URBANA UNIVERSITY

2016-2017 STUDENT HANDBOOK

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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.

UNIVERSITY INFORMATION

Student Affairs Staff

Nick Christian.....Executive Director, Student Affairs; Title IX Coord.....nick.christian@urbana.edu
Mitch Joseph .....Director, Student Life ..... mitch.joseph@urbana.edu
Susie Sassenberg .....Director, Student Counseling & Wellness ..... susie.sassenberg@urbana.edu
Pierre Lucien .....Director, Student Success.....pierre.lucien@urbana.edu
Debbie Eubanks .....Student Affairs Assistant .....debbie.eubanks@urbana.edu
Jeremiah Brisson.....Student Center Manager .....jeremiah.brisson@urbana.edu
Allison Conley .....Conference Coordinator .....allison.conley@urbana.edu
Coleston Pope .....Hall Director, McConnell Hall.....coleston.pope@urbana.edu
Logan Smith.....Hall Director; Sycamore Hall .....logan.smith@urbana.edu
Macie Jenkins.....Hall Director, Hazard Hall.....macie.jenkins@urbana.edu

Mission

Urbana 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.

Department Directory

Main Campus/Switchboard: 937-772-9200

When dialing from off campus, all numbers begin with (937) 772-*extension*

Department	Location	Ext.
Admissions	Bailey Hall	9239
Academic Departments		
Education	North Hall	9341
Humanities	Oak Hall	9272
Behavioral Sciences, Math, Science	Moore Center	9254
Sport Studies	Various	9254
Business	Moore Center	9254
Nursing & Allied Health	Moore Center	9254
Admissions	Bailey Hall	9239
Alumni Affairs	Blackmer Hall	9246
Athletics	Grimes Center	9212
Band (The Royal Blues)	Blackmer Hall	9227
Bookstore	Student Center	9283
Campus Safety & Security	Sycamore Hall	9213
Campus Services/Maintenance	Williams Hall	9289
Career Services	Student Center	9284
Choir (University Singers)	Blackmer Hall	9206
Communication & Marketing	Blackmer Hall	9222
Counseling	Blackmer Hall	9230
Development	Blackmer Hall	9246
Financial Aid	Bailey Hall	9251
Food Service	The Commons Dining Hall	9248
Health Services	Blackmer Hall	9214
Human Resources	Oak Hall	6265
Library	Swedenborg Memorial Library	9313
Mailroom	Oak Hall	9244
Online Education	Moore Center	9231
President	Blackmer Hall	9221
Registrar	Bailey Hall	9335
Residence Life	Student Center	9281
Sports Information	Grimes Center	9306
Student Accounts	Oak Hall	9274
Student Affairs	Blackmer Hall	9243
Student Engagement/Activities	Student Center	9281
Theatre	The Hub	9271

Building Directory

Building	Occupants
Bailey Hall	Welcome Center, Admissions, Financial Aid, Registrar, Johnny Appleseed Education Center
Barclay Hall	Classrooms
Blackmer Hall	President, Institutional Advancement, Alumni Affairs, Academic Affairs, Student Affairs, Counselor, Health Services, Marketing & Communications,
Browne Hall	Miller Center for Visual Arts, Classrooms
Commons	Dining Hall, Food Services, President's Dining Room
East Hall	Student Housing
Francis E. Hazard Hall	Student Success Center, Student Housing, Information Technology
Hickory Hall	Student Housing
Hub	Band, Choir, Black Box Theatre
Lewis & Jean Moore Center for Mathematics & Science	Faculty Offices, College of Professional & Applied Studies, Classrooms, Science Labs, Computer Labs, Honda Lecture Hall
Losch Hall	Faculty Offices
McConnell Hall	Student Housing
North Hall	Faculty Offices, Classrooms, Education, International Studies
Oak Hall	Student Accounts, Accounts Payable, Business Office, Human Resources, Mailroom, Faculty Office, Arts & Sciences, Humanities
Ross Hall	Student Housing
South Hall	Student Housing
Student Center	Bookstore, Residence Life, Student Engagement, Career Services, Meeting & Event Rooms, White Family Grill, Bundy Wellness Center, Student Mailboxes
Swedenborg Memorial Library	Library
Sycamore Hall	Student Housing, Classroom, Resident Assistant Evening Office, Campus Security
Warren G. Grimes Center	Gymnasium, Aquatic Center, Athletics Department, Faculty Offices, Weight Room, Classrooms
Williams Hall	Maintenance, Housekeeping, Campus Facilities

STUDENT AFFAIRS

While at Urbana 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
- Campus Safety
- Food Services
- 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. Any questions please phone 937-772-9283 or stop by.

The refund policy for textbooks is as follows:

- A full refund will be given in your original form of payment if textbooks are returned during 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.
- Cash back on merchandise credits or gift cards will not exceed five dollars.
- 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 on file 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.

Dining Services

The main dining facility is located in The Commons, which is connected to East, South, and Hazard residence halls. Food service is provided by Sodexo; they strive to offer good, nutritious meals, and maintain openness to suggestions. Students who have a concern should talk with the director or the Student Affairs office. Students must present their Student ID to enter the Dining Hall. Students may not loiter in the Dining Hall and cannot enter the facility more than one time per meal period.

Students who live on campus are required to participate in the board plan. For freshmen, the board plan provides for nineteen meals per week when the residence halls are officially open. An alternate board plan for upper class resident students consists of fifteen meals per week. Commuter students are also encouraged to eat meals in the Commons and The White Family Grill in the Student Center. They can purchase a commuter plan, buy a declining balance program for a discounted rate, or pay for meals separately.

Anyone who has a conflict with the meal schedule can make alternate arrangements with the Director of Food Services. Resident students who have academic responsibilities (e.g. field experience or student teaching) which interfere with scheduled meals may make arrangements with the Director of Food Services for a sack lunch. Any student who requires a special diet plan should discuss this matter with the Nurse or the Director of Food Services.

The White Family Grill in the Student Center is available for short-order snacks and meals. Students on a board plan will have at their disposal a pre-determined amount of Flex Dollars that may be used to purchase extra meals in The Commons or food from the White Family Grill. The White Family Grill is a great place for students to gather to work on group projects, play cards, or just relax and socialize

Disability Services

Urbana University is committed to providing accommodations for students with disabilities to ensure they are not denied the benefits of or excluded from participation in any program or activity offered.

Steps that must be followed to access disability services at Urbana University are as follows:

1. At the time students receive the Admissions packet, please fill out the Self-Disclosure Form for Students with Disabilities
2. Send the form **and** current (dated within 3 years of entry in to any UU program) diagnostic documentation (Multi-Factored Evaluation/ETR or Medical Doctor Report) from the appropriate licensed professional as to the nature of the disability and subsequent recommendations to the office, name and address provided at the bottom of the page.

   Current documentation includes:

   A current MFE/ETR (within one year of attendance at Urbana University) OR proof of services provided by another institution of higher education

   **It should be noted that an IEP is not sufficient documentation to receive services.

   ** It should also be noted that if current testing is needed, the Urbana University Office of Disability Services can provide a contact for such testing but that we do not complete or cover the cost of current testing.
3. A pre-service interview will be scheduled to initiate services once all paperwork is received by the Office of Disability Services
4. Eligibility of services paperwork (Student Self-Identification of Disability) will be presented to the student at the time of the meeting. This document will identify all accommodations to be provided by instructors over the course of each semester.
5. A student who has self-disclosed their disability to the Office of Disability Services is responsible for disclosing his/her disability to faculty and staff on campus to initiate accommodations. Students may provide each faculty and/or staff member with a copy of the Student Self-Identification of Disability form at the beginning of each semester. This is best done by appointment to discuss individual accommodations.
6. Accommodations for testing, medical needs, and learning must be arranged in advance with the instructor for the course, Student Affairs, and/or the Student Success Center.

7. Additional services and information may be attained by contacting Susie Sassenberg, Director of Student Counseling & Wellness, at susie.sassenberg@urbana.edu

All disability related documentation is confidential and should be submitted or forwarded only to the Director of Student Counseling & Wellness.

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 Director of Student Counseling & Wellness 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 Campus Life office or e-mail UUChaplain@urbana.edu.

Personal 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. The counselor are available to provide assistance with these issues.

