

Quincy University Student Handbook

2017-2018

Introduction

Welcome to Quincy University! Our University is a learning community rooted in Franciscan traditions and academic excellence. University life consists of many factors that contribute to a positive experience. From your first day on campus, Quincy University will support and encourage you in your success, both in and out of the classroom. The purpose of the *Quincy University Student Handbook* is to inform and educate you regarding policies and resources in a user-friendly format.

This handbook provides you with a comprehensive guide to campus resources, your rights and responsibilities and important information regarding your role as a student at Quincy University. You are expected to read and understand the handbook and will be held to the standards, expectations and rights as outlined.

You are required to familiarize yourself with the policies and regulations appearing in the *Quincy University Student Handbook* and in the academic catalog of the University as well as other policies, procedures and regulations as established by specific academic departments and administrative offices. Quincy University reserves the right to edit and update policies and procedures in this handbook as necessary. Notification of edits or updates will be emailed to current QU student emails that are on file at the University.

Mission Statement

Quincy University stands as a Catholic, independent, liberal arts institution of higher learning in the Franciscan tradition. Inspired by the spirit of Francis and Clare of Assisi, we respect each person as a sister or brother with dignity, value, and worth. We work for justice, peace and the integrity of creation. We prepare men and women for leadership and for the transformation of the world by educating them to seek knowledge that leads to wisdom. We welcome and invite all to share our spirit and life.

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University Offices

Academic Affairs *FRH 124/Ext 3300*

The Office of Academic Affairs is responsible for the academic and instructional activities of QU, including curriculum development and revision and implementation of academic policies and procedures. Academic Affairs is also responsible for the hiring and evaluation of faculty and personnel in the academic areas. The office oversees the processing of student course evaluations and coordinates Commencement events. Student requests to register for more than 18 hours, and requests for late registration changes, independent study and directed study come to Academic Affairs for approval.

Admissions *FRH 109/Ext 3400*

The purpose of the Admissions team is to build relationships with prospective students and their families. The admissions staff helps students discover all there is to know about Quincy University so each prospective student can receive personalized attention throughout the college search and the application process. Answering questions about academics, college life, financial aid, service opportunities, hosting campus visits are all part of creating an expectation for the Quincy University experience. Quincy University uses a rolling admissions process that means there are no application and enrollment deposit deadlines.

Advancement, Alumni Services and Community Relations *FRH B-39/Ext 3450*

The office of Advancement, Alumni Services and Community Relations is responsible for all fundraising on campus as well as engaging alumni and friends in the University. This office also handles all media relations and information going to the QU Community and the external community. Through face-to-face visits, social media, mailings and electronic appeals, the office solicits investments for campus improvements and scholarships.

Athletics *HFC/Ext 3500*

Quincy University sponsors 17 sport programs at the intercollegiate level. The varsity athletic teams are known as the Hawks and compete in the NCAA Division II Great Lakes Valley Conference (GLVC) and the Midwestern Intercollegiate Volleyball Association (MIVA). Current sport offerings include men's and women's basketball, men's and women's cross country, men's and women's golf, men's and women's soccer, men's and women's tennis, men's and women's volleyball, baseball, football, and softball. For more information on Quincy University athletics, visit <http://hawks.quincy.edu>

Bookstore *Student Union/Ext 3600*

The Quincy University Bookstore is located in the Student Center and sells both textbooks and school supplies in-store as well as online and also offers apparel and alumni collectibles. Visit the store online at <http://www.bkstr.com/Home/10001-10544-1> or on Facebook at <https://www.facebook.com/QuincyUnivBkstr>

Brenner Library *Ext 3800--Pat*

The Brenner Library offers over 109,000 titles of books, a large selection of DVDs and music CDs, multiple workstations, and is wireless-enabled. Several laptops and tablets are available to borrow and a copier and FAX machine is available on-site. The library provides electronic access to thousands of journal articles, US newspapers, research book collections, and image and video collections. A librarian is available throughout the day to help you with your research. The regular semester hours are Monday-Thursday, 8:30 am -11pm; Friday 8:30 am -4:30pm; closed on Saturday and Sunday the hours are 5pm-11pm. More information is available at <http://www.quincy.edu/academics/brenner-library>.

Campus Ministry *FRH 114/Ext 3617—Father John/Ray*

The Campus Ministry program encourages the development and strengthening of the spiritual character of the individual. A schedule of Masses and spiritual programs is available on the QU Campus Calendar. In addition to regularly scheduled religious events, Campus Ministry sponsors a variety of events and programs that encourage community building and spiritual growth. These programs and events are open to all students, regardless of religious affiliation.

Additional information including programs, Mass times, mission trips and involvement opportunities can be found at <http://www.quincy.edu/spiritual-life>.

Center for Professional Excellence SSC (Lower Level, Brenner Library)/Ext 3355

The Center for Professional Excellence provides current students and alumni with career counseling, development and placement services. A career counselor works individually with students to help them discover their areas of interest and match those interests with careers and majors. Students may also enroll in Career Development 110 to further explore career development and placement opportunities. To provide additional assistance with the job search process, the Center brings employers from business, industry, governmental and non-profit agencies to campus to interview students and hosts Speed Networking events. In addition, updated lists of full- and part-time jobs are posted in the office and on the Center's website <http://www.quincy.edu/academics/academic-services/career-services-center> under student career connections.

City Bus Service

Students may use their QU ID card to ride on the City of Quincy buses. A schedule is available at <http://www.ci.quincy.il.us/government/CityDepartments/Transit/routes>.

Club Sports HFC/Ext 3572

Quincy University provides club sports. All club sports are student-driven and play other club teams from universities across the country. All club sports are non-scholarship but highly competitive and offer opportunities to meet other students with similar interests.

Counseling FRI 114/Ext 3785

Individual and group counseling is available to all Quincy University students. Counseling services are provided by licensed professional staff and contracted through Quincy Medical Group. The Counseling Center adheres to the confidentiality rules established by the Federal Government's Health Insurance Portability and Accountability Act (HIPAA), the State of Illinois Mental Health Code, and professional licensing regulations.

Dining Services SC/Ext 3651

Quincy University Dining Services is proud to offer all-you-care-to-eat dining including a variety of healthful, sustainable, and finished-to-order options, as well as grab and go items and a late night grill, in the main dining room, and grab and go options at the North Campus Eatery. More information is available at www.dineoncampus.com/quincy.

Events SC/Ext 3788

Students have the privilege of utilizing campus space and resources for meetings and events. Students must make all room reservations and event registrations through the online Quincy University Events Management System located at ems.quincy.edu. The reservation MUST be made two week prior to the event. The Office of Student Engagement will review all events/meetings requests. Once an event is approved, promotion and planning of the event may begin. Making a request does not automatically ensure that your space has been reserved. It must be approved first. To find out if your event has been approved, check your 'My Events' tab. More information on planning an event or reserving space can be found in *Appendix D* of this handbook.

Facilities 20th & Oak Street/Ext 3846

The Facilities Department serves the QU community by providing housekeeping, maintenance, and grounds services. To submit a work request visit <http://www.quincy.edu/services/facilities> and choose Facilities Work Order, enter the required information, and submit.

Health & Fitness Center Ext 3574

The Health & Fitness Center provides a wide variety of recreational and intramural activities. The Center features 3 multi-purpose gymnasium courts, a 3,600-square-foot fitness room, 17 cardio machines, an aerobics room, an indoor walking/running track, 2 racquetball courts, and a 6-lane intercollegiate pool, and whirlpool. Students, faculty, and staff

must present their ID to enter; equipment is available for checkout at the front desk. For information visit <http://www.quincy.edu/student-life/student-resources/health-and-fitness-center> or call 217-228-5032

Human Resources / Ext 3670

The Office of Human Resources oversees employee related information for faculty, staff, and students. Students employed on campus will need to visit the Office of Human Resources for payroll and tax purposes.

