students with a cable-ready TV or converter box will be able to access the regular service channels offered.

Refunds and Rebates

After occupancy, students are bound to the housing agreement for the full academic year. A student who graduates mid-year, or a student for whom it is necessary to withdraw from the University, may terminate the housing agreement by completing the “Withdrawal from Housing” form. Students who do not maintain full-time status may have their housing agreements terminated by the University. Room and board (meal plan) refunds are prorated for the period attended plus two additional weeks as stated in the University Catalog.

Students who cannot fulfill the contractual agreement due to unforeseen circumstances must appeal the contract requirements within the first two weeks of a semester and explain reasoning for release from the housing agreement to the Office of Campus Life. Each appeal will be decided on an individual basis. Students cancelling their housing contract may be charged a pro-rated housing rate plus two additional weeks of occupancy (including board).

Responsibility for Damage/Community Damage

The University expects depreciation through normal usage. However, each student will be charged for any damage caused by the student, or loss incurred to the building, furniture, and equipment that is the result of his/her negligence, misuse or abuse. Damage within student rooms is the joint responsibility of the students assigned to that room or area. The assigned students will be liable for damage above normal wear and tear to public areas in their particular floor or section under the following conditions: 1) that the damage cannot be assigned as the responsibility of an identified person, and 2) that there is a reason to believe that responsibility for the damage lies among the residents of that particular floor or section.

Students are required to have bed bug protective covers on their mattresses. Students who do not have these covers may be billed for bed bug removal/treatment if bugs are found.

Room Changes

Typically, room changes will not be permitted. Room assignments are intended to last for the entire academic year. Students are advised to utilize great care when requesting/selecting roommates. Urbana University, through our educational philosophy, expects that students will exercise mature communicative actions when dealing with conflicts. Students are encouraged to contact Residence Life Staff if assistance is needed with conflict resolution.

Room Change Procedure:

1. The room change process begins with the RA. He/she gives the student desiring the room change a “Request for Room Change” form.
2. The responsibility for making a room change should be undertaken by the student seeking a change as outlined on the Request for Room Change form.

All room changes must be completed within 48 hours after the application has been approved by the Office of Campus Life. Unapproved room changes may result in fines or student conduct sanctions.

Room Inspections

Urbana University conducts inspections of all residence areas. The purpose of the inspection is to monitor the health, safety, and general maintenance of the residence areas. When possible, one resident of a suite or room should be present at the time of inspection. The Office of Campus Life reserves the right to conduct the inspection without a resident present. At the time of the inspection, the Resident Assistant will leave a completed inspection sheet.

Students are responsible for purchasing the materials needed to effectively maintain their suite/room. The University will not provide cleaning supplies.

Storage

The University does not provide storage space at any point during the academic year or summer. Closets, dressers, and under beds provide storage areas in students' suites and rooms.

Emotional Support Animals (ESAs)

If a Resident is in need of an Emotional Support Animal, they must complete the application and supply all supporting documentation (medical documentation) to the Office of Disability Services. The application and all documentation is reviewed by the Office of Disability Services. If the student request has been determined to qualify to have an ESA by the Office of Disability Services, the student must comply with all components of the University ESA Policy. Please visit <https://www.urbana.edu/student-life/student-services/disability-services> for the full ESA policy and all related forms.

Safety and Security Services

Urbana University is committed to providing a safe and secure environment for the campus community and visitors. A competent Residence Life staff, a trained Campus Safety & Security Services, and the faculty, staff and students are all responsible for following measures to ensure their safety and the protection of their possessions. Security is provided by the Department of Campus Safety & Security Services, which operates 24 hours a day.

Emergency Alert System

In an effort to communicate emergency situations on campus and campus closings, Urbana University utilizes a mass communication program with voice, text, and email messages (Rave). In order for any plan of this type to be successful in an emergency, the University will need accurate and complete information from community members. Students are automatically enrolled in the system; if you need to update your contact information, contact the Student Affairs Office. Your personal information will not be shared with any marketing firms. If you have questions, please contact the Student Affairs Office or Campus Safety & Security Services.