The counselor provides an atmosphere in which personal concerns can be examined and discussed confidentially, in an individual or group setting. The counselor will assist with referrals to outside resources when appropriate. Counseling services are located in Blackmer Hall. Counseling is available from 8:00 a.m. to 4:30 p.m., Monday through Friday. You can schedule an appointment by coming to the office in Blackmer or by calling the Counselor. Students with a crisis after hours should call the Campus Safety office at 937-484-1111; they will contact the Counselor if necessary. For anonymous assistance in a crisis, students can call the Consolidated Care Crisis Hotline at 800-224-0422 or 800-465-8065. Printed materials which focus on wellness topics, the University Alcohol and Drug Policy, and resources for assistance with health related issues are available in the Student Affairs office.

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 21 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 40 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 Executive Director of Student Affairs, Director of Student Life, Hall Directors, and Resident Assistants, all of whom assist in the implementation of the goals of the Residence Life program.

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 deemed "Financially Cleared" by the Student Accounts office
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; premium channels are not currently available in residence hall rooms.

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, because of 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:

a. All room changes must be approved by the Hall Director and Director of Student Life. Such changes will be limited to extreme, extenuating conflicts/circumstances.
b. The room change process begins with the RA. He/she gives the student desiring the room change a "Request for Room Change" form.
c. 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. These inspections may be unannounced throughout the school year. 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 indicating a pass or a failure. If a suite/room fails an inspection, a re-inspection will be held the next day to ensure that those items which failed have been corrected. Failure to pass re-inspection may result in cleaning charges and disciplinary action.

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.

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 called OneCallNow. 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 Campus Life Office. Your personal information will not be shared with any marketing firms. If you have questions, please contact the Campus Life 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 will be held for one 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.

What if Something Happens?

Immediate Steps

1. Go to a safe place as soon as you are able. An RA's room, a friend's room, or any open offices on campus.
2. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI or potential pregnancy.
3. Call someone you trust. A friend, family member, or victim advocate are good resources. You do not have to go through this alone.
    a. Note that campus officials may contact on-call staff when offices are closed or they are otherwise unavailable to assist immediately.
    b. If you are off-campus and experiencing an emergency situation, you can call local police by dialing 911. You may also call the local police department's non-emergency line at 937-652-4350.
4. Preserve evidence. After sexual violence, do not shower until you have considered whether to have a no-cost forensic sexual assault examination at the hospital, and save the clothes you were wearing (unwashed) in a paper or cloth bag. After sexual violence, relationship violence, and/or stalking, take photos of any damage or injury and keep communication records.

Within 24 Hours

Seek out confidential support. You may want to turn to a confidential advocate or counselor for support and advice. They will talk with you about your options for additional support services and reporting.

After unwanted physical contact, get medical attention. A medical provider can check for and treat physical injury, sexually transmitted infections, and pregnancy. You do not need to make a formal report or press charges to receive medical care.

At Any Time

Consider making a formal report. You are encouraged to report what happened to both the police and the Title IX Coordinator. You can decide how much you would like to participate in any investigation process.

Urbana University can help. Campus-based resources, like the Title IX Coordinator, can help you with changes to your housing, classes, work, and more. You do not need to make a formal report or press charges to receive help from the University.

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.....937-484-111 .....24 hours/7 days a week

Title IX Coordinator	937-772-9284	M-F, 8:00-4:30
Counseling Services*	937-772-9230	M-F, 8:00-4:30
Crisis Hotline/Victim Advocate*	800-634-9893	24 hours/7 days a week
Health Services	937-772-9214	M-F, 8:00-4:30
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*

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 $15 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 caver 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 call 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 medial, 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, 1st floor restrooms
Blackmer & Losch Halls	1st floor restrooms
Browne Hall	Basement
Commons Dining Hall	Restrooms
East Hall	1st floor restrooms/hallway
Grimes Center	Racquetball court, center of 1st floor hallway/restrooms
Hazard Hall	1st floor hallway, restrooms, or laundry room
Hickory Hall	Basement laundry room
The Hub/Black Box Theater	Restrooms
Library	Basement
McConnell Hall	Center of 1st floor/Restrooms
Moore Center	Center of 1st floor hallway/Restrooms
North Hall	Stairwells, 1st floor restrooms, classrooms near stairwell
Oak Hall	Center of 1st floor

Ross Hall	Basement laundry room
Ross/Hickory Classroom	Basement laundry room
South Hall	Center of 1st floor hallway/Restroom
Student Center	Lower level by mailboxes, lower level restrooms
Sycamore Hall	Center of 1st floor/Restrooms
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 Urbana Police Department after it determines that the student is missing. The Executive Director of Student Affairs shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.

Procedure for Reporting Missing Students

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Safety at 937-484-1111.
2. When a student is reported missing Campus Safety shall:
    a. Initiate with assistance from Campus Life an investigation to determine the validity of the missing person report.
    b. Contact the Executive Director of Student Affairs.
    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 Urbana City Police within 24 hours after determining that the student is missing.
3. The Executive Director of Student Affairs notifies the President.
4. The Executive Director of Student Affairs 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 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.

Call 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 call the Maintenance Department.

Student Engagement

Student activities are coordinated by the Campus Activities Board (CAB), the Student Government Association (SGA) and the Campus Life 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, and groups with a religious or cultural mission.

For a complete listing of student organizations, visit the Urbana University website.

Student Government Association (SGA)

The Student Government Association provides student representation to administration, staff, and faculty of the University to insure student input on issues affecting the student body of Urbana University. The SGA leaders regularly meet with the Urbana University administration to serve as a voice of the student body. For more information, contact the Campus Life Office in the Student Center.

Campus Activities Board (CAB)

The Campus Activities Board is one of the largest student-programming group on campus. They are responsible for producing a variety of activities and programming that enhance the quality of life in the Urbana University community.

Through involvement in the Campus Activities Board, students can develop their creativity, work cooperatively, build resource management skills, and improve communication skills. CAB involvement is an exciting and fun-filled way to make an impact on campus. For more information, contact the Campus Life Office in the Student Center.

Academic Honor Societies

The Urbana University Academic Honor Societies induct members annually that meet or exceed qualifications of membership. These organizations are nationally recognized for their excellence in a designated field of study or leadership. Becoming a member of an Honor Society is an honor that can lead to continued excellence outside of the university setting. Academic Honor Society descriptions and requirements can be found in the Urbana University Academic Catalog.

Forming a Student Organization

In order to become a recognized student organization at Urbana University, an interest group of at least five (5) students must complete a process outlined by the Campus Life Office and Student Government Association. Interested student organizations must meet with the Director of Student Life to review the recognition process and the steps required to become a recognized student organization. Questions about the process should be directed to the Campus Life Office in the Student Center.

Only recognized student organizations are permitted to receive funding from the Student Government Association and 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 Campus Life Office. In order to reserve rooms and use facilities, the organization must send an "Event Request Form" to uucalendar@urbana.edu. The form can be found on the Urbana website or from the Campus Life Office. **All Student Organization submitted Event Requests need to have a signature from the Campus Life Office.** Complete details are available through contacting the Office of Campus Life. *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 Campus Life

Office. These events must be scheduled with the Campus Life 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.

Non-university guests, who wish to attend an event sponsored by a student group or person, are required to be accompanied by an Urbana University representative (student, faculty or staff member) with a valid Urbana University ID card. Non-university guests may be required to show a valid driver's license or other form of picture ID upon request. Adequate procedures for enforcing this policy should be in place for the duration of the event. The student organization will be responsible for ensuring guest compliance to this policy. Overnight guests must also comply with the Guest Registration and Overnight Visitors policy.

Student Success Center

The Student Success Center (SSC), located in Hazard Hall, is a partnership of the faculty, staff, and administration of Urbana University to address the learning needs, academic performance, and retention of students. We provide 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.

Any enrolled undergraduate Urbana campus student may receive free tutoring. Our lab is for students of all majors at all points in their academic careers. Help is available in most subjects and courses. Some textbooks are available for use inside the center.

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. Students should check the board inside the SSC to see who is or will be available to tutor.

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.

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 in Oak 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 Education 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.

STUDENT CODE OF CONDUCT

Urbana University wishes to have a safe and secure environment for students, faculty and employees to seek their academic, social and employment goals. To maintain these efforts beyond reproach, it is the responsibility of the students, faculty, staff, and guests to treat and regard all persons with dignity and respect.

The University respects students' privacy, yet we do not always promise confidentiality. To ensure student well-being others may need to get involved. Students should be aware that the University will intervene if we become aware of potentially life threatening behavior or otherwise deemed appropriate by state or federal laws.