Information Technology Services FRH 134/Ext 3690

ITS provides support for all campus technology, including laptop or mobile device connection to the network, password resets, printing, as well as other technical assistance. Visit the ITS website at <http://www.quincy.edu/services/information-technology> for detailed information.

Mailroom FRH B-11/Ext 3727

Students may purchase stamps and envelopes as well as padded envelopes. Priority boxes from the US Postal Service are available for free. Small boxes, if available, are also free. Small packages and boxes to the United States can be mailed from the Mailroom, as well as stamped mail and postage paid packages. Payment must be in cash or a check (debit or credit cards are not accepted). Faculty and Administrative Offices have mailboxes at this location.

President's Office FRH 128/Ext 3900

The President of Quincy University and the Vice President for Mission and Ministry are located in the President's Office. The President has an open door policy and, if available, will meet with students. Otherwise, an appointment may be schedule with the Executive Assistant. The President also holds regular open office hours when student are invited to visit.

Registrar FRH 130/Ext 3970

The Registrar's Office maintains all academic records. During pre-registration, course schedules are available; all scheduling forms are processed at the Registrar's Office as well.

Security FRI 115/Ext 5600

The Office of Safety and Security provides 24-hour-a-day service to the campus community. The office is responsible for issuing parking stickers, enforcing traffic and other University regulations, assisting with crime investigations, providing an on-campus escort service and compiling annual campus crime statistics. Additional security services are detailed at <http://www.quincy.edu/student-life/campus-safety-and-security>. Law requires Quincy University to make campus crime statistics available to the campus community. Current crime statistics are available at <http://www.quincy.edu/student-life/campus-safety-and-security/crime-statistics>

Service Learning FRH 114/Ext 3614

All QU students are required to participate in Service Learning Opportunities during their academic career. Specific requirements can be found at <http://www.quincy.edu/academics/academic-catalog>. Service Learning opportunities are announced via email, fliers, and in class.

Shuttle Service SC/Ext 3788

The University, in partnership with the City of Quincy, provides free shuttle bus service between the Main and North campuses when classes are in session. The shuttle also provides free transportation to and from the Amtrak station for University breaks and vacations. Shuttle schedules are available in the Office of Student Engagement or <http://www.quincy.edu/student-life>

Student Engagement SSC/Ext 3788

Located in the J. Kenneth Nesbit Student Success Center, the Office of Student Engagement advocates for students and assists students with housing, meal plans, campus involvement, emergency funds, community standards, multicultural programs, New Student Orientation, Greek Life, Intramurals, academic advising, student registration and withdrawal, ADA compliance, academic support courses, book loan program, tutoring and supplemental instruction. QU offers more

than 20 intramural sports, ranging from volleyball and basketball to bowling and mini-golf. The QU Intramural program consists of competitive individual and team sports league play and weekend tournaments, as well as other recreational activities. More information is available at <http://www.quincy.edu/student-life/student-activities/intramurals>

Student Financial Services *FRH 104/Ext 3750*

Student Financial Services is a team of professionals dedicated to helping students locate sources of aid to lessen the financial burdens associated with higher education. The staff provides students with information on financial aid resources, debt management education, and financial assistance counseling, and will assist student in managing their financial obligation to the University. Email at financialaid@quincy.edu or the direct phone number 217-228-5260.

Study Abroad *SSC (Lower Level, Brenner Library)/Ext 3355*

Quincy University encourages students to enrich their education with an international study experience. Opportunities are available for all majors and include short-term faculty-led trips and semester-long independent study abroad. Students should contact the Center for Professional Excellence for more information or to begin the application process.

Wellness Center *FRI 113/Ext 3790*

The QU Wellness Center provides health education and assessment for students, faculty and staff. Students may speak with the registered nurse about concerns, or be evaluated by a Nurse Practitioner when available. All evaluations are free. Referrals are available to other resources on the campus and in the community.

University Policies

Academic Honesty

Academic Honesty, and other Academic related policies and procedures, can be found in the Academic Catalog at <http://www.quincy.edu/academics/academic-catalog>. Students who are in violation of this policy will be referred to the Dean of Students and Academic Success.

Accessibility Services

Quincy University's Office of Academic Support provides individualized services and advocacy for students with documented disabilities. QU will make reasonable accommodation for disabled students according to the guidelines of the Americans with Disabilities Act and section 504 of the Rehabilitation Act. Students need to advocate for themselves with the proper documentation in the Dean of Students and Academic Success's office.

Alcohol & Other Drugs

In compliance with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), Quincy University has policies regarding the use of alcohol and drugs. The University requires individuals to obey all local, state and federal laws. For the purposes of this policy, alcohol is defined as any traditional liquid alcoholic beverage or any other alcoholic product, in any other form, meant for human consumption including but not limited to powdered alcohol. Drinking games of any kind, played on campus with or without alcohol, or any other behavior that promotes the over consumption of alcohol, are a violation of the University Alcohol Policy. Students, regardless of age, displaying any negative behavior associated with consumption of alcohol, including, but not limited to vomiting, unsteady on his/her feet, slurring his/her words, etc., will be considered in violation of the University Alcohol policy. Kegs of any kind are not permitted on campus unless authorized for a function catered by Chartwells and/or another authorized vendor. Specific policies regarding alcohol in on campus housing and at University events are outlined in this handbook.

Other Drugs

Controlled substances are subjects of federal and state laws. Therefore, information coming to the attention of the University involving the sale, exchange, or transfer of drugs from one person to another may be communicated to public officials for the purpose of prosecution. The following are against University policy:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or illegal drug.
2. The selling or distributing of any controlled substance.
3. The possession or use of all forms of drug paraphernalia.
4. The use of performance-enhancing drugs or the use of any drugs (e.g., painkillers, steroids) for purposes other than those prescribed by a physician.

Medical Marijuana

Although Illinois' Compassionate Use of Medical Cannabis Pilot Program Act (H.B. 1) allows patients to possess and consume limited amounts of marijuana for certain medical conditions, this state law conflicts with federal laws governing marijuana. Quincy University is subject to the federal Drug-Free Schools and Communities Act Amendments, which mandates campus communities, be free of controlled substances (including marijuana). Therefore, the use, possession, manufacture, cultivation, dissemination, or being under the influence of medical marijuana on University property or at University-related activities is and shall remain prohibited.

Quincy University provides alcohol and drug education and resources.

For information regarding alcohol and drug violation sanctions and accountability, please refer to the Community Standards Process section of this handbook.

Alcohol Use at University Events

Because of the potential for abuse of alcohol, the University also has policies for alcohol use at designated events designed to create an atmosphere of responsibility and moderation. This policy covers all events held on campus or off-campus events sponsored by the University, its representatives or organizations. An event is defined as any activity registered through the Office of Student Engagement or sponsored by the University. Details of the policy can be found in *Appendix B* of this handbook.

Business and Finance

Valid student ID cards are required for processing all paychecks, refunds and withdrawals. Any fines, charges, or statements for damages must be paid as soon as presented to the student. Students who have outstanding charges, fines, or any other financial obligations will not be permitted to register for classes for the following semester until all debts have been paid. Transcripts will not be mailed for students who have unpaid debts. For information regarding specific deadlines for payments each semester, please contact the Student Financial Services.

Computer Policy and Use of Information Technology Resources

The use of information technology resources owned or operated by Quincy University is a privilege and imposes certain responsibilities and obligations. The privilege is subject to University policies, and local, county, state, and federal laws. University computers as well as University technology resources are intended for “business use” which specifically deals with advancing the business and mission of Quincy University. See *Appendix C* in this handbook for more details regarding the University’s Information Technology Policies and Resources

Discrimination Policy

Quincy University is a private, Franciscan and Catholic Liberal Arts University. The Franciscan tradition stands for respect for each individual and concern for all.