Lost and Found

Campus Safety & Security Services maintains a Lost and Found for the University. Recovered items can be brought to/picked up at the Campus Safety & Security Services office in Sycamore Hall. Items are dated the day they are received and are purged at the end of the school year.

Safety Tips

Urbana University takes pride in having a safe campus. However, crimes against persons and property do occasionally occur. Community members should develop an understanding of some basic safety principles and exercise caution and common sense. Suggestions for improving personal safety and security:

- Be alert to the presence of strangers in public and non-public areas of campus; report their presence to Campus Safety & Security Services.
- Call Campus Safety & Security Services to escort you on campus and/or to your car if you feel uneasy about your safety.
- Exterior doors to the residential areas should be kept shut and locked at all times. Propping doors with objects to allow ease of access may expose students to potential dangers and may be subject to university sanctions.
- Room and suite doors should be locked even when the student leaves for only a short time.

- Residents should ask visitors to identify themselves before allowing them access to the building or their room.
- Keys & Student IDs should be carried at all times and never loaned to others.
- Cars should be parked in lighted areas and kept locked at all times. Valuables should be concealed.
- Keep money and valuables in a secure place. Do not keep excess amounts of cash in your room.
- Review your and/or your parents' homeowner's insurance to check for coverage of items you bring to campus. Consider leaving family heirlooms and other valuable items at home. The University is not responsible for lost or stolen items.
- Record serial numbers or similar identifying numbers and/or makes of radios, watches, media players, computers, etc. Copies of this information may be filed with the Campus Safety & Security Services office.
- Record the numbers of all your credit cards and bank accounts. Keep addresses/phone numbers of the companies/banks so that you can notify them if your cards are lost or stolen.

Confidential Reporting Procedures

If a reporting party does not desire action by the University and would like the details of the incident to be kept confidential, the reporting party may seek support from certain resources who are not required to provide private, personally identifiable information to anyone else unless there is cause for fear of victim safety or the safety of other members of the community. These are individuals who the University has not designated as mandatory reporters.

For Immediate Assistance

Go to a safe location and, if injured, seek immediate medical attention. Contact any of the following individuals for immediate assistance:

Campus Safety.....	937-484-1111.....	24 hours/7 days a week
Title IX Coordinator	614-947-6236	
Counseling Services*	937-325-5564	
Victim Advocate*	800-634-9893.....	24 hours/7 days a week
Suicide Crisis Hotline	800-224-0422.....	24 hours/7 days a week
Health Services.....	937-772-9214	
Local Police	911	24 hours/7 days a week
Local Police (non emergency).....	937-652-4350.....	24 hours/7 days a week

Campus Safety may contact on-call staff when their offices are closed or they are otherwise unavailable to assist immediately.

**Denotes resources that are confidential*

Anonymous reporting of an incident or concern may be completed through Lighthouse at 844-430-0066 or at www.lighthouse-services.com/urbana.

Urbana University Crime Statistics

In accordance with the "Student Right to Know and Campus Security Act of 1990" each institution within the state is required annually to prepare security reports on campus crime statistics for the preceding year. The most up-to-date crime statistics can be found in the Annual Security and Fire Safety Report found on the Urbana University website and in the Campus Safety & Security Services Office.

Identification Cards

Students are required to carry their student identification card with them at all times, and show it to University officials upon request. Failure to do so is a violation of the Student Code of Conduct. Identification cards may be necessary for entering residence halls, picking up paychecks, cashing checks, eating in the cafeteria, entering athletic events and student activities, selling books back at the bookstore, and using the library. Lost identification cards must be reported to the Student Affairs office immediately;

replacement cards cost \$25 which is billed to your student account. Loaning your identification card is a violation of the Student Code of Conduct.

Emergency Procedures

General Emergency:

1. Call emergency number: **911**
2. Specify whether you need police, ambulance or fire
3. Have the following information available:
 - Building name
 - Room number (If a suite, suite number and room letter)
4. If the emergency involves an injured person:
 - Check the scene for safety; do not move the victim unless their life is endangered.
 - Check the victim for consciousness, breathing, pulse, and bleeding.
 - Remain on the phone with the 911 operator.
 - Remain with the victim until help arrives.
5. Inform Campus Safety & Security Services; for questions or feedback, contact Campus Safety & Security Services at 937-484-1111.