The Student Code of Conduct exists to protect all members of the Urbana University community, their rights and property, and to foster and enhance the mission of the University. The Code is not a complete list, but does address some of the activities that run counter to the mission of the University. It applies to the conduct of all registered students and registered student organizations while on University premises and at all University-sponsored functions held off campus. The term "University premises" refers to all lands, buildings, and facilities owned, leased or operated by the University.

Admission to Urbana University is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes responsibility and obligations of performance and behavior reasonably imposed by the institution relevant to its lawful mission, process and function. These responsibilities and obligations are much higher than those imposed upon all citizens by civil and criminal law. In any situation not specifically covered by a regulation, the University reserves the right to take action that will most effectively protect the welfare of its students and the interest of the University.

Each student has the responsibility to become familiar with the rules, regulations, and policies of the University, and acknowledges that he/she will be held accountable for conduct in violation of such. Absence of familiarity with specific rules, regulations and policies will not excuse violations.

Students' Rights Within the University

With the approval of the Board of Trustees, the University affirms that students have certain rights that come with their status within the campus community. They include the following:

1. Freedom of inquiry, expression, and assembly as long as such conduct does not infringe upon the rights of others.
2. The right to be secure in their persons, living quarters, papers, and effects against unreasonable, illegal, or unauthorized searches and seizures.
    a. Students have a legitimate right to privacy. However, Student Affairs administrators and Campus Safety & Security Services may make reasonable warrantless searches for necessary maintenance, inventory, health and safety inspections, to enforce appropriate regulations, or in emergency situations which further the educational mission of the University. Searches may be conducted with the authorization of the Executive Director of Student Affairs for evidence of suspected illegal activity.
3. The right to a fair process under the student conduct system of the University.

4. Freedom to pursue educational goals, right to free exchange of ideas, thoughts, and points of view.
5. Right to be free from discrimination on the basis of age, gender, race, creed, national or ethnic origin, sexual orientation, religion, or physical disability.
6. The right to establish and elect a democratic student government.
7. The right to petition the University for redress of grievances, amendment of college regulations and modification of policies.

Student Grievances

Students are encouraged to act on problems, complaints, and grievances in a constructive manner. As a first step, students should discuss the situation informally with the person responsible. If the situation cannot be resolved informally, students should submit a formal grievance in writing. A copy of the formal grievance should be sent to the Executive Director of Student Affairs for tracking purposes. Students who require assistance with the grievance process should contact the Student Affairs office or their academic advisor for guidance.

Concerns of an academic nature should be discussed with the particular instructor. If the difficulty has not been resolved, the matter may be brought to the attention of the academic College Dean. If the difficulty is not resolved by the department chair, the student may appeal to the College Dean for review. Matters dealing with non-academic issues, such as parking, facilities, food service, etc., should be discussed directly with the person involved or with the person who is responsible for that particular area. Students who need assistance in identifying the appropriate person are encouraged to contact Student Affairs personnel or Academic Advisor. Any concern of a non-academic nature that is not resolved may be discussed with the Executive Director of Student Affairs.

The final appeal in any grievance situation is the President, unless otherwise indicated. All decisions by the President in regards to this student grievance policy are final, unless otherwise indicated.

Civil Authorities/Responsibility to Report

A student who violates local, state, or federal laws needs to be aware of the following:

1. If a student is arrested by the civil authorities, the student is responsible for notifying the Executive Director of Student Affairs within 24 hours of the arrest.
2. The University will not provide bail money, employ counsel, or request special consideration for individuals because of their status as students.
3. A student may be subject to campus disciplinary action as a result of any suspected violation of local, state, or federal regulations regardless of the outcome of any civil or criminal action. Likewise, if the University has reason to believe that a crime has been committed, the appropriate authorities will be notified to ensure the safety of the community.
4. The University also reserves the right to have students arrested for local, state, or federal violations that occur on campus.
5. Prosecution by a local, state, or federal entity does not invoke double jeopardy nor in any way preclude subsequent disciplinary action against the student by the University.

Parent Contact

Students of Urbana University are recognized as young adults and as such, are responsible for their own conduct. Therefore, the Executive Director of Student Affairs reserves the right to contact parents or guardians as a general rule for reasons including, but not limited to:

1. An emergency regarding a student's mental or physical health.
2. If tenure of the student at the University and/or in the residence hall or suites is in jeopardy due to disciplinary action.
3. Under FERPA guidelines, the University may inform parents about any illegal use of alcohol or other drugs.

Alcohol Policy

The unlawful use of alcohol by students adversely affects Urbana University's educational environment. Therefore, all members of the campus community must adhere to established University policy, as well as to local, state, and federal laws.

The possession or use of any alcoholic beverage, as defined by Ohio Revised Code, is prohibited on University property or at any University sponsored activity or event by **any person under the legal age** as established by the State of Ohio.

These general guidelines shall apply to the Urbana University Alcohol Policy

- No person under the age of 21 may be present in a suite or room where alcohol is being consumed.
- Likewise, no person of legal age may consume alcoholic beverages when a person under the age of 21 is present.
- Any student who is present when University policies are being violated may be subject to the same disciplinary action as if he or she had committed the violation.
- Room doors must be kept closed when consuming alcohol.
- Kegs, beer balls, and other large size containers (larger than 40 oz.) are prohibited, along with large quantities (in excess of one-half gallon) of assorted or mixed alcoholic beverages, such as punch.
- Alcohol may not be served when more than six people are present in a room or suite.
- Open containers may not be transported to other rooms, suites, lounges, in hallways, or be present in stairwells. An open container is defined as any container that has the original seal broken or any container into which alcohol has been poured.
- Alcohol is prohibited in any lounge or public space, on exterior campus grounds, including parking lots and roadways.
- Alcohol paraphernalia is prohibited; including materials designed or modified to be used for drinking games and use of alcohol bottles, cans, or other related items as decoration.
- Alcohol is prohibited in or on any off-campus premises at which a University sponsored event is being held, except with permission of the Executive Director of Student Affairs.

Minimum student conduct sanctions may include, but are not limited to, a disciplinary warning, educational course, and fines.

Accessory Responsibility/Reporting Code Violations

1. Aiding, abetting, inciting, or cooperating with another person in the commission of a violation of regulations constitutes a violation of the Student Code of Conduct.
2. As it is difficult to accurately determine degrees of responsibility, all students present in a room or area at the time of a violation, as reasonably determined by the appropriate conduct advisor, will be held responsible for said policy violation. Any student who is present when University policies are being violated may be subject to

the same disciplinary action as if he or she had committed the violation. Students are advised in advance to avoid situations which may put them at risk of disciplinary action.

3. This policy applies to any offense occurring anywhere on campus or at any other University owned property, or at any authorized University activity on or off campus.
4. All persons are encouraged to report Code violations to the Campus Safety & Security Services office as soon as possible. Procedures for filing a complaint are outlined in "Student Conduct Procedures".

Classroom/Academic Misconduct

Students should be aware of the following regarding classroom and academic misconduct, including for online classes:

1. Instructors will establish classroom rules that promote a positive learning environment. Students who do not follow these rules are subject to disciplinary action.
2. Instructors also have the authority to remove or have removed from a classroom a student or other person for serious disruption of the class.
3. Academic misconduct includes, but is not limited to the following:
    - Plagiarism - representing another's work as his/her own.
    - Using disallowed materials in quizzes, tests or exams.
    - Copying another's test answers during an exam.
    - Failing to acknowledge the source of his/her ideas or wording in papers or oral presentations.

All cases of academic misconduct are reported in writing to the Academic College Dean & Office of Academic Affairs. Refer to the Academic Catalog for more details and actions that may be taken regarding Academic Misconduct.

Computer Network/Internet Services

Acceptable Use

From the Urbana University perspective, the primary purpose of the backbone networks making up the internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your network account should be in support of education and research and be consistent with the educational objectives of Urbana University. Use of another organization's network or computing resources must comply with the rules appropriate for that network. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Certain internet services and communication contain material that may be considered controversial. Urbana University is opposed to censoring such material in the belief that the mission of the institution is best served by free and open discussion. However, users may not access or print material in a public environment if there is a reasonable expectation that the material would be considered objectionable by a majority of the university community.

Copyright Policies

Urbana University requires all users of campus Internet services to comply with all state and federal laws including copyright laws. Illegal sharing of copyrighted files is prohibited and could result in disciplinary action. University Information Technology staff will alert the Office of Campus Life in the event of notification of copyright infringement. Students in violation of this policy may face student conduct sanctions ranging from warning to loss of internet privileges. If Urbana University

determines that any users have infringed copyrights of others on a repeat basis, the offending user's access to online services may be terminated.