QU is committed to providing equal opportunity to all qualified individuals in its employment and personnel practices and its admission and treatment of students which will assure that there will be no discrimination against any person based on race, religion, age, ethnic or national origin, gender, disability, veteran status, marital status, sexual orientation or political persuasion. Decisions on employment and admission are made on the basis of the qualifications of the individual for the position being filled. Decisions on promotion are likewise made on the basis of the qualifications of the individual as they relate to the requirements of the position for which the individual is being considered. To maintain its Franciscan character, the University does, however, retain the right to give preference to qualified Franciscans in all positions of employment.

All personnel policies, including those of fringe benefits, compensation and advancement, transfers, and the like, are administered without regard to race, religion, age, ethnic or national origin, gender, disability, veteran status, marital status, sexual orientation, or political persuasion. These policies apply to all employees in all departments of the University and to all University students.

Drone Policy

Recreational Use

Recreational use of Unmanned Aerial Vehicles (UAV’s) – commonly known as drones -- is not permitted on or above any Quincy University owned or controlled property.

Educational or Employment Related Use

Any University employee or student who wishes to operate a UAV as part of University educational programs or employment must first notify and obtain authorization from the Office of Safety & Security. The requesting student or employee must be in full compliance with all applicable FAA regulations prior to the request. Additional details and questions are available in the Office of Safety and Security.

Non-Compliance

Any UAV use other than as permitted by these guidelines will be referred for Community Standards adjudication.

Electronic Bullying

Electronic Bullying (cyber bullying) is the sending or posting of cruel, hurtful, threatening, or harmful materials via the Internet or cell phone. Electronic Bullying may be limited to a single instance or be a pattern of intimidation. Forms of cyber bullying include but are not necessarily limited to electronic fights (flaming), offensive messages (harassment), threatening messages designed to instill fear (cyber stalking), denigration (dissing), electronic identity theft, or sharing secrets or embarrassing information (outing). If a student feels they have been a victim of electronic bullying, they should report the event to Security without delay. Any student in violation of electronic bullying will be referred to Community Standards.

Emotional Support Animals

In compliance with the American's with Disabilities Act, Quincy University permits emotional support animals on our campus, specifically as it relates to residential students. Residential students wishing to have their emotional support animal reside with them in campus housing must demonstrate that their animal is a reasonable accommodation for an emotional or mental health disability (defined as an impairment that substantially limits one or more major life activities). Demonstrating this need requires documentation from a treating medical or mental health provider (not related to the student) certifying that the Emotional Support Animal is part of a prescribed treatment plan for the disabling condition and that the animal alleviates symptoms or effects of the disability. Documentation must be submitted to the Dean of Students and Academic Success's office. Students with approved emotional support animals residing on campus will be required to meet with the Director of Residence Life and Campus Programs to create and submit an Animal Care Plan.

Event Registration

Students have the privilege of utilizing campus space and resources for meetings and events. Students must make all room reservations and event registrations through the online Quincy University Events Management System located at <http://ems.quincy.edu>. Reservations MUST be made two weeks prior to the event. Only when an event is approved, may promotion and planning of the event begin. More information on planning an event or reserving space can be found in *Appendix D* of this handbook.

Family Educational Rights and Privacy Act (FERPA)

Quincy University, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Quincy University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Quincy University in an administrative, supervisory, academic, or

support staff position (including law enforcement unit and health staff); a person or company with whom Quincy University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Quincy University to comply with the requirements of FERPA. Formal complaints may be filed at Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Directory Information

Directory or public information differs from personally identifiable information. Quincy University defines directory information as name, home address, hometown, phone number, date and place of birth, major, minor and concentration field(s) of study, participation in activities and sports, dates of attendance, degree(s) received, honors and awards received, most recent institution attended, weight and height of athletes, and full- or part-time status. Directory information is available to the public unless a student chooses to exercise his/her right to non-disclosure. To prevent release of directory information, the student (defined as one who is currently attending or previously attended Quincy University) must request, in writing, non-disclosure of his/her directory information. Once a non-disclosure request has been processed, it remains in effect until the student requests, in writing, that the non-disclosure request be removed. Please note if a student has chosen non-disclosure of directory information, Quincy University cannot verify any information to a third party. Examples of third party requests for information include current or potential employers (e.g., to confirm data on a resume), insurance agencies (e.g., Good Student discount), and family members.

A complete copy of the FERPA is available upon request in the registrar's office.

File Sharing

File sharing is the practice of distributing or providing access to copyrighted materials illegally. The Quincy University network may not be used to distribute or download illegal copies of copyrighted works and intellectual property of others. Students who allegedly violate this policy will be held accountable through the Community Standards Process with the potential for further civil and criminal liabilities based on the severity of the violation.

Films on Campus

Quincy University complies with the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governing how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase nor lending of a videocassette or DVD carries with it the rights to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved. The movie studios that own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in colleges or universities or in any other site that is not properly licensed. More information can be found at <http://www.copyright.gov>.

Firearms, Explosives, Fireworks, and Inflammables

The possession or use of firearms, bows and arrows, paint-ball guns, air soft guns, slingshots, explosives, fireworks, candles, halogen lamps, gas grills, incense, inflammable fluids, dangerous chemical mixtures, propelled missiles, or similar items is strictly prohibited unless under the supervision of faculty while participating in a University course.

Fundraising

The Office of University Advancement has administrative responsibility for the approval of group fundraising activities. All fundraising efforts on the part of Registered Student Organizations must be coordinated through the Office of University Advancement & Alumni Services. For purposes of this policy, fundraising is defined as: the collection of money through donations or sales and/or the collection of goods or services for an event or program. Only recognized student groups in good standing are permitted to engage in fundraising activities. Additional details can be found in *Appendix E* of this handbook.

Gramm-Leach-Bliley Act

In compliance with the Federal Trade Commission's Safeguards Rule and the Gramm-Leach-Bliley Act, Quincy University has enacted a comprehensive information security program.

Graphics Design Policy

The Office of Community Relations must approve all graphics that Quincy University departments, clubs, and organizations plan to use for merchandise, promotional materials, etc. On campus the Office of Student Engagement can approve flyers. The Office of Community Relations must approve all other marketing materials. Graphics cannot be libelous or contain any material that is inconsistent with the mission and community standards of Quincy University, including any references to alcohol, drugs, or sexual innuendos. The Office of Student Engagement reserves the right to make decisions regarding the approval of what graphics will be allowed. Secure approval of graphics design by bringing a copy of the design and the business from which the order will be placed to the Office of Student Engagement. Specific guidelines can be found in *Appendix F* of this handbook.

Harassment

Harassment is defined as the act of systematic or continued unwanted attention by one party or group towards another and/or the act of intentionally creating a hostile educational or living environment. Harassment is prohibited. Allegations of harassment will be investigated and adjudicated through the Community Standards Process outlined in this handbook.

Hover Board Policy

The use of hover boards or self-balancing scooters on campus property is prohibited. Hover boards may not be operated, carried, charged, or stored inside any campus building or residence hall.

Inclement Weather

Only the President of the University or the president's designee may close the institution due to inclement weather. Public notification of such a closing will be announced on local radio and/or television, posted on the University website and communicated as appropriate via the University emergency communication system.

Immunization Policy

On August 5, 2016, the Illinois Department of Public Health changed the college immunization code (77 Ill. Adm. Code 694) requirement for all students admitted on or after August 21, 2016 to:

- Two measles, mumps and rubella (MMR) vaccines after the first birthday. The second vaccine must be given at least 28 days after the first.
- Three vaccines that contain tetanus/diphtheria/pertussis (Dtap).
- One dose MUST be Tdap. The last dose of vaccine must have been administered within 10 years of the student's enrollment date.
- One meningococcal conjugate vaccine – Menactra or Menveo is REQUIRED for all students 21 years of age and younger. A 2nd vaccine must be given if the 1st vaccine was given before age 16.