For complete emergency procedures, refer to the Urbana University Emergency Management Guides located around campus.

IF YOU DISCOVER OR SUSPECT A FIRE

Procedure:

- Activate the fire alarm
- Do not place yourself at risk by trying to put out the fire
- Evacuate the building. Use the nearest exit. Follow the posted evacuation procedures for each building.
- Do not use elevators
- Call 911
- Notify Campus Safety & Security Services
- Monitor for updates from University's mass notification system

Evacuation:

1. If you are in a room with a closed door, use the back of your hand to feel the door for heat. If the door is hot, do not open it. If it is cool, go to Step 2. If the door is hot, go to step 7.
2. Brace yourself behind the door and open it slowly. If the environment outside the door is not favorable, close the door and go to step 7.
3. Enter the hallway. Close the door behind you. Stay low (crawl if necessary) and make your way to the nearest exit.
4. Exit the building via stairwells. If your stairwell is blocked by smoke and heat, go to an alternate exit. Do not use elevators.
5. Once you have exited the building, move to a safe location. Wait for the "all clear" signal or additional information requiring you to assemble at a remote location.
6. If all of the fire exits are blocked, go back to a room containing exterior windows and seek refuge.
7. If supplies are available, pack the doorframe with wet articles of clothing, towels, or whatever you have on hand to retard the smoke from migrating into the room.
8. Cover nose and mouth with handkerchief or similar article.
9. Call 911. Notify Campus Safety & Security Services of your location.
10. Stay close to the floor. Proceed to a window. Open the window to allow for the smoke to escape and for you to breathe fresh air.
11. Let everyone within hearing distance, be aware that you are trapped. Yell and wave a towel outside the window. Stay near the window.

TORNADO/SEVERE WEATHER

Tornado Watch: Conditions are right for a tornado. Monitor (WATCH) the weather closely.

Tornado Warning: A funnel cloud has been sighted. Take cover immediately.

Sever Weather Alerts: To get local weather info, go to champaignEMA.org and click on the CodeRED icon at the bottom of the page. **Be sure to use UU's address when signing up so you get accurate warnings on campus!** With CodeRED, alerts will only be sent out that are specific to the address you enter. For example, if there is a Tornado Warning issued for the far western part of Champaign County, we would not get an alert because that warning does not include our specific address at that time. If the warning is expanded to include our address, then a warning would be issued.

Procedure:

- Discourage students from leaving campus during severe weather
- Notify those in your area to take shelter
- Avoid using elevators in case of loss of power.
- Report the severe weather condition to Campus Safety & Security Services
- Protect yourself from flying debris by taking cover immediately following notification of a tornado warning
- If you are outside, move to an area away from trees, buildings, and power lines. Lie flat in a ditch or culvert. Avoid locations where falling objects are likely.
- If you are inside, take cover in basement, stairwell, hallway, bathroom, or interior room. Move to the lowest level of the building whenever possible and utilize interior rooms and hallways for shelter.
- Stay away from glass, windows, or anything large that could fall and injure you.
- As a last resort, get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use your arms to protect head and neck.
- Monitor for updates from University's mass notification system.

What To Do Following A Tornado

- Listen to a Weather Radio
- Help injured and trapped persons when appropriate
- Watch for fallen power lines and broken glass. Isolate the area, if necessary
- Call 911 for any medical, fire, or police emergency that may exist.
- Notify Campus Safety & Security Services
- If damage has occurred to the building, evacuate the affected area/campus.