KnightNet E-Mail Use

Urbana University students are provided with a KnightNet e-mail account. To ensure security of information, all students are required to use this account to communicate with university officials via e-mail. University officials will only send communication to a student's KnightNet account. Therefore, students are responsible for monitoring and checking for incoming mail.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite and use appropriate language. Do not get abusive in your messages to others.
- Do not respond to personal bank notifications sent to your account, nor use your Urbana University e-mail account to do online banking.
- Illegal activities, including copyright infringement, are strictly forbidden.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Your personal address or telephone number or those of other students or colleagues should not be revealed. Respect the privacy of all communications.
- Anti-Virus software is required for all computers on the Urbana University Network.
- The network should not be used in such a way as to disrupt the use of the network by others.
- As with any means of electronic communication in an academic setting, an absolute right to privacy does not exist. Those who administer the network and email systems have access to all accounts and monitor bandwidth usage. This is done to ensure the smooth operation of these systems, and to prevent them from being used for illegal purposes or in violation of University policy.

Privileges

The use of Urbana University's network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty and staff of Urbana University may request the system administrators to deny, revoke, or suspend specific user accounts. The system administrators will deem what is appropriate use, and may close an account at any time as required. A student wishing to appeal a system administrator's decision may appeal through the Appeal Process.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Urbana University's network, you must notify the IT Department. Attempts to log on Urbana University's network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Urbana University's network.

Vandalism

Vandalism will result in the cancellation of privileges. Vandalism is defined as any attempt (malicious or otherwise) to harm or destroy data of another user of the Urbana University Network or any of the listed agencies or other networks that are connected to the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

Warranties

Urbana University makes no warranties of any kind, whether expressed or implied, for the service it is providing. Urbana University will not be responsible for any damages suffered by the user. This includes the loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by the user's own negligence, error or omissions. Use of any information obtained via Urbana University's network is at the user's risk. Urbana University specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Software

All computers connected to the University network must have a current copy of Anti-Virus software. Access to the University network may not be permitted unless the computer has Anti-Virus software installed.

Dining Services Policies

- Students must present their Student I.D. Card to eat in The Commons or to make Flex Dollar purchases at The White Family Grill. Students must purchase a meal to enter the Dining Hall and are not permitted to loiter without purchase of a meal.
- Students must be completely clothed in appropriate attire, including some form of footwear.
- Students may take one piece of fruit or one serving of ice cream out of The Commons. Students are not permitted to take any bowls, cups, or dining silverware out of the commons, so ice cream may only be taken out in a cone.
- Students who are sick and have a note from Health Services are eligible for hot "to go" meals.
- Personal beverage containers (cups, glasses, jugs, bottles, etc.) are prohibited.
- Students are responsible for bussing their own tables. Trays and food service items must be taken to the designated area upon completion of the meal.
- Seconds are permitted (unless otherwise noted) at every meal.

  Please note: Students are encouraged to request additional servings; however, we ask that you eat what you take. Wasted food leads to higher board costs.
- Inappropriate behavior (i.e. initiating or participating in a food fight, causing a disturbance, directing abusive or offensive language at a food service employee, etc.) will not be tolerated and may result in immediate loss of dining privileges.
- Any other policies related to Food Services posted at The Commons must be followed.

Discrimination, Harassment, and Sexual Misconduct (Title IX)

Urbana University is an intentional learning community emphasizing mutual respect for all members and guests while valuing the dignity and worth that each brings to the community. Each community participant has a right to be free from discrimination, harassment, and sexual misconduct in the learning environment and work setting. Therefore, these and other conduct that diminishes dignity and worth of members of and guests to the University community, regardless of race, color, religion, age, disability, gender, sexual orientation, or veteran status, is prohibited. Such conduct by students, staff, faculty, administrators, trustees, volunteers, visitors, contractors, and vendors is disruptive to the educational environment and work setting. Any complaint by a member or guest of the University community will be investigated and addressed.

Urbana University prohibits discrimination on the basis of age, race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or veteran status in student admission, financial

aid, educational or athletic programs, or employment as required by Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the Community of Respect policies and procedures: Nick Christian, Executive Director of Student Affairs & Title IX Coordinator, 937-772-9284, nick.christian@urbana.edu.
The Community of Respect policy, as available at www.urbana.edu/title-ix, supersedes all current University policies pertaining to discrimination, harassment, and sexual misconduct.

Disorderly, Dishonest, and/or Disruptive Conduct

Disorderly, dishonest, and/or disruptive conduct is defined as any behavior by reckless, negligent, or intentional means, which causes inconvenience, annoyance, or alarm to others, or which interferes with the rights of others, disturbs the public peace, endangers personal well-being, or causes risk of harm to private or public property. Disorderly, dishonest, and/or disruptive conduct will not be tolerated at any University sponsored events or at any time on University property.

Prohibited actions include but are not limited to:

- Disrupting or preventing the peaceful and orderly conduct of classes, lectures, or meetings.
- Interfering with the operation of the University's computer facilities by deliberately attempting to degrade or disrupt system performance, security, or administrative operations.
- Engaging in behavior that is lewd, publicly offensive (including wearing clothing in a manner that may be considered offensive), indecent, or a breach of the peace or dignity, or aiding and abetting another to do the same.
- Being in an intoxicated state (achieved by the consumption or ingestion of alcohol, drugs of abuse, or by another means) on University property or at a University sponsored event creating a condition that causes inconvenience, annoyance, or alarm to others, or while intoxicated creating a risk of physical harm to himself/herself, another, or a risk of physical harm to property by any means.
- Knowingly reporting a false emergency.
- Knowingly making false accusations of misconduct.
- Misuse or falsification of University documents or I.D. by such actions as forgery, alteration, or improper transfer.
- Providing false information to a university official or body.
- Moving or tampering with a security camera
    a. Moving security cameras will result in a minimum $50 per move; repeated offenses may result in removal from university housing.

Minimum conduct sanctions for violations of this policy may include, but are not limited to, a letter of warning, educational measures, and/or campus service.

Drug Free Campus/Controlled Substances Policy

Urbana University is committed to providing a drug and substance free environment for all students. The University cannot and will not protect students who use or sell drugs from prosecution under federal, state, or local laws.

Violation of the following policies may result in Student Conduct sanctions:

- Any and all using, possession (including trace), possession for sale, selling, abusing, distributing, manufacturing, or being under the influence of a controlled substance or chemical of abuse on any University property (including vehicles parked on University grounds), or at any University sponsored event. Chemical abuse includes but is not limited to the abuse of chemicals, glue, paint, petroleum products, and nitrous oxide.
- Medical Marijuana use is permitted in accordance with state law. However, students with prescribed needs must have information on file with Student Health Services. Students failing to provide appropriate documentation may be subject to violations of this policy.
- Any and all using, possessing, possessing for sale, and selling any drug paraphernalia. This includes any instrument, tool, or object designed or converted to allow ingestion by any means drugs of abuse, controlled substances, or chemicals.
- Individuals present during violations of the drug policy will be subject to disciplinary action.

Minimum student conduct sanctions for violations of this policy may include, but are not limited to, Campus Service, fines, education course or independent drug treatment programs, and disciplinary probation. Students in violation of the Drug Free Campus policy may face drug testing at their own expense and sanctions ranging from a letter of warning up to dismissal from the university.

Failure to Comply

Failure to comply is defined as, but not limited to, failing without just cause, to comply with the lawful directions of a University official acting in the performance of his/her duties and authority. A University official is defined as any faculty, staff, or administrator, or other individual contracted to act on the University's behalf, including Residence Life staff.

- Students and their guests must comply with the directions of persons who have properly identified themselves as University officials.
- Students are required to carry their I.D. cards with them at all times. Students and their guests have an obligation to present proper identification upon request to persons who have identified themselves as University officials.
- Students have an obligation to respond to a legitimate oral or written request to appear before a University official, including a judicial hearing.
- Students have an obligation to complete or comply with assigned disciplinary sanctions resulting from student conduct proceedings by the deadlines specified.