Students must comply with the new requirements by October to prevent a registration block for spring semester.

Involuntary Withdraw

The involuntary withdrawal policy serves to outline the conditions by which Quincy University may intervene and withdraw a student from classes based on a student's health and/or behavior.

The Dean of Students or designee reserves the right to take appropriate action to protect the health, safety, and well being of an individual and/or the University community in cases where a student exhibits the behaviors described below:

1. Student demonstrates an inability to satisfy personal needs including but not limited to nourishment, shelter, personal safety, well-being, and activities of daily living such that there is reasonable possibility that their physical and mental health is in jeopardy and/or poses jeopardy to others in the University community.
2. Student demonstrates behavior consistent with mental health distress and refuses to seek medical, therapeutic, and/or psychiatric care to the extent to which the Dean of Students or designee is satisfied with the student's condition and ability to function within the University community.
3. Student demonstrates behavior or threatens behavior that poses immediate risk or danger to themselves or others.

Should a student exhibit any of these behaviors the Dean of Students or designee will meet with the student. During this meeting the student will be made aware of the concerns and provided a detailed action plan, based on consultation with appropriate faculty, staff and administrators, for addressing the concerns. The student will be provided a reasonable amount of time to implement the action plan to the satisfaction of the Dean of Students or designee. Should the student not complete the action plan in the time specified, they will be referred to the University Community Standards Board and charged with an alleged violation of the Failure to Comply policy. The student is then held accountable through the Community Standards Process. All Community Standards Processes and procedures will then apply.

The Dean of Students or designee may place the student on Temporary Suspension until a University Community Standards Board Hearing when a student exhibits behaviors that may be an immediate threat to the student or the University community.

Meal Plans

The resident meal plan for all students living in Padua, Willer, Helein, Garner, and Friars halls is called the Main Dining Room (MDR) All Access Plan. Student residents of campus houses, Woods apartments (Woods), and the Student Living Center (SLC) receive their choice of 350 flex dollars or the Bronze Plan, and they have the option to upgrade to the Gold Plan or the MDR All Access Plan. Commuter students have the option to choose from any available student meal plan. All students have the option of adding additional flex dollars to their student account at any time. For detailed information regarding meal plans visit www.dineoncampus.com/quincy.

Commuter students and residents of campus houses, Woods, and the SLC are able to make changes to their meal plan until the end of the add/drop period each semester, but prorated fees and adjustments may apply. No refunds will be given on meal plan cancellations or changes after the add/drop period. All meal plans expire at the end of the school year and no credits or refunds are issued. Unused Gold and Bronze Plan meals expire at the end of each semester. Unused flex dollars carry over from the fall semester to the spring semester, but expire at the end of the school year. Additional flex dollars can be added at the financial services office at any time. Students with special dietary needs should contact Dining Services as soon as possible.

Official Notices

Notices are considered official if they have been posted on an official bulletin board or sent via Quincy University email. Such announcements will be considered effective immediately, unless otherwise stipulated. Students are advised to watch official bulletin boards for notices, which pertain to their academic programs, residence hall meetings as well as for announcements about organizations and group meetings.

Parking Policy

All student vehicles that are parked on campus or on streets immediately adjacent to campus, are required to have a University issued parking permit. Students may park in any lot unless signage indicates differently. Students may not park on city streets where signage prohibits University student parking.

Posting Policy

All postings on the Quincy University campuses, whether by student groups or University departments, must be approved and stamped by the Assistant Director of Residence Life. Postings must contain all information that is relevant to the event. Postings cannot be libelous or contain any material that is inconsistent with the mission and community standards of Quincy University, including any references to alcohol, drugs, or sexual innuendos. Details regarding the posting policy can be found in *Appendix H* of this handbook.

Pregnant & Parenting Students

Students who are pregnant or parenting may request reasonable accommodations to support their success at Quincy University. Students who are in need of accommodations due to pregnancy or parenting responsibilities must visit the Office of Student Engagement.

Refunds

Any student withdrawing from the University must contact the Office of Student Engagement. Details regarding tuition refunds and applicable policies can be found in the Academic Catalog at <http://www.quincy.edu/academics/academic-catalog>.

Housing Refunds

A student must contact the Office of Student Engagement to officially cancel on-campus housing. Housing charges will be refunded based on a percentage of the entire amount owed to the University for the academic semester based on the student's recorded move-out date:

Cancellation during the first week of classes...100 percent refund
Cancellation during the second week.....75 percent refund
Cancellation during the third week.....50 percent refund
Cancellation during the fourth week and beyond ...no refund given

Meal Plan Refunds

Meal plans may only be changed during the first week of each semester and no refunds are given on meal plan cancellations after the first week of each semester.

Registered Student Organizations

Registered Student Organizations have policies and procedures specific to the function on campus. Organization leaders and members are expected to abide by policies and procedures outlined in the Registered Student Organization Handbook (see at <http://www.quincy.edu/student-life/clubs-a-organizations>).

Residence Policy

All full-time undergraduate (non-Professional Studies) students who enter Quincy University for the first time are required to live on campus until they have attained senior standing (86 hours or more) unless they: a) are living locally with immediate family who are permanent residents; or b) have received permission from the Dean of Students and Academic Success to live off campus. Criteria for off-campus living must be met by the first day of classes for the semester in which the student wishes to live off-campus.

The Dean of Students and Academic Success will determine transfer student eligibility for meeting the criteria above by reviewing a) student's birthdate; b) student's high school graduation year, and/or; c) the year in which they first enrolled in an institution of higher education.

Students choosing to live off campus that do not meet the University's criteria for off campus living will not be in good standing with the University and therefore ineligible for institutional financial aid. This policy only impacts aid provided directly by Quincy University; not federal, state or private loans or scholarships. Students choosing to live off campus that do meet the University's criteria for off campus living will be awarded institutional dollars up to the established level of institutional funding for nonresident students. This policy only impacts aid provided directly by Quincy University, not federal, state or private loans or scholarships.

The QU Student Housing Agreement is for the entire academic year. A copy of the Housing Agreement can be found at <http://www.quincy.edu/student-life/residence-life>.

Sexual Misconduct

Quincy University has adopted institutional policies specific to sexual misconduct in compliance with the Higher Education Amendments of 1972, otherwise known as Title IX, and 110 ILCS 155, the Illinois Preventing Sexual Violence in Higher Education Act. These policies relate to sexual misconduct, sexual violence, stalking, voyeurism, dating violence and pregnant and/or parenting students. This policy applies to all Quincy University students and staff.

Sexual Misconduct

Sexual misconduct covers a range of behaviors including electronic sexual misconduct, sexual violence, sexual harassment, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

Sexual misconduct can include behaviors that are: student-to-student, employee-to-student, and non-campus-affiliate-to-student. Someone of the opposite or same sex may perpetrate sexual misconduct against a student.

Electronic Sexual Misconduct

Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes as sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

Sexual Harassment

Sexual harassment can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature. In some circumstances, nonsexual conduct may take on sexual connotations and rise to the level of sexual harassment. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when, but not limited to, any of the following:

- Any such proposals are made under circumstances implying that one's response might affect such academic or personnel decisions as are subject to the influence of the person making such proposals. Examples might include: grades, educational progress, or employment decisions are made, or are threatened to be made, based on submission to such conduct.
- Such conduct is abusive of others and implies a discriminatory hostility toward their personal or professional interests because of their sex.
- Conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- Conduct is repetitive in nature in the face of previous indications of refusal.

Sexual Violence

Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence; including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. University employees, other students, or third parties can carry out sexual violence. Sexual assault includes any sexual conduct without the consent of the person or where his/her will is overcome by the use or threat of

force, the use of drugs or intoxicants, or in any circumstance when a person is unable or incapable of exercising rational judgment.

Voyeurism

Intentionally observing others behaviors reasonably believed to be private without the knowledge or consent of the person(s) being observed.