Tornado Safe Locations

Building	Rally Point
Barclay & Bailey Halls	Basement, 1 st floor restrooms
Blackmer & Losch Halls	1 st floor restrooms
Browne Hall	Basement
Commons Dining Hall	Restrooms
East Hall	1 st floor restrooms/hallway
Grimes Center	Racquetball court, center of 1 st floor hallway/restrooms
Hazard Hall	1 st floor hallway, restrooms, or laundry room

Hickory Hall	Basement laundry room
The Hub/Black Box Theater	Restrooms
Lester Baum Facility	Restrooms
McConnell Hall	Center of 1 st floor/Restrooms
Moore Center	Center of 1 st floor hallway/Restrooms
North Hall	Stairwells, 1 st floor restrooms, classrooms near stairwell
Oak Hall	Center of 1 st floor
Ross Hall	Basement laundry room
Ross/Hickory Classroom	Basement laundry room
South Hall	Center of 1 st floor hallway/Restroom
Student Center	Lower level by mailboxes, lower level restrooms
Sycamore Hall	Center of 1 st floor/Restrooms
University Learning Commons	Basement
Williams Hall	Basement

The safest place to be during severe weather is in a basement. If the building has no basement or cellar, go to a small room (a bathroom or closet) on the lowest level of the structure, away from windows and as close to the center of the structure as possible.

ACTIVE SHOOTER

An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

We have all heard the tragic news reports about shooting incidents happening when at the workplace, on school campuses, and other populated public places. If you were ever to find yourself in the middle of an active shooter event, your survival may depend on whether or not you have a plan. The plan can be simple as **RUN, HIDE, or FIGHT!**

Preventing and Active Shooter Event

- Research indicates there may be signs or indicators of a potentially volatile situation that may develop into an active shooter situation.
 - Engaging in some behavior that causes others concern or indicates a need for help.
 - Demonstrates difficulty coping with significant loss or personal failures, and may have considered or attempted suicide.
 - Feels bullied, persecuted, or injured by others.
 - Has a fascination for and access to deadly weapons.
 - Obsessively views violent entertainment.
 - Engages in alcohol and/or drug abuse.
- Contact Campus Safety and Security personnel and/or Student Affairs staff if you become aware of someone demonstrating these signs

How to Respond in an Active Shooter Event

1. **RUN**- if an active shooter is in your vicinity

- a. Use the nearest exit(s) in any facility you visit
 - b. Evacuate regardless of whether others want to leave or not
 - c. Leave your belongings behind
 - d. If possible, help others to escape
 - e. Call 911 when you are safe
2. **HIDE**- if running is not possible
- a. Lock and/or blockade the door
 - b. Hide behind large objects in an area out of attacker's view
 - c. Remain quiet and silence your cell phone
 - d. Remain hidden until you receive an ALL CLEAR notification via Urbana's Emergency notification system
3. **FIGHT**- only as a last resort and your life is in imminent danger
- a. Commit to intense physical aggression
 - b. Attempt to incapacitate the shooter using improvised weapons such as books, chairs, or other available items

How to Respond when Law Enforcement Arrives

1. Follow instructions
2. Put down any items in your hands
3. Raise your hands and spread your fingers
4. Avoid pointing, yelling, and quick movements towards responding law enforcement officers

Missing Student Notification Policy

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety & Security Services which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing, and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a missing student is under the age of 18 years of age, Campus Safety is required to notify the parent or guardian of the missing after the determination by Campus Safety that the student is missing. Campus Safety will also notify the local law enforcement after it determines that the student is missing.

Procedure for Reporting Missing Students

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Safety & Security Services.
2. When a student is reported missing Campus Safety shall:
 - a. Initiate with assistance from Student Affairs an investigation to determine the validity of the missing person report.
 - b. Contact the Director of Student Life.
 - c. Make a determination as to the status of the missing student.
 - d. Notify the individual identified by the missing student on their Housing Emergency Contact Card as the emergency contact within 24 hours of making a determination that the student is missing.
 - e. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
 - f. Notify the local law enforcement within 24 hours after determining that the student is missing.
3. The Director of Student Life notifies the Executive Vice President.
4. The Director of Student Life shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Natural Gas Pipeline Facilities (Urbana)

Urbana University natural gas pipeline facilities are located underground and above ground around property owned by Urbana University and provide natural gas to campus facilities. Urbana University follows a regular operation and maintenance program to make sure the natural gas pipeline facilities are safe and reliable.