Fire Safety Policies

Prohibited actions include, but are not limited to:

a. Falsely reporting a fire.
b. Unauthorized or unnecessary activation of emergency warning or fire safety equipment.
c. Communicating false information regarding the existence of explosives on University property.
d. Abusing, removing, or damaging fire or safety equipment.
e. Igniting or burning materials in a manner which causes a fire.
f. Use of candles, incense, appliances or devices with an exposed heating element.
g. Failure to evacuate a building during an alarm.
h. Use of halogen lights in campus residences.

i. Use of Hoverboards and/or other similar 2-wheeled transportation devices
j. Use of Life Safety equipment (Emergency Telephones, AEDs, Fire Extinguishers, Fire Alarms, etc.) in non-emergency situations, particularly if they are used as a prank. Should it be determined that you or your visitor(s) are responsible for misuse of Life Safety equipment, you will be subject to Student Conduct sanctions, including, but not limited to:

1.) First Offense: $150 Fine and Disciplinary Probation.
2.) Second Offense: $300 Fine and Disciplinary Suspension
3.) Third Offense: Disciplinary Dismissal

Firearms, Weapons and Dangerous Materials Policy

Urbana University is committed to the safety and health of all students, employees and invitees while on University premises. To this end, the University has adopted the following policy related to the possession of firearms and other dangerous ordinances.

Prohibitions

A. No person, other than law enforcement officials or security personnel specifically authorized by the University, shall possess, conceal, have under one's control, convey or attempt to convey any deadly weapon, firearm, explosive device, incendiary device, or other dangerous ordinance onto University premises at any time even if the person has been licensed to carry a concealed handgun under the laws of Ohio or any other state or jurisdiction.

B. No person, other than law enforcement officials or security personnel specifically authorized by the University, shall possess, conceal, have under one's control, convey or attempt to convey any deadly weapon, firearm, explosive device, incendiary device, or other dangerous ordinance at any event sponsored by or attended by employees, representatives or agents of the university even if the person has been licensed to carry a concealed handgun under the laws of Ohio or any other state or jurisdiction.

Definitions

For purposes of this policy, the following definitions shall apply:

A. "Deadly weapon" means any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon. "Deadly weapon" shall include, but is not limited to firearms, knives, ballistic knives, hunting knives, explosives, or incendiary devices.
B. "Firearm" means any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. "Firearm" includes an unloaded firearm as well as any firearm that is inoperable or disassembled even if it cannot be readily rendered operable and even if ammunition is not readily available. The term "firearm" may include, but is not limited to handguns, shot guns, rifles, guns designed for sporting purposes, any device such as a starter's pistol that is not designed as a firearm but which has been specially adapted for use as a firearm, and any industrial tool, signaling device, or safety device that is not designed as a firearm but which is capable as such, when possessed, carried or used as a firearm.
C. "Explosives" shall mean any device designed or specially adapted to cause physical harm to persons or property by means of an explosion and consisting of an explosive substance and a means to detonate it. "Explosive" shall include, but is not limited to, any bomb, blasting cap, fireworks, or any incendiary device.

D. "Incendiary device" means any firebomb or any device designed or specially adapted to cause physical harm to persons or property by means of fire and consisting of an incendiary substance or agency and a means to ignite it.

E. "Dangerous Ordinance" shall mean, without limitation, any firearm, explosive, deadly weapon, or incendiary device as defined above as well as any firearm muffler or silencer or any weapon designed and manufactured for military purposes or any ammunition for such weapons. For purposes of this policy, "Dangerous ordinance" shall also include, but not be limited to, the following items:

- air or gas powered BB, paint ball guns, and pellet guns
- slingshots
- bows and arrows, and cross bows
- knives with blades exceeding 4 inches
- switchblades, or spring loaded blades
- brass knuckles, chains
- martial arts weapons
- electroshock weapons (i.e., stun guns, tasers, etc)

F. "University premises" shall mean all property owned, leased, and/or operated by the University, including, without limitation, all buildings, offices, parking lots, athletic facilities, grounds, and University-owned or leased vehicles, as well as any private automobiles operated or parked on University property.

G. "Possess" shall mean as being on one's person or belonging to that person, being in that person's room, locker, book bag, clothing or other personal belonging of that person, or any vehicle owned or operated by that person.

Violations

Students who violate this policy may be subject to disciplinary action including possible suspension or expulsion from the University. Students who violate this policy may additionally be subject to criminal prosecution for trespass.

Shooting Sports Team Exemption

Students participating in the Shooting Sports program may possess a firearm, air gun, or archery equipment on university grounds with prior approval of the Shooting Sports Coach and Executive Director of Student Affairs. All equipment possessed by Shooting Sports club members must be stored in the dedicated Shooting Sports storage area at all times when not in use during supervised Shooting Sports related activities.

Gambling

Students are prohibited from engaging in unauthorized games of chance for money or other gain in violation of local, state, or federal laws.

Information Dissemination, Means of Expression, Assemblies and Solicitation

Urbana University, as a private educational institution, recognizes the rights of free speech and lawful assembly afforded all citizens by the Constitution of the United States, when in compliance with the laws of the State of Ohio, the ordinances of the City of Urbana, and the policies, rules and regulations of the University.

1. All student organizational or individual posters, fliers, or publications displayed or

distributed on the University campus must bear the identification of the group or individual disseminating the information. Publication advisors will work with students to ensure responsible journalism. Materials will be subject to censorship if such material is found to be untrue, slanderous, or obscene. The Director of Student Life will determine whether a particular work is in violation of this regulation. In cases where a student is found guilty of slander, or obscenity, he/she will be subject to disciplinary action, with regular appeals process.

2. No written materials may be attached by any method to University premises or property unless such posting is approved in accordance with regulations to be obtained from the Student Affairs office.

Students wishing to participate in a gathering or assembly of four or more persons must obtain an assembly permit from the Office of Campus Life at least fourteen days prior to the assembly date. The permit will describe the activities of the assembly, the location of the assembly, the date and time of the assembly, its conclusion date and time, the anticipated number of participants, and person(s) responsible. The permit must be approved by the administration of the University in writing. Assemblies include, but are not limited to: rallies, parades, and gatherings that are not associated with the educational process or programs of the institution. Students wishing to distribute informational flyers, brochures, or posters on campus must obtain an assembly permit that will allow such action to only occur outside the buildings of the University or in previously specified locations and may be subject to restricted areas.

Participants will not impede, disrupt, or interfere with any campus activities or the pursuit of the educational objectives and programs of the institution. Documents described herein must be reviewed and approved prior to the distribution date. All materials must bear the identification of the group, individual, or party disseminating the information.

Persons other than students or University personnel who desire an assembly, gathering, or to address the student body, faculty, or staff are required to present the content of materials and information to Campus LIfe and request an assembly permit at least 30 days prior to the assembly date. As a private institution, Urbana University reserves the right to deny any requests for assembly permits from agencies, organizations, or private citizens.

Solicitations of any kind of or by an organization, business, agency, or private citizen not associated with Urbana University or campus activities are prohibited. This includes any and all door to door solicitations in any campus building or University property.

The University reserves the right to establish and enforce regulations including regulations of sound equipment, vehicular/pedestrian traffic, or parking and to control access to University property.

Participants of any University sanctioned assembly or gathering on campus or University property as defined, will comply with all laws, rules and regulations prescribed and as attached to the Assembly Permit.

Interfering with the Student Conduct Process

Prohibited actions include, but are not limited to:

a. Attempting to intimidate, coerce, or influence a person by any means in an effort to discourage or prevent his/her participation in any student conduct process or proceeding.
b. Attempting to influence the impartiality of any member of a student conduct body prior

to or during a student conduct proceeding.

c. Disrupting or interfering with the reprimand, discipline, or apprehension of another person who is involved in the commission of a violation of University regulations.
d. Out of respect to all parties involved in a student conduct matter, students should not discuss student conduct proceedings that occur during a student conduct hearing or during the investigative process.

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.**

Motor Vehicle Regulations

Operating a motor vehicle on campus and parking is a privilege afforded to you by the University. You are expected to operate a motor vehicle in a responsible manner and to obey the laws of the State of Ohio, Urbana City ordinances, and the rules, regulations, and policies of Urbana University. Failure to conduct yourself in such a manner will result in the loss of your driving privileges on campus.

Every academic year students are required to update their vehicle registration and parking permit with Campus Safety. Students are to park in designated areas only. Failure to observe campus parking regulations may result in a student conduct violation.

Towing

A vehicle may be towed for reasons, including, but not limited to:

- Parking on the berm of a campus road;
- Parking on grass;
- Parking which blocks traffic on a campus road;
- Parking in a fire lane; parking in a designated handicapped parking area;
- Expired registration and/or no registration;
- Abandoned vehicle;
- Receiving more than five tickets and/or parking violations;
- Parking in a restricted/tow away zone (fire hydrant/building hydrant/reserved spots).