Notice of Sexual Misconduct

Quincy University is considered to have notice of alleged sexual misconduct if a responsible employee knew of the alleged sexual misconduct, or in the exercise of reasonable care in completing job responsibilities, should have known about the alleged sexual misconduct.

Quincy University may receive notice of alleged sexual misconduct in several ways including but not limited to: filing of a formal report with the Office of Student Engagement and/or Safety and Security; formal or informal notification to the Title IX coordinator; University Responsible Employee notification; third-party notification (parent, friend, student); indirect notification via at-large community member, media, or local law enforcement.

Reporting/Grievance Procedure

Students and staff who believe they have been a victim of sexual misconduct of any kind or any member of the campus community who has knowledge of an alleged sexual misconduct may file a complaint with the Office of Student Engagement and/or the Safety & Security Office.

University Response to Alleged Sexual Misconduct

The following steps will be initiated when the Title IX Coordinator and/or Title IX Investigator become aware of alleged sexual misconduct:

1. Inform the complainant of the available support resources.
2. Inform the complainant of their right to contact local law enforcement to report the sexual misconduct.
3. Inform the complainant of their rights and options:
 - a. to report or not report the alleged incident to the higher education institution, law enforcement, or both, including information about the survivor's right to privacy and which reporting methods are confidential;
 - b. the contact information for the Title IX coordinator, confidential advisors, a community-based sexual assault crisis center, campus law enforcement, and local law enforcement;
 - c. to request and receive assistance from campus authorities in notifying law enforcement;
 - d. to request interim protective measures and accommodations for survivors, including changes to academic, living, dining, working, and transportation situations, obtaining and enforcing a campus-issued order of protection or no contact order, if such protective measures and accommodations are reasonably available, and an order of protection or no contact order in State court;
 - e. to receive assistance, upon request, in accessing and navigating campus and local health and mental health services, counseling, and advocacy services; and
 - f. to receive a summary of the community standards resolution procedures
4. Take immediate and appropriate steps to investigate the alleged sexual misconduct. The University must investigate the alleged sexual misconduct regardless of the involvement of local law enforcement.
 - a. If the alleged perpetrator is a student, the Office of Safety and Security with the Office of Student Engagement, will investigate along with notifying local law enforcement.
 - b. If the alleged perpetrator is an employee, the Office of Safety and Security with the Director of Human Resources, will investigate along with notifying local law enforcement.
 - c. If the alleged perpetrator is not affiliated with the University, local law enforcement will be contacted.
 - d. If the alleged perpetrator is not affiliated directly with the University however knows the University, the University should take steps to investigate the alleged sexual misconduct and notify appropriate

third parties regarding the alleged sexual misconduct. For example, if the perpetrator is the employee of a third party vendor, the University may notify the vendor of the alleged sexual misconduct.

- e. If it is believed, based on the information available at the time, that the alleged perpetrator is a continued and immediate threat to the safety and security of the campus community, a timely warning will be issued via email to the campus community.
5. Take reasonable interim steps to avoid a hostile environment for the complainant until such time as the investigation is completed. Should it be determined through the community standards process that sexual misconduct did occur, the interim steps to avoid a hostile environment may remain in force.
6. Periodically update the complainant of the progress of the investigation.
7. Upon completion of the alleged sexual misconduct investigation, the Community Standards process, as described in this handbook, will be initiated and the case adjudicated.
8. Upon completion of the Community Standards process, the complainant will be informed of the outcome.

Resources

The complainant in any report of alleged sexual misconduct will be made aware of the available campus and community resources. These resources may include, but are not limited to:

1. Campus resources:
 - Counseling Center – 217-228-5432, ext. 3785
 - Wellness Center – 217-228-5432, ext. 3790
 - Residence Life – 217-228-5432, ext. 3788
 - Safety and Security – 217-228-5600
 - Student Success Center – 217-228-5432, ext. 3353
2. Community resources:
 - Quanada, 2707 Maine Street, 217-222-0069
 - Blessing Hospital, 1005 Broadway, 217-223-8400
 - Quincy Medical Group, 1025 Maine Street, 217-222-6550
 - Quincy Police Department, 110 S. 8th Street, 217-228-4470 (non-emergency) or 911
 - Adams County Health Department, 330 Vermont St, 217-222-8440

Sanctions

Sanction(s) for a violation of the sexual misconduct policy may include action up to and including dismissal from the University.

Education & Training

Students: The University offers educational programs throughout the year to address issues of student safety and well being including topics such as Bystander Training, sexual misconduct, and personal safety, among others. These programs will be promoted via the weekly QU Announce emails, the events calendar, and/or flyers.

Faculty and Staff: Mandatory training regarding sexual misconduct is provided for faculty and staff annually. New employees are informed of their responsibilities under Title IX during new employee orientation.

Sexual Misconduct Definition of Terms

Consent: Consistent with Illinois law, Quincy University defines consent as a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the complainant resulting from the use of force or threat of force by the perpetrator shall not constitute consent. The manner of dress of the complainant at the time of the offense shall not constitute consent. A person who initially consents to the sexual penetration or sexual conduct is not deemed to have consented to any sexual

penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. Finally, a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

- (A) the person is incapacitated due to the use or influence of alcohol or drugs;
- (B) the person is asleep or unconscious;
- (C) the person is under age; or
- (D) the person is incapacitated due to a mental disability.

Hostile Environment: A hostile environment exists when a complainant is unable to attend or expresses discomfort in attending classes or participating fully in other University functions due to the offensive, intimidating, or oppressive atmosphere generated by the alleged perpetrator.

Responsible Employee: Quincy University deems all full and part time employees, including adjunct faculty, of Quincy University, the Compass Group (Chartwells Dining Services), and National Facilities Management to be considered a Responsible Employee for the purposes of this policy. This includes graduate assistants, resident assistants, peer mentors, peer educators, and welcome delegates. This excludes all other undergraduate students employed by Quincy University, the Compass Group (Chartwells Dining Services), and National Facilities Management unless otherwise designated in their job responsibilities.

Responsible Employees are mandated to report any knowledge of alleged sexual misconduct to the Campus Title IX Coordinator and/or the Director of Safety and Security (Campus Title IX Investigator).

Title IX Coordinator

Director of Human Resources
Tanya Moore

The Director of Safety and Security serves as the University Title IX Investigator. In cases involving student-to-student misconduct, the Director of Residence Life and Community Standards will facilitate the student Community Standards process. In cases involving employee-to-student misconduct, the Director of Human Resources will facilitate the employee conduct process.

Additional information regarding Title IX procedures is available in the Office of Student Engagement.

Anti-Retaliation Statement

Retaliation of any kind against anyone filing a complaint of sexual misconduct is prohibited. Initiating a complaint of sexual misconduct will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status. Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding that the complaint was in bad faith.

Solicitation

The University prohibits solicitation of its personnel or distribution of literature by outsiders. Door-to-door soliciting by outside groups is prohibited in the residence halls. Door-to-door soliciting in the residence halls by student groups is prohibited without the prior, written approval of the Director of Residence Life.

Stalking

Stalking is unwanted (as indicated by prior notification from the alleged victim to the alleged perpetrator(s)) or obsessive attention by an individual or group toward another person. Stalking behaviors may include: following the victim in person or monitoring their physical whereabouts and/or online presence; sending them unwanted gifts; and/or initiating unwanted communications- directly or indirectly, in person, electronically, or otherwise.

Tobacco Policy

In compliance with the Illinois Clean Indoor Air Act of 1990 (as amended in 2006), smoking is not permitted in any building on the Quincy University campus. The Smoke-free Illinois Act (Public Act 95-0017 prohibits smoking within 15 feet of any entrance, exit, windows that open, or ventilation intake. The use of smokeless tobacco is prohibited in any campus buildings. It is the policy of Quincy University that the use of electronic smoking devices (also known as electronic cigarettes, "e-cigarettes" or vapor cigarettes, i.e., "vaping") is prohibited in any building on campus and carries the same prohibition that indoor smoking of regular cigarettes carries. These policies apply to students, staff, faculty, and any visitor to campus.