Leaks can develop in the pipelines due to deterioration or outside forces. Urbana University's regular operation and maintenance program should address any deterioration of the facilities before they leak or become a problem. Pipeline leakage caused by outside forces (i.e., digging into an underground pipeline and damaging it) can be prevented by calling the Facilities Department before you do any digging (i.e., planting flowers, installing tent posts, etc.) on campus.

Natural gas is treated with an odorant. If a leak does occur, you should be able to smell it. Be alert for the following "telltale" signs of a leak:

- A distinctive (gas) odor- rotten egg smell.
- A shrill blowing or hissing sound.
- Dirt being blown or thrown into the air.
- Bubbles coming from or water being blown into the air at a puddle, pond, creek or river.
- Fire apparently coming from the ground or burning above the ground.
- Patches of brown vegetation in grassy areas.
- Dry dirt spots in grassy areas.

If you suspect a gas leak inside or outside of your facility please do the following:

1. Notify Campus Safety & Security Services at 937-484-1111.
2. Avoid open flames or other ignition sources, including operating light switches and motor vehicles.
3. Evacuate the area.

Contact Campus Safety & Security Services any time you suspect there is an emergency with the natural gas pipeline facilities. If you have any questions or would like additional information regarding natural gas pipeline facilities at Urbana University, please contact the Maintenance Department.

Student Engagement

Student activities are coordinated by the Campus Activities Board (CAB), the Student Government Association (SGA), and the Student Affairs Office. All students, including commuters and nontraditional students, are encouraged to participate in the many cultural, educational, recreational and social events held on campus. Movies and professional acts supplement social activities such as dances, game shows, trips, clubs, Homecoming activities, special entertainment and others. A variety of student organizations provide students numerous opportunities for campus involvement and leadership development.

Student Organizations

Student Organizations have been a part of Urbana campus life and traditions for many years. Live music, picnics, speakers, comedy, and other numerous activities bring students, faculty, and staff together to build a stronger University community. Urbana's student organizations include clubs formed around common interests, committees that plan campus-wide programs, student government, organizations that relate to academic fields, sport clubs, and groups with a religious or cultural mission.

For a complete listing of student organizations, visit the Urbana University website or contact the Coordinator of Student Engagement.

Student Government Association (SGA)

The purpose of the Student Government Association (SGA) is to advocate for and represent the interests of students at Urbana University, a branch campus of Franklin University. SGA is committed to promoting student participation in the overall decision-making processes of the University, enhancing the quality and scope of education at the university, and promoting the general welfare of the student body.

For more information, contact the Coordinator of Student Engagement or the SGA President.

Forming a Student Organization

In order to become a recognized student organization at Urbana University, an interest group of at least three (3) students must complete a Student Organization Recognition Form and meet with the Coordinator of Student Engagement to review the steps required to become a recognized student organization. Questions about the process should be directed to the Coordinator of Student Engagement.

Only recognized student organizations are permitted to receive funding from the Student Government Association, and have the ability to use campus facilities for meetings and activities. The University reserves the right to revoke recognition for actions and/or activities that contradict the mission and philosophy of Urbana University and/or violate university policy.

Scheduling of Events

The scheduling of all student-sponsored events and activities of campus organizations must be verified with the Coordinator of Student Engagement and other Urbana University administrators. In order to reserve rooms and use facilities, the organization must send an "Event Request Form" to campuslife@urbana.edu. The form can be found on the Urbana website or from the Coordinator of Student Engagement's Office. **Only recognized student organizations are permitted to schedule & use campus facilities for meetings and activities.**

Definitions of Student Activities

"*University Approved Activities*" are generally extracurricular, originating out of student interest and needs. University approved activities generally occur on the campus, within residence halls, and in the Student Center. These events may be held off campus with the approval of the Student Affairs Office. These events must be scheduled with the Student Affairs Office, and complete an event registration form to inform the University of those in charge of the event. The University assumes that attending advisors and/or chaperones are invited guests of the sponsoring group and not official representatives of the University. The University assumes no financial or legal responsibility for the group or individuals involved in these off-campus activities. It does, however, expect students to be responsible citizens by obeying local, state, and federal laws while conducting themselves in a manner which upholds the standards of Urbana University.