Regulations regarding motor vehicles include the following:

- Vehicles parked on campus must have and display a valid parking permit.
- Parking on campus is in designated areas only. Vehicles are not allowed to park on grassy areas, in zones clearly marked as NO PARKING, along curbs, or in designated fire lanes.
- Vehicles left for an extended period of time (ie: summer break) must notify Campus Safety & Security Services and leave a spare key. Vehicles not approved may be towed.

Motor Violations

- **Speed** - The maximum speed limit on all University streets is 15 MPH. In parking lots and residence hall areas the speed is not to exceed 10 MPH.
- **Disabled vehicles** - Disabled vehicles must be removed from the campus within one week of their becoming inoperable, unless written permission is obtained from the Campus Safety & Security Services office granting a specific time extension.
- **Walkways and campus grounds** - Motorized vehicles are prohibited from traveling on all

pedestrian walkways and campus grounds except in cases of emergency. University vehicles may be excluded from this policy when necessary.

- Bicycles, scooters, mopeds, and motorcycles are required to observe campus regulations regarding parking and storing of bicycles, scooters, mopeds and motorcycles. Bicycles, scooters, mopeds, and motorcycles are not permitted inside residence halls or suites except in designated storage areas.

Possible Motor Vehicle Sanctions:

- Persons found in violation of any policy will be issued a ticket.
- A ticket will be issued by Urbana University Campus Safety & Security Services office. If a fine is involved, a notice will be sent to Student Accounts. A copy will be retained in the Campus Safety & Security Services office.
- Progressive penalties will be assessed as follows:
    1. First violation - a warning (only one per person)
    2. Second violation - $20 fine
    3. Third violation - $35 fine
    4. Fourth violation - $50 fine
    5. Fifth Violation and recurrences: $50, loss of parking privilege, and subject to tow

Chronic Violators

When a chronic offender's vehicle is found in violation, he/she will be notified by letter, or a sticker affixed to the driver's side window, that his/her parking privileges may be revoked and/or the offender's vehicle may be towed at the owner's expense on the next violation.

Physical or Mental Harm

Intentional or reckless acts which do cause, or could cause, physical or mental harm to any person are prohibited. In addition, actions which threaten or cause a person to believe that the offender may cause physical or mental harm, are also prohibited. Prohibited behavior may include but is not limited to:

a. Murder, assault, battery
b. Discriminatory harassment & misconduct; Refer to the Discrimination, Harassment, and Sexual Misconduct (Title IX) policies found in this handbook.
c. Fighting of any kind on University property or at a University sponsored event. Note: Self-defense shall be defined as action taken to protect oneself from assault initiated by another. Evidence must be present of the defender's attempt to remove him/herself from the scene prior to the altercation, as well as action to defuse the situation.
d. Threatening, intimidating, or abusing another person verbally, or via printed material, telephone, e-mail, or other electronic media.
e. Hazing as defined as any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to another person, or which might degrade or otherwise compromise the dignity of that person.
f. Stalking, or engaging in a pattern of conduct which causes mental distress or the belief that the offender will cause physical harm to the other person. "Pattern of conduct" means two or more actions or incidents closely related in time.

Violations based on protected classes will be handled through Urbana University's Community of Respect policies & procedures. Minimum conduct sanctions for violations of this policy may include,

but are not limited to, a disciplinary warning, educational assignment, and fines. Students may, at maximum, face dismissal from the University.

Statement on Anti-Bullying

Bullying and harassment of students by students, employees, and volunteers who have direct contact with students will not be tolerated at Urbana University.

"Bullying" involves systematically and chronically inflicting physical hurt or psychological distress on one or more students, employees, or guests. It is further defined as unwanted purposeful written, verbal, nonverbal, or physical behavior, including by not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonable interference with the individual's academic performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to, unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of university or personal property, social exclusion, including incitement and/or coercion and rumor or spreading of falsehoods.

Residence Life Policies

In the housing agreement, the University and the student agree to services, policies, rules, and procedures that are, or may be, established concerning the operation of the residence halls. The student is responsible for being familiar with policies, rules, and procedures as stated in the housing agreement and other information printed by the Student Affairs office.

Residents should be aware that violators of housing policies will be subject to University student conduct hearings, which may result in loss of campus housing, fines, restitution, and/or removal from the University, or other appropriate sanctions.

All housing agreements are valid for the full academic year or if entered into after the start of the year, for the balance of the academic year. Students contracting for housing at any time after the first day of classes each semester will be charged on a pro-rated basis.

Periods when the residence halls and suites are officially closed, such as Thanksgiving Break, Winter Break, and Spring Break, are not included in the agreement. Students may not occupy their rooms during vacation periods unless otherwise approved by the Office of Campus Life. Please refer to the closing information distributed before the halls close for holidays/breaks for specific closing procedures.

Residential Community Rights and Responsibilities

Choosing to live within a college community brings with it rights and responsibilities. Urbana University takes seriously students' interest in having a pleasant environment in which to continue their education.
The following are the student's rights as a member of the community:

- The ability to sleep, read, and study free from undue interference, unreasonable noise, and other distractions.
- Personal privacy within the limits of a residence hall environment.
- Respect from others regarding personal belongings.
- A clean living environment and easy access to your room and hall.

- Freedom from harassment.
- Assistance from University Residence Life staff.

The following are the student's responsibilities as a member of the community:

- A commitment to treat others in the community with dignity and respect.
- An individual commitment to personal and community security.
- A sincere effort to understand and comply with all University rules and policies.
- A resolve to keep the buildings in good condition.
- A willingness to learn about others who come from different backgrounds

Cleaning

Each resident is responsible for keeping his/her own room in reasonable condition at all times. Public bathrooms, including showers, are cleaned on a daily basis. Residents in the suites are responsible for cleaning their own bathrooms. Trash must be bagged and disposed of in dumpsters.

Co-Ed Visitation Hours

Co-ed visitation between Urbana University students is permitted in the residence halls and suites during the academic year. Co-ed visitation hours are as follows:

Sunday-Thursday: 10:00 a.m. - 1:00 a.m. Friday-Saturday: 10:00 a.m. - 3:00 a.m.

Visitation by non-students is permitted (during regular visitation hours). However, any non-resident student visiting the residence halls and suites must be registered. Exceptions can be granted by the Director of Student Life on a case-by-case basis.

Guest Registration and Overnight Visitors

Any non-student visiting the residence halls must be registered with Campus Safety & Security Services or Residence Life staff. Students are allowed to have overnight visitors of the same sex. Commuter students who are overnight guests (i.e., stay past the end of visitation hours) must also be registered with Residence Life staff or Campus Safety & Security Services. Students registering guests are responsible for notifying their Resident Assistant about the guest. Overnight visitors are not permitted for more than three consecutive days a month without permission from the Director of Student Life. Students may only register one guest at a time. Parents and other family members are exempt from the one guest limit but must be registered with Campus Safety & Security Services or Residence Life.

The following policies apply to visitors:

1. The host student assumes responsibility for the conduct and actions of their visitor. When a visitor has committed a violation of University policy, that visitor may be escorted from campus immediately and the host may be subject to disciplinary action.
2. Visitors under 18 years of age may not stay overnight on campus unless approved by the Student Life Office as part of a campus-wide event.
3. All visitors must be accompanied on campus by their host at all times.
4. Visitors must obtain a temporary parking pass from Campus Safety & Security Services (937-484-1111).

Children in the Residence Halls

Children under the age of 18 may only enter the residence hall if accompanied by a parent or legal guardian from 10:00 a.m. until 10:00 p.m. Children under 18 are not allowed to stay overnight in the hall (unless approved by the Office of Student Life as part of a campus-wide event). Babysitting in the residence halls is prohibited.

Keys, Lockouts, and Door Propping

Each resident is issued key(s) to his/her room at check-in. Keys must be returned at checkout. If a resident fails to return the keys, a lock change will be initiated, and charges to the student's bill will result. All keys remain property of the University and may not be duplicated.

Students accidentally locked out of their rooms may call Campus Safety & Security Services (937-484-1111) for assistance. Each student will be assisted with a lockout one time per semester; any subsequent lockouts the student will be charged $5 each. If you lose your key(s), you must contact the Office of Campus Life to obtain a new set of keys. Lost keys may result in a lock change and a minimum charge of $100. Students that are found to use Campus Safety & Security Services for lockouts on a continual, repeated basis may be required to get replacement keys.