Students found in violation of the College's smoking policy should expect a disciplinary response from the College. A fine of \$100 will be sanctioned.

Residence Life Policies

Please Note

Quincy University students are subject to all local, county, state and federal laws, as well as the University Policies and Residence Life Policies, and may be held accountable through the Community Standards Process resulting in appropriate sanctions, up to and including dismissal from the University. This also extends to conduct off campus that is brought to the attention of the University.

The Community Standards Process is not a criminal proceeding and functions independently. The Community Standards Process may consider, but is not bound by, any action taken in regard to the same violation by city, state, or federal courts. There is no legal basis for any claim of double jeopardy within the Quincy University Community Standards Process.

All records related to campus incidents, student behavior, or any alleged violations of Community Standards and/or University policies are housed digitally.

The following policies apply to residential students, and other students and guests visiting the residential community of Quincy University. These policies are to be adhered to in addition to the University Policies. Alleged violations of any policy or procedure may be referred to the Community Standards Process.

The University reserves the right to prohibit any item or activity deemed by University staff to be harmful, unadvisable, or not in the best interest of students or the University.

Alcohol and Other Drugs

- Students may possess and/or consume alcohol, if age 21 and older, in student's private room/suite/apartment/house, if all residents of the room/suite/apartment/house are age 21 and older. For example, a suite is considered a wet suite and alcohol is permitted if all students and guests are 21 or older and a suite is considered a dry suite, and no alcohol is permitted in the room, if at least 1 student or guest is under the age of 21.
- Students may not display, possess, or consume alcohol in any public area (defined as any area outside of a private room/suite/apartment/house). For the purposes of this policy, house porches, patios, decks, and yards are considered a public area.
- Students (regardless of age) **MAY NOT DISPLAY** alcohol containers, including beer boxes, beer steins, shot glasses, etc. (full or empty) in their room/suite/apartment/house.
- Students (regardless of age) may display alcohol signage (not including beer boxes on your wall) in their room/suite/apartment/house. If you are unsure if the signage is acceptable contact Office of Student Engagement.
- Students and guests under the age of 21 are not permitted to be in the presence of alcohol in any on campus housing area.
- Possession, consumption, or display of any alcohol or alcohol containers is not permitted in any area designated as alcohol free, including but not limited to, any first year halls, rooms/suites/apartments/houses where any residents within are under 21, etc. Garner and Helein are dry buildings and Woods Hall is 21 or over only.
- Drugs of any kind are prohibited on campus including medical marijuana.
- For more details about consumption and possession of alcohol, please review the University Alcohol and Drug Policy.

Appliances

Students must limit the number of electrical appliances in their rooms to low amp items. Any combination of appliances utilized in a way that creates a fire hazard or otherwise overloads circuits is not permitted. Appliances with exposed heating elements are prohibited.

- Air Conditioners: Students may bring an air conditioning unit to Padua Hall. Units must be able to fit in the window and must be less than or equal to 5000 BTUs. University facilities personnel must install the AC units. A fee of \$300 will be assessed for installation and removal.
- Mini refrigerators: Students may bring one mini refrigerator per bedroom within a living space. Mini refrigerators are limited to 5.0 cubic feet or less.
- Microwaves: Students may bring one microwave per bedroom within a living space. Microwaves are limited to 600 watts or less.

Prohibited Appliances-Any appliances with an open flame, open heating coil, or open heating element (i.e., hot plates and coffee coils) is strictly prohibited because **they are fire hazards**. The following items are strictly prohibited (including, but not limited to): toasters, toaster ovens, hibachis (electric or propane), hot plates, space heaters, electric skillets, soup warmers, s'more makers, electric grills, and gas grills. Deep fat fryers and smoke machines are not permitted.

Conduct Responsibility

Being present while or aware of an alleged violation occurring and not reporting the incident, either by alerting security, calling 911 or contacting the Office of Student Engagement can result in sanctions.

Endangering Behavior

Residents may not engage in any activities that may cause harm to themselves or others. Prohibited activities include, but are not limited to, tampering with fire safety equipment such as fire extinguishers, exit signs, etc.; hall sports; water fights; use of roller blades; climbing the exterior of halls; sitting outside a hall window, etc.

Fire and Arson

Setting fires, initiating false fire alarms, tampering with fire safety or firefighting equipment, or failure to adhere to fire evacuation procedures is prohibited. For fire safety reasons, students must leave the building when the fire alarms sound.

Fire Safety

Quincy University administers an aggressive program of regular inspection, testing, egress drills, and maintenance of university premises to ensure compliance with applicable fire and life safety codes and standards.

Fire Safety Tips:

- In case of a fire, pull fire alarm and evacuate the building immediately.
- Fires produce deadly gases; stay close to the ground.
- Pull stations are located on each floor of your residence hall near the exits.

Fire Safety Reminders:

- Do not allow trash to accumulate. It is the student's responsibility from their room. It can be taken to the nearest dumpster NOT THE BATHROOM OR OUTSIDE TRASH RECEPTACLES. Students found in violation of this policy will be assessed a \$75 fine per trash bag no matter size.
- Careless disposal of cigarettes is the cause of many fires. Students are not permitted to smoke in the residence halls; this includes usage of electronic smoking devices.
- The use of any open flame including candles, incense and lanterns is prohibited in residence halls.
- Do not overload electrical outlets
- Holiday decorations can be dangerous, so consult your residence assistant for advice on decorating safely. Live trees are prohibited.
- Students are not permitted to grill inside their room.
- Never leave your stove unattended when cooking.
- Window Treatments: All curtains, decorations, or displays used in windows must be made of fire-resistant materials.

Tampering with Fire Equipment

Tampering with pull stations, smoke detectors, and fire extinguishers that cause false alarms inside of residence halls is a crime. False alarms endanger building occupants and responding firefighters. Students may not tamper with the smoke detector by covering it up.

Floor Wing/Building Meeting

Residence Life staff will periodically schedule mandatory community meetings.

Furniture

All provided furniture must remain in the student's room. Water filled furniture and lofts are prohibited. Students cannot bring Residence Hall Lounge furniture or other University property into their room/suite/apartment/house. Bicycles: Bicycles may be stored in a student's room or on outside bike racks. Utility rooms or stairwells cannot be used for bike storage.

Keys

Residence halls are locked at all times. Students are issued keys (whether metal or ID keycards) to their living space. To ensure the safety and security of all residents, duplication of a key, allowing someone else to use or possess a student's assigned key, or any other misuse of University keys is strictly prohibited

Students who lose their key or ID keycard will be billed for lock and key replacements. Students must report lost or stolen keys as soon as possible to the Office of Student Engagement or Campus Security.

Painting in Student Rooms

Because of a history of problems and paint-spattered carpets, student painting of rooms or common spaces is prohibited.

If you feel that your room or common space needs painting, contact your RA. If painting is indicated, he/she will submit a maintenance request to have the painting done by Physical Plant staff.

Any student who undertakes painting on his/her own will bear full financial and disciplinary liability for damages incurred in the process and for repainting if deemed necessary by Residence Life or Physical Plant staff. If damage charges result, the room residents will be charged collectively unless an individual is determined to be specifically responsible.

Pets

For health and hygiene reasons, pets (except for fish-limited to 10-gallon tanks) are prohibited from all single and family residence areas. If this policy is violated, the student will be required to remove the pet from Quincy University premises within a specified period of time. Should the student fail to do so, he or she must relinquish the pet to a designated representative of the Institute who will transport the animal to the Humane Society.