Student Activities Guests

Student organizations are permitted to have guests at their events. Guests may include but are not limited to: alumni, community members, and friends of the organization.

All university policies are applicable to visitors and guests. Each individual is liable for his/her actions at all times regardless of his/her mental or physical state. Additionally, each person or student organization sponsoring an event is responsible for the behavior of their members and guests. Urbana University students may register only one guest per event.

Urbana University Learning Commons

The Urbana University Learning Commons addresses the learning and research needs, academic performance, and retention of students. We provide library and academic support services and resources to faculty, staff, and students that enhance and support classroom instruction. We teach the skills and strategies to help students become independent and active learners and to achieve academic success.

We also provide access to online databases, print and eBooks, periodicals, desktop and laptop computers, printing services, wireless internet access, and private study rooms for individual or group study. The Urbana branch campus is a member of OhioLink, a statewide consortium, which allows students to borrow materials from over 100 other Ohio colleges and universities. Library staff members provide instruction, reference services, and assist in the use of library resources.

Any enrolled undergraduate Urbana student may receive free tutoring, workshops, and access to our online writing review. The Learning Commons is open to students of all majors at all points in their academic careers. Help is available in most subjects and courses. Some textbooks are available for checkout within the space.

Tutors can answer general questions and help problem-solve most homework and research problems. They are also available for one-on-one and group tutoring.

Some benefits of tutoring may include:

- Helping students master effective study habits and critical thinking skills as they develop a greater understanding of class material.
- Improving grades, confidence increases, interest in doing quality work improves, and enthusiasm toward learning is heightened.
- Encourage questions and teach students how they learn best, at their own pace through guided discovery.
- Modeling and encouraging effective organization and discipline, fostering within each student the ability to concentrate on the material and learn faster with fewer distractions.

Contact us by calling 937-772-9313 or visiting urbana.edu/library

University Liability

Urbana University is not responsible for the loss of money or valuables of any person, or for the loss or damage to any student's property by fire, water, theft, or any other means while on campus. **Students are encouraged to carry personal property insurance.**

Other University Help & Support

More Urbana University resources, including the areas listed below, can be found in the Academic Catalog, including course descriptions, academic requirements, Student Accounts policies, and more. The Catalog can be found on the Urbana University website.

Student Accounts Office

The Student Accounts Office reviews its financial policies and procedures on a continual basis in order to operate in an efficient and effective manner. Policies contained in this section are those in effect as of publication and are subject to change as deemed necessary by the University.

Fee Payment

The Student Accounts Office is responsible for the assessment and collection of tuition and fees payable to Urbana University. Inquiries should be directed to the Student Accounts Office located at the Welcome Center in Bailey Hall, or you may call (937) 772-9274.

All prior financial obligations to the University must be paid in full before registration will be permitted for any new semester or session. Pre-registration may be allowed but, if payment or other arrangements are

not made by the announced deadline, the Student Accounts Office has the option of canceling a student's registration. University regulations prohibit the release of transcripts and diplomas for students whose accounts with the University are delinquent. Failure to make adequate payments of your Student Account may result in the inability to begin classes or being administratively withdrawn from classes.

Financial Aid Office

The Financial Aid Office at Urbana University is committed to the overall mission of Urbana University. While working collaboratively with all departments and maintaining federal and state regulations, the financial aid office provides services to students in order to help them pursue their educational and professional goals.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal statute that protects a student's educational record. This Act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide for corrections to those records through hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Office concerning alleged failures by the institution to comply with the Act. Individual institutions may define directory information as those items that may be released or published regarding a student. Urbana University defines directory information as: name, address, current class schedule, degrees and honors received, dates of degrees, dates of enrollment, current enrollment status, most recent educational institution attended, verification of signature, e-mail, and name and address of parent(s) or guardian(s). Also included in such a compilation is information about participation in officially recognized activities and sports, records achieved, and the weight and height of members of athletic teams. Questions concerning the policy may be directed to the Registrar's Office.