Doors to residential areas/wings are designed to be locked when closed. Students are encouraged to be responsible for the safety of their community. Propping doors to these areas is not permitted. Propped doors are recorded by Residence Life and Campus Safety staff. Each propped door will result in a $50 fine distributed to the residents of the area. Fines for safety matters are not appealable or refundable.

Noise, Quiet Hours and Courtesy Hours

As members of the Urbana community, students are expected to respect the rights of others by refraining from making excessive noise (stereos playing out of the windows, excessive noise from within a suite/room, etc.) Students are expected to respect the rights of others during quiet hours and courtesy hours, and are also encouraged to approach violators of quiet hours and courtesy hours before requesting the assistance of a Resident Assistant.

Quiet Hours have been established for the overall benefit of all students and are as follows:

Sunday – Thursday: 10:00 p.m. - 8:00 a.m.
Friday – Saturday: 12:00 midnight - 10:00 a.m.

Courtesy Hours are provided to encourage students to be considerate of other students' individual needs beyond the established Quiet Hours. Students are expected to comply with requests to lower the noise level.

- *Courtesy hours are in effect all the hours that are not Quiet Hours.*

24-Hour Quiet Hours: At certain times during the academic year (i.e., mid-terms, finals, etc.), quiet hours are extended to provide students with additional quiet time for study. 24-Hour Quiet Hours may also be imposed any time at the discretion of the Director of Student Life.

Occupancy Limits

The University has several places on campus where groups of students can gather such as the residence hall lounges and the Student Center. Reservation information is available from the Student Affairs office. Due to fire regulations, capacity in any student room is limited to six persons at a time. Capacity in the suite common area is limited to twelve persons.

Prohibited Conduct

The following activities and actions are prohibited in campus buildings and may result in disciplinary action:

1. Water fights, ball playing, bike riding, roller-blading, or similar activities that may cause harm to persons or property.

2. Storage of bikes, suitcases, or cartons in stairwells or hallways.
3. Painting, wallpapering, or similarly decorating individual rooms or common areas unless prior approval is given by the Office of Campus Life.
4. Repairing any damages without prior approval.
5. Applying any articles directly to walls, closets, doors, furnishings, or from the ceiling by tape, any adhesive material, screws, hooks, tacks, nails, etc., or any other way that causes damage.
6. Removing or damaging furniture.
7. Removing screens from windows.
8. Installing wall partitions or paneling.
9. Modifying the electrical system by splicing electrical wires, hooking up additional electrical equipment, removal of outlet plates or light switches, or tampering with circuit breakers or any other part of the electrical system.
10. Burning candles, Sterno, kerosene, candle-lit potpourri burners, incense, or any other open flame item.
11. Throwing any items into or out of windows or onto roofs or eaves.
12. Installing personal locks or chains on doors or windows or altering the existing lock.
13. Sleeping in public areas of the residence halls by residents and/or guests.
14. Altering, tampering with, or dismantling any door closure; propping open any exterior door.
15. Lending keys to others; copying keys.
16. Smoking and tobacco products (including use of vapor devices and e-cigarettes).
17. Entering or exiting any structure through windows or gaining access to roofs or any other exterior portions of buildings.
18. Draping or placing objects over lighting fixtures, smoke detectors, ventilation systems, or fire sprinkler systems.

Prohibited Items

The following items are prohibited in residence halls:

1. Cooking devices, including, but not limited to, broilers, toaster ovens, electric skillets, George Foreman style grills, rice cookers, or hot plates
2. Room heating devices with exposed heating coils
3. Gasoline powered items, such as motorcycles, mopeds, or parts thereof
4. Flammable and/or combustible items
5. Fireworks, smoke bombs, sparklers, etc.
6. Chemicals
7. Weight lifting apparatus, such as barbells
8. Animals or pets (except seeing-eye dogs registered with Disability Services) and non-carnivorous fish in 10 gallon or less tanks
9. Unauthorized bed lofts
10. Waterbeds and water furniture
11. Air conditioners
12. Dart boards
13. Refrigerators larger than 3.5 cubic feet only one refrigerator per room is allowed
14. Illicit controlled substances, drugs or chemicals of abuse, and drug paraphernalia
15. Halogen lamps
16. Candles
17. Tobacco products; including hookah and related devices

18. Alcohol paraphernalia including materials designed or modified to be used for drinking games and use of alcohol bottles, cans, or other related items as decoration.
19. Weapons (see Firearms, Weapons, and Dangerous Materials Policy)
20. Hoverboards/other similar 2-wheeled transportation devices.

Note: The preceding list is not all-inclusive. Any item that is a threat to public safety may be removed. The University will continually monitor all areas through staff visits and unannounced inspections by University staff. The presence of prohibited items will be documented and students will be required to remove those items from the premises, and may be subject to disciplinary action.

Smoking & Tobacco

All indoor areas of campus are smoke and tobacco free. Smokeless tobacco and chewing tobacco are also banned from all campus buildings. The rights of non-smokers supersede those of smokers.

The use of smoking devices (pipes, hookah, and incense/incense burners), vapor devices, and e-cigarettes are included in the Smoking & Tobacco policy. The use of these products is prohibited at Urbana University grounds, buildings, and residence halls.

Tailgating Policy

Tailgating for home athletic events is welcome and encouraged at Urbana University. In order to ensure the safety of those on campus and to maintain a level of order that is conducive to sportsmanship, the following protocol must be followed in regards to tailgating.

1. **Registration:** Those who wish to tailgate must register in advance with the Campus Safety department. They will be issued a tailgating permit pass and assigned a location in which tailgating will be permitted. Please be sure to register at least a week prior to the event at which you wish to tailgate, as spaces are limited.

2. **Duration:** Tailgating will only be permitted to occur for three hours prior to the event taking place on Urbana University's campus. Tailgating must conclude at the start of the event. Patrons may resume their tailgating during halftime and then conclude again at the beginning of the second half of the event.

3. **Alcohol:** The consumption of alcoholic beverages will only be permitted inside the designated party tent that will be operated by Urbana University staff during selected University functions (such as Homecoming). There is to be no alcohol consumed outside of the assigned tent. Anyone seen with alcohol or open containers outside of the party tent will be immediately required to dump the container out and/or be asked to leave the premises. In compliance with state laws and regulations, no one under the age of 21 may consume or handle any alcoholic beverages on Urbana University's campus.

4. **Grills:** Grills will be permitted for those who are tailgating. However, we ask those who bring a grill to limit the tank to either a 5 or 10 gallon size.

5. **Other Regulations:** We ask that those tailgating please be courteous and remove their trash upon leaving Urbana University. All tents are to be restricted to grassy areas and should not be erected in the parking lot due to access issues for emergency services. We also ask that stereos be kept at a reasonable level in consideration of other guests.

Theft, Attempted Theft, Possession of Stolen Property

Theft is defined as obtaining or exerting control over property or services of others without their permission.

a. Theft, attempted theft, and possessing stolen property are prohibited.
b. Being in possession of the property of another person or University property without prior authorization shall also be considered a violation.
c. Persons involved in a theft, attempted theft, or possession of stolen property are subject to referral to the appropriate police agency for prosecution

Trespassing, Unlawful Presence, or Misuse of Property

The above is defined as entering or using the property of another person or of the University without consent or authorization. Prohibited actions include, but are not limited to:

a. Unlawful or unauthorized entry into or presence in any campus building, room, or facility.
b. Presence on University property or at a University sponsored event off campus while under sanction that prohibits such presence.
c. Opening or gaining access to the mailbox of another person without the expressed consent of the person to whom that box has been assigned.
d. Holding group functions in a University facility without the expressed authorization of the University office overseeing that facility.
e. Entering or using the room or property of another student without prior authorization from that student to do so.
    1) *Student Affairs administrators and Campus Safety may make reasonable warrantless searches in emergencies, for necessary maintenance, inventory, health and safety inspections, or to enforce appropriate regulations which further the educational mission of the University. Searches may be conducted with the authorization of the Executive Director of Student Affairs for evidence of suspected illegal activity.*
f. Removing furniture that has been assigned to a specific room or lounge.

Vandalism or Destruction of Property

Students may not intentionally or negligently abuse, deface, damage, or destroy the property of another person or the University.

STUDENT CONDUCT POLICIES

Urbana University views the Student Conduct process as an educational opportunity and as a part of the total learning process. The intent of the proceedings is to arrive at fair and impartial decisions that insure that students assume full responsibility for their actions, and insure the rights, freedom, and safety of all members of this educational community.