Prohibited Items

While we strive to allow students the freedom to enjoy their living spaces on campus, there are limitations to what is allowed on campus. It is each resident's obligation to be familiar with these policies. Violators are subject to disciplinary action. All rules and regulations are administered without regard to race, color, religion, national origin, marital status, gender, sexual orientation, or physical ability.

- Dart Boards
- Water-filled Furniture
- Lofts
- Fireworks- Any and all fireworks and explosives are prohibited in all residence areas.
- Flammable Liquids-The use or storage of any equipment requiring flammable liquids, such as gas grills, motorcycles, or other gas-engine vehicles, is not allowed in residence halls or apartments.
- Any styles of torchiere lamps are not permitted in the residence halls and apartments, including those that have incandescent light bulbs. In addition, any style of halogen lamps is not permitted, including desk lamps or any other lamp that may require a halogen bulb. Fabric or paper that comes in contact with these high-intensity bulbs can ignite in seconds and has caused serious fires on some campuses.

- The University prohibits "use or possession of dangerous weapons, explosive devices or materials, including but not limited to firearms, dangerous knives, BB and pellet guns, air rifles, slingshots, ammunition, firecrackers, bombs, whips, and martial arts weapons." Possession of weapons or firearms of any sort is strictly prohibited in all residence areas. Public Safety will confiscate any weapons found and the owners will be subject to disciplinary action.

Quiet Hours

Quiet Hours & 24 Hour Courtesy Hours: Quiet hours are maintained from 9:00pm to 8:00am on days preceding class day and from 11:00pm to 10:00am on days preceding non-class days. No loud or disruptive noise is allowed outside rooms during these times. All other hours are considered courtesy hours, during which a reasonable amount of quiet is expected. Students are expected to comply with another student's request to lower his/her noise level. Beginning 48 hours prior to the first final examination and throughout final exam week, 24-hour quiet hours are in effect.

Misc. Policies

1. **Guests/Visitation Policies:** Students are responsible for their guest/s. A student must accompany guests at all times; this includes parents, other family members, and anyone visiting a student. Every guest must present an official ID when requested. Student is responsible for informing guest/s they are subject to all University policies outlined in the Student Handbook while on campus. Students will be held accountable through the Community Standards Process for any actions of their guests, which allegedly violate any policies or procedures. Students must also discuss overnight guests with roommate/s prior to guest arrival.
2. **Inspection & Access:** When deemed appropriate and/or necessary by the University, authorized University personnel may enter a student's room/suite/apartment/house for purpose of inspection or repairs, preservation of health and safety, and for suspected policy violations. When possible, 24-hour notice will be given for routine maintenance.
3. **Minors as Guests:** Minor guests (under the age of 18) of students are permitted in on-campus living areas only when accompanied by a student.
4. **Visitation:** Twenty-four hour visitation is permitted in the living rooms of Willer Hall, Woods Hall, SLC, residence hall apartments, and campus houses. Members of the opposite gender are permitted in student private living spaces between the hours of 10:00am and 1:00am on days preceding class days and 10:00am and 2:30am on days preceding non-class days.
5. **Occupancy Limits in Living Spaces:** Garner, Helein, Padua, or Friars halls may not have more than 6 people, Willer and Woods halls may not have more than 10 people, and SLC and Campus Houses may not have more than 15 people at any time.
6. **Overnight Guest Policy:** Any overnight guest must be approved by the student's roommate/s. Guests may stay for a maximum of two consecutive nights per visit, totaling no more than 6 nights per month no matter who they are staying with. Overnight guests must be of the same gender as the occupants of the room they are visiting.
7. **Keys, Use of:** Residence halls are locked at all times. Students are issued keys (whether metal or ID keycards) to their living space. To ensure the safety and security of all residents, duplication of a key, allowing someone else to use or possess a student's assigned key, or any other misuse of University keys is strictly prohibited
8. **Keys, Loss of:** Students who lose their key or ID keycard will be billed for lock and key replacements. Students must report lost or stolen keys as soon as possible to the Office of Student Engagement or Campus Security.
9. **Quiet Hours & 24 Hour Courtesy Hours:** Quiet hours are maintained from 9:00pm to 10:00am on days preceding class day and from 11:00pm to 10:00am on days preceding non-class days. No loud or disruptive noise is allowed outside rooms during these times. All other hours are considered courtesy hours, during which a reasonable amount of quiet is expected. Students are expected to comply with another student's request to lower his/her noise level. Beginning 48 hours prior to the first final examination and throughout final exam week, 24-hour quiet hours are in effect.
10. **Restricted Areas:** Roofs, ledges, windows, attics, and mechanical/electrical equipment rooms of on-campus living areas are considered restricted areas only to be accessed by University staff.

11. Screens and windows must not be removed from their fixed positions. Windows may not be used to discard items or place items into the building, to exit or enter a building unless in an emergency, nor can any part of an individual be placed through a window.
12. **Sports in On-Campus Living Areas:** Sports of any kind are prohibited in on-campus living spaces.
13. **Window Treatments:** All curtains, decorations, or displays used in windows must be made of fire-resistant materials.
14. **Failure to Comply:** Failure to comply with directives of University staff acting in the performance of their duties, reply to an official University notice, or complete sanctions imposed through the Community Standards Process.
15. **Fraud:** Falsification of information on University records or providing false or misleading information to University officials.
16. **Hazing:** Any activity expected of a student joining a group, organization, or team (or to maintain full status) that humiliates, degrades or risks emotional and/or physical harm, regardless of the student's willingness to participate.
17. **Pornography:** Use of pornography in any form.
18. **Restricted & Secured Areas:** Entering/exiting/tampering with any University building, event, or restricted area, except in accordance with established procedures.
19. **Theft:** Intentionally or fraudulently taking property belonging to another person or entity without permission or consent.
20. **University Policies:** Violations of University policies.
21. **Vandalism:** Destruction of, defacement of, or tampering with University property or the property of others.
22. **Violence:** The use, threat, or perceived threat, of physical force or violence toward any person.
23. **Weapons:** Possession or use of firearms, ammunition, or other weapons on campus. Other weapons are defined as any instrument of combat or any object carried for the purpose of inflicting or threatening bodily harm, including realistic replicas of weapons or said objects.
24. **Disorderly Conduct:** Any behavior, including but not limited to, disrespectful, disruptive, or offensive actions, or conduct unbecoming of a Quincy University student, that interferes with the rights of any other community member.

The University reserves the right to prohibit any item or activity deemed by University staff to be harmful, unadvisable, or not in the best interest of students or the University.

Residence Life Procedures

On-Campus Living Area Room Entry

Quincy University reserves the right to gain entry to a student's room and living space for regularly scheduled health and safety inspections, to complete a facilities work order, in the event of a human or facility emergency, if concern exists for a student's wellbeing, or in the event of an alleged violation of any policy and/or Community Standard where access to the living space must be gained immediately. Any illegal items in plain view may be confiscated at the time of entry. Students will be held responsible for any item/s confiscated that is in violation of policy.

On-Campus Housing Search

Quincy University reserves the right to search any on-campus residential space if reasonable cause exists to believe a violation of any policy or Community Standard has occurred or is occurring. The following procedures will be followed in an on-campus housing search:

1. A search may be conducted without any or all residents present.
2. Reasonable cause is defined as a fact or circumstance existing where it is more likely than not an event or activity is occurring or has occurred or that specific items are present in the space to be searched.
3. A search of a student's room may be made by authorized staff as directed by the Dean of Students, Director of Residence Life & Community Standards, or Director of Safety & Security.
4. The search must be made with at least two University staff members present. At least one of the University staff members conducting the search must be the Dean of Students, Director of Residence Life & Community Standards, or Director of Safety and Security. The other staff member may be a University Security Officer, Graduate Assistant, or Resident Assistant.
5. An incident report will be completed whenever for every search of any on-campus living area.
6. In the event a search is conducted and prohibited items are confiscated, an itemized list of all items will be included in the incident report. Photographs of any confiscated items will be attached to the incident report.
7. If the search and subsequent confiscation of items should result in a policy or Community Standards violation, the student/s will be held accountable through the Community Standards Process.