COMMUNITY STANDARDS

The collective mission of Franklin University and Urbana University, a division of Franklin University (both collectively referred to here as "the University"), is to provide high quality, relevant education enabling the broadest possible community of learners to achieve their goals and enrich the world. To achieve this, the University provides educational experiences that enhance intellectual abilities and career development. The University's Community Standards are designed to promote the educational mission of the University and to encourage respect for the rights of others. All students have responsibilities as members of the University community and are expected to uphold and abide by certain standards of conduct embodied within a set of core values that include honesty and integrity, respect for others, and respect for campus community. The general principles stated below identify University expectations regarding personal conduct and are the principles that shape the regulations and practices outlined in these Community Standards.

- **Honesty and Integrity:** Personal integrity is expected of all community members in all aspects of community life, both in and outside of the classroom. University students are expected to exemplify honesty, integrity and a respect for truth in all of their interactions.
- **Respect for Others:** Community members are encouraged to treat all people with respect without regard to age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status. Such respect for one another promotes free and open inquiry, independent thought and mutual understanding.
- **Respect for the Campus Community:** It is in the common interest to protect both University property and the private property of all members of the community.

The Community Standards process is not intended to be a punitive process for students. The focus of Community Standards is to protect students and the campus community. By a student's voluntary

attendance at the University, they agree to comply with University regulations. As responsible adults and representatives of the University, students are accountable for their actions both on and off campus. Membership in the Franklin University community does not provide immunity from the laws and standards of local, state or national jurisdictions. The University may advise appropriate officials of violations of civil or criminal law committed on campus.

Reporting incidents and concerns to the Office of Community Standards can be completed by emailing standards@urbana.edu. Complete Community Standards/Student Code of Conduct policies and procedures, including resources for filing reports, grievances and appeals can be found at: www.urbana.edu/community-standards.

ACADEMIC MISCONDUCT PROCEDURE

The University's Academic Misconduct process is designed to preserve academic integrity by providing its students due process and the opportunity to have claim(s) of academic misconduct reviewed by the Academic College Dean, and, if necessary, by the Primary Judicial Officer.

The purpose of education is to advance one's own intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that of others. Any violation of this principle constitutes a potential violation of the Academic Integrity policy and may result in a formal charge of academic misconduct. Forms of academic misconduct include, but are not limited to:

Plagiarism: the submission of another's work, in part or in whole, as one's own for credit without sufficient citation. Examples may include, but are not limited to:

- Repeated failure to properly cite the work of others;
- Copying material from online sources without proper citations;
- The submission of pre-existing assignments authored by others.

Recycling Assignments: the re-submission of one's own work, in part or in whole, which was previously submitted for credit in an earlier section, course or program, without prior permission from the course instructor.

Cheating: any act involving means outside permitted university rules or course parameters to complete an exam or assignment, such as the use of unauthorized materials during an exam or assignment (e.g., books, notes, handheld devices), or attempting to obtain copies of, or answers to, an exam.

Facilitating Academic Misconduct: the direct or indirect enabling of others to commit an act of academic misconduct, such as sharing of assignments or taking an exam under a false identity.

Fabrication: the unauthorized falsification or invention of information, citations, or data in any academic research, assignment, or exam.

Reporting an Incident of Academic Misconduct

Faculty Responsibility

If a faculty member suspects that a student has violated the Academic Integrity Policy, the faculty member will file a written report with the Office of Community Standards within seven (7) calendar days of discovery of the incident. The report will include a summary of the allegation; names of implicated students and other participants or witnesses where appropriate; and the date, time, location, and other relevant details related to the incident.

Student Responsibility

If a student observes others potentially violating this policy, they are strongly encouraged to report the misconduct to the instructor or to report the incident directly to the Office of Community Standards.

Test Proctor Responsibility

Exam proctors are required to report incidents of suspected student misconduct to the course instructor and/or the Office of Community Standards.

Penalties for Academic Misconduct

First Incident

The course faculty member, and/or Lead Faculty member, when appropriate, will render a judgment and recommend a penalty, if any, for the first incident of Academic Misconduct to the Primary Judicial Officer. The sanction for the first charge of Academic Misconduct may range from a warning letter, to a zero grade on the assignment or exam in question, to a failing grade in the class, depending on the severity of the incident, as well as aggravating or mitigating circumstances. The student may also be required to complete a workshop on appropriate citation and referencing, administered by the University.