Student Conduct proceedings at Urbana University are administrative rather than criminal in nature, and are not required to conform to the sophisticated procedures demanded in a criminal law trial. Student Conduct proceedings do not replace state laws nor are students immune from the legal process. Federal, state, and local laws must be obeyed.

The Urbana University Student Conduct process utilizes undergraduate peer conduct advisors (selected from Hall Directors, Residence Life staff, and interested students identified by the Student Government Association). This developmental student conduct system prides itself on "teachable moments"… not only with the student having the conduct hearing, but also with students taking part in the administration of the student conduct system. This peer-based system provides student facilitators and students in the conduct hearing the opportunity to develop their own teachable moments through their hearing process.

Student Conduct Authority

Under the direction of the President, the Executive Director of Student Affairs has primary authority and responsibility for the administration of student discipline. The Executive Director of Student Affairs may delegate this authority to other staff members of the University and to disciplinary bodies.

Duties of the Executive Director of Student Affairs in the Student Conduct Process:

- Ensure that established student conduct procedures are followed.
- Appoint designated conduct advisors.
- Advise conduct advisors on questions and procedure.
- Serve as conduct advisor or first appellate body as necessary.

Rights of a Student in Student Conduct Proceedings

When accused of a violation of University policy, for which sanctions may be imposed, the student/student organization shall be entitled to the following:

- To be notified in writing of the Student Code of Conduct violations to be resolved.
- To be considered not responsible until proven responsible by a preponderance of the evidence presented and to have only relevant evidence presented at a hearing.
- To present witness statements and other evidence in his/her defense.
- To be informed of all decisions within a reasonable time.
- To appeal any decision resulting from a hearing

Student Conduct Procedures

Filing complaints

- Any academic or administrative official, faculty member, staff member, student, or student organization may file a verbal or written complaint with the Student Affairs office against any student or student organization for misconduct.
- While action on a complaint of violating a University regulation is pending, the status of the student or student organization shall not be altered.
- Violations of the Urbana University Community of Respect policy will be addressed via the procedures outlined in that policy.

Request for a Student Conduct Hearing

- A student/student organization accused of a violation of University policy shall be asked to appear before a conduct advisor.
- Failure of a student/student organization to respond to the request within the designated time may result in an additional fine or community service hours due to failure to comply, and may result in the hearing being held in the student's absence.

Hearing Procedure

1. Conduct advisor explains the hearing process and states the alleged violations.
2. Accused student(s) may make a statement or claim of responsible/not responsible.
3. Student describes his/her version of the incident in question; may present material in his/her support.
4. Conduct advisor may ask questions of accused student or about witness statements.
5. Student(s) may make final statement.
6. After hearing, the conduct advisor decides issue of responsibility and may impose sanctions.
7. Student is informed of decision, sanctions, and appeals process via their KnightNet account.

Procedure for Appeal of Student Conduct Decisions

1. Students and student organizations have the right to appeal a disciplinary action.
2. An appeal of any decision must be made by completing a Request for Appeal of Student Conduct Hearing form and submitting a written appeal to the Campus Life Office within three business days of the date of the official sanction letter from the conduct advisor.
3. Notice of appeal does not suspend the imposition of penalty.
4. Not all appeals will be heard; a request for an appeal can be denied by the Executive Director of Student Affairs or their designee. Appropriate reasons for appeal are any one or combination of the following:
    a. The sanction was too severe for the offense; procedure for Student Conduct hearing not followed.
    b. The finding of responsibility was not substantiated by the evidence.
    c. New evidence is available (Note failure to disclose information in initial hearing may not be the same as "new evidence").
    d. The student's/student organization's rights were violated.
5. Appeals Process
    a. Appeals may be reviewed by a Student Conduct Appeal Board, a member of the Student Affairs staff, or the Executive Director of Student Affairs.

b. Appeals are not heard in-person, unless otherwise deemed necessary by the hearing body/individual.
c. Appeal rulings are final.

6. After reviewing the case materials, the appellate body may decide to do one of the following:
   a. Uphold the original decision.
   b. Uphold the original decision but reduce the sanction(s).
   c. Return the case to the original hearing body.

Student Conduct Sanctions

How sanctions are determined

- Sanctions are imposed against a student as a result of a finding of responsibility in a Student Conduct hearing.
- In some cases, the Student Code of Conduct mandates minimum sanctions for certain types of offenses. When minimum sanctions are specified, the hearing advisor may impose sanctions that exceed the minimum. In the case of offenses with no mandated minimum sanctions, the hearing advisor shall have the discretion to impose sanctions deemed appropriate.
- Sanctions are typically determined by three factors: the seriousness of the offense, the student's record of involvement in prior offenses, and any existing sanctions already in effect against the student.
- Disciplinary sanctions issued against a student may become a part of the student's educational record, the content of which is governed by the Family Educational Rights and Privacy Act.

Possible Sanctions

Sanctions can vary based on the violation of the Student Code of Conduct and the number of violations over the course of the academic year. Severity of sanctioning increases with the situation and number of violations. Sanctioning ranges from Verbal or Written Warnings to Dismissal from the University. This list is not all-encompassing; other sanctions can be imposed with approval of the Director of Student Life and/or Executive Director of Student Affairs. Failure to complete assigned Student Conduct sanctions may result in a Student Account being placed on "Student Affairs Hold" until all assigned sanctions are satisfactorily completed.

Warning: A notice in writing to the student that the student is violating or has violated the Student Code of Conduct.

Probation: A written reprimand for violation of specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate the Student Code of Conduct during his/her probation period.

Probation with Restrictions: Disciplinary probation with restrictions is a probationary period with restrictions that limit and/or revoke student privileges. Restrictions may include, but are not limited to:

a. holding office or membership in a recognized student organization
b. participation in intercollegiate athletics, intramural athletics, and/or club sports
c. participation in the performing arts
d. representing the University at an activity or event

e. attending University activities on or off campus
f. residence hall and/or visitation restrictions

Loss of Privileges: Denial of specified privileges for a designated period of time (examples include Motor Vehicle restrictions, Residence Hall restriction, Visitation restrictions). This may also include permanently restricted access to on-campus areas or residence halls.

Fines: A monetary sanction (fine) will be paid at the Student Accounts Office within the time designated, unless specific payment arrangements are made with Executive Director of Student Affairs' approval. Failure to pay a fine constitutes a failure to comply and may result in further disciplinary action.

Restitution: Compensation for loss, damage, or injury. This may take the form of service and/or monetary or material replacement.

Educational Measures: Work assignments, Community/University Services, Reflection Papers, Online Programs, drug and/or alcohol assessments, or other related educational assignments.

Discretionary Sanctions: Sanctions that work to restore, repair, or reverse the damage done by code of conduct violations or other related discretionary sanctions.

Residence Life Reassignment, Removal, or Dismissal: Required move to another on-campus residence hall or dismissal from university housing for specified period of time or remainder of enrollment at Urbana University.

University Suspension: Separation of the student from the University for a definite period of time, after which the student is eligible for return. Conditions for readmission may be specified.

University Expulsion: Permanent separation of the student from the University.

Emergency Suspension

Urbana University is committed to providing services that create an optimal educational opportunity for all students. However, action will be taken by the University pending action on charges or in emergency situations. Behavior occasioning emergency action may include but not be limited to:

- Threat, danger and/or injury to self or others.
- A threat or disruption of the educational process of self or others.
- A threat or destruction of property of the University or others.

Any person who believes a student poses a threat as set forth by the above, shall contact the Executive Director of Student Affairs. The Executive Director, in consultation with the President and with input as needed from faculty and professional staff members, shall decide on the appropriate action as follows:

- Find that no action is necessary.
- Require further evaluation of the student through appropriate experts.
- Refer the matter to appropriate civil or criminal authorities for action.
- Establish conditions under which the student may continue at the University and/or within the residence halls and procedures for enforcement of those conditions.
- Recommend voluntary removal of the student from the University and/or residence

hall.

- Recommend involuntary removal of the student from the University and/or residence hall.

An emergency alteration in status or suspension is considered temporary in nature, pending resolution of the charges against the student. In the event the Executive Director of Student Affairs acted without having afforded the student an opportunity for a full hearing, the Executive Director shall provide such to the student in a timely fashion. A written appeal may be directed to the President.

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Urbana University is committed to being an inclusive community free from all forms of discrimination and harassment.