A subsequent incident of academic misconduct in the same class may result in a failing grade in the class and, in combination with the first charge, may be recorded as a single incident on the student's academic record.

A suspected violation of the Academic Integrity Policy may result in the removal of the student's option to withdraw from the class to avoid a failing grade. The University may also place a hold on a student account during the investigation of a violation of academic integrity and/or retroactively change a grade due to the severity of the incident. If a student has withdrawn from the course prior to action initiated by the Office of Community Standards, and is found responsible for academic misconduct, they are still subject to the Academic Misconduct process, as well as any sanctioning under this policy.

For undergraduate students, a formal charge of academic misconduct may eliminate them from consideration for academic honors; specifically, Summa Cum Laude, Magna Cum Laude, or Cum Laude. A panel of University faculty will evaluate the incident of academic misconduct and will make a final determination on the student's eligibility for academic honors.

Second Incident

A second formal charge of academic misconduct in a subsequent class, or a subsequent section of a previously taken class, may result in a failing grade in the class as well as disciplinary dismissal from the University. The Office of Community Standards will enter the notation "Dismissed for Academic Dishonesty" on the student's academic record.

Academic Misconduct Process

The entire process surrounding the academic misconduct process for both Franklin University and Urbana University, including reporting, the good faith discussion, sanctioning and appeals, can be found on the following web page: www.franklin.edu/community-standards.

STUDENT GRIEVANCES

The University expects the highest standards of behavior and conduct of each member of the campus community. In some instances, missteps occur that are detrimental to maintaining honesty and integrity, respect of others, and the respect of the campus community. The University Student Grievance Process is an administrative process designed to provide a way for a member of our campus community to identify instances that disrupt the academic community and request a formal review.

A grievance is a complaint, accusation, or concern a member of the campus community has about their experiences with one or more individuals in the campus community, or by the University as a whole. It may

involve a one-time occurrence, a pattern of experiences that has had a negative impact on a community member's experience with Urbana, or a basic decision made in the normal course of operations that the student believes was made capriciously or has a disparate impact on the student relative to others.

The formal Grievance Process is facilitated by the Department of Student Affairs and should be initiated only after efforts to resolve issues directly are exhausted. The Office of Student Life takes leadership of the Grievance Process and facilitates the initial review and determines the outcome of the investigation. Any member of the campus community may initiate the Grievance Process by submitting a completed Grievance Form with appropriate documentation.

The complete overview of the Student Grievance Processes and Grievance Form can be found at: www.urbana.edu/community-standards.

Anonymous reporting of an incident or concern may be completed through Lighthouse at 844-430-0066 or at www.lighthouse-services.com/urbana.

REPORTING

Urbana University is committed to creating a culture of reporting by encouraging the reporting of Community Standards violations. Urbana University reserves the right to respond to notice and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.

Report an Incident:

Non-Academic Matters

Non-academic concerns dealing with non-compliance under the regulations, cited in Urbana University Community Standards section of the Student Handbook should be reported to the Office of Student Life. All matters will be handled privately to the extent practical and consistent with Urbana University's obligation under the law. The complete overview of this process can be found at: www.urbana.edu/community-standards.

Academic Matters

All concerns involving academic dishonesty should be directed to Office of Student Life. If the matter is a final grade appeal, refer to the grade appeal process outlined in the Urbana University Academic Catalog and direct correspondence to the Provost. This process must be strictly followed or the appeal will be invalidated. The complete overview of the this process can be found at www.franklin.edu/community-standards.

Title IX Matters

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator. Please refer to www.urbana.edu/title-ix for a complete description of Urbana University's Title IX procedures. To report an incident please email TitleIX@Franklin.edu.

ADA/Section 504 Compliance Matters

Inquiries concerning a request for reasonable accommodations, or questions regarding the rights of individuals under the ADA or Section 504 may be referred to the ADA/Section 504 Compliance Coordinator at TitleIX@Franklin.edu.