Community Living Agreement

To encourage students who live in the residence halls to take ownership and responsibility for their living community, the Department of Housing and Student Conduct has incorporated community living agreements as a part of the foundation for residence hall policies. A community living agreement is a document that community members draw up together at the beginning of each year that enables them to become actively involved in developing the behavioral standards in which they will invest and be held accountable.

Students, within the first few days of their arrival, will sit down with the members of their community and develop a set of value-based criteria that each person on the wing or floor will agree to live by. Additionally, the agreement will be revisited at the beginning of each semester to allow for adjustments and changes. As each member of the community will sign the agreement, each member will be held accountable for the contents of the document that they had a part in developing.

The agreements include, but not be limited to, expectations of academic honesty, the creation of gracious space for students to express their feelings, opinions, and ideas, abiding by University and State policies surrounding alcohol and drug use, safety, personal property, respect and trust.

On-Campus Living Area Room Entry

Quincy University reserves the right to gain entry to a student's room and living space for regularly scheduled health and safety inspections, to complete a facilities work order, in the event of a human or facility emergency, if concern exists for a student's wellbeing, or in the event of an alleged violation of any policy and/or Community Standard where access to the living space must be gained immediately. Any illegal items in plain view may be confiscated at the time of entry. Students will be held responsible for any item/s confiscated that is in violation of policy.

On-Campus Housing Search

Quincy University reserves the right to search any on-campus residential space if reasonable cause exists to believe a violation of any policy or Community Standard has occurred or is occurring. The following procedures will be followed in an on-campus housing search:

1. A search may be conducted without any or all residents present.
2. Reasonable cause is defined as a fact or circumstance existing where it is more likely than not an event or activity is occurring or has occurred or that specific items are present in the space to be searched.
3. A search of a student's room may be made by authorized staff as directed by the Dean of Students, Director of Residence Life & Community Standards, or Director of Safety & Security.
4. The search must be made with at least two University staff members present. At least one of the University staff members conducting the search must be the Dean of Students, Director of Residence Life & Community Standards, or Director of Safety and Security. The other staff member may be a University Security Officer, Graduate Assistant, or Resident Assistant.
5. An incident report will be completed whenever for every search of any on-campus living area.
6. In the event a search is conducted and prohibited items are confiscated, an itemized list of all items will be included in the incident report. Photographs of any confiscated items will be attached to the incident report.
7. If the search and subsequent confiscation of items should result in a policy or Community Standards violation, the student/s will be held accountable through the Community Standards Process.

LIFE IN YOUR RESIDENCE HALL

In your new home you will find:

RESIDENCE HALL DIRECTORS (RDs):

- Responsible for managing your residence hall.
- Supervise the RA and desk staff in the hall.
- Work with the RA staff to develop programs.
- Prior experience as an RA.
- Assist residence hall coordinator with hall administration.

RESIDENT ASSISTANTS (RAs):

- Are students just like you.
- Answer your questions.
- Help you with your academic, social or personal concerns.
- Plan programs and enhance policies and procedures.
- Help develop Community Living Agreements.
- Are a valuable resource. Get to know your RA!

CUSTODIAL STAFF:

- Work diligently to clean your lobbies, bathrooms, and other public areas of the hall!
- Will clean your hallway, but not your room!

MAINTENANCE PERSONNEL:

- Respond to your maintenance needs.

All of these specially trained staff are here for you and are to be treated with respect at all times!

PLANNED PROGRAMS (ACTIVITIES!)

What are the programs?

A program is an event designed to enhance your learning and development. You'll learn something and have fun at the same time. Sometimes these activities happen spontaneously on your floor, but most of the time your RA will plan an activity for all to participate in. Check the bulletin boards, bedroom doors, laundry rooms, lobbies and other areas in your hall where information is shared to find out what is happening in your hall.

Why should I attend programs?

You'll spend 70 percent of your time in your residence hall/complex. By attending programs, you will get to know other students in your hall and enjoy a wealth of information. There will also be additional special programming for freshman during the spring semester. Look for information in your residence hall.

Residence Life Charges

Category

Trash

The following are chargeable:

- Emptying room trash into a bathroom trash can.
- Leaving trash in the hallways or stairwells.
- Leaving trash in the lounges, kitchens and balconies
- Emptying room trash into a lounge trash can.
- Pizza boxes not properly disposed.

Biohazards

The following are chargeable:

- Urine, feces, condoms or vomit
- Any matter found in the QU housing facilities.
- Depending on situation this may become an investigation with security.

Blood

Any blood clean up in bathrooms, hallways, walls, carpet, lounges, etc...
If the incident was accidental and an attempt was made to clean up, no charge will occur.

Damaged Door Lock

Lost Key

Missing Lounge Furniture

Furniture in public areas must not be removed. Each month, an inventory is taken of the community furniture. Items found missing will be billed to ALL residents living in that hall or on the floor as it pertains to the missing furniture. The following are approximate replacement costs for community furniture.

Students moving out without cleaning their rooms.

Spring-loaded door hinge tampering

Screen removal or damage

Life safety equipment (fire extinguisher, smoke detectors, etc)

Tampering fines per instance, per person. This includes covering smoke detectors.

Fire extinguisher replacement

Smoke Detector Replacement, installation and programming

Charge

\$75 minimum per student, per instance

\$150 per student, per instance

\$75 per student, per instance

\$370

\$75 per key

Couch: \$800-\$1000

Love Seat: \$600-\$800

Lounge Chair: \$500-\$700

End Table: \$200-\$400

Study Table: \$800-\$1000

\$75 minimum

\$40 minimum

\$50-\$250 depending on location

\$50 (1st), \$60 (2nd), \$70 (3rd) etc.

\$400

\$600

<u>Actions, against student handbook rules, resulting in fire department being called.</u>	\$150
<u>Animal Cleaning</u>	\$200
<u>Extra Cleaning</u>	
The following are chargeable:	
Removing food from flooring, walls, ceilings, stair, etc.	\$75 minimum
Removing sputum from walls, bathroom stalls, etc.	
Cleaning food, tobacco chew, excessive tooth paste, etc. out of sinks/water fountains.	
Cleaning graffiti off walls.	
Cleaning excessive shaving cream off sinks, stalls, floors, etc.	
Cleaning hair that was left behind from a haircut done in the bathroom.	
<u>Littering on campus (trash, cigarette butts etc..)</u>	\$50 per instance
<u>Room Changes-Changing room without authorization</u>	\$75
<u>Moving in Early without authorization</u>	\$200 and \$75 a night

Community Standards Process

The overarching philosophy of the Community Standards Process is to educate students while at the same time holding them accountable to policies and standards of the University. Students who allegedly violate policies or standards of the University may be held accountable through the Community Standards Process.

The Community Standards Process has three adjudicating bodies, which could be assigned to hold a student accountable for actions that allegedly violate policies or standards of the University. The assigned adjudicating body will depend on the severity and circumstance of the alleged violation. Detailed information about an Administrative Hearing, Student Community Standards Board Hearing, and a University Community Standards Board Hearing follows below. A definition of terms relating to the Community Standards Process can be found in *Appendix I* of this handbook.

Administrative Hearing: a hearing officer conducts administrative hearings. The administrative hearing officer will review an alleged violation of policy and/or standards of the University and determine whether the student is responsible or not responsible for an alleged violation and assigns sanctions when appropriate for a responsible finding.

Student Community Standards Board Hearing: The Student Community Standards Board is composed of a minimum of five and a maximum of seven students who have been appointed by the Dean of Students based upon the recommendation of the Director of Residence Life and Community Standards. The board will review an alleged violation of policy and/or standards of the University and determine whether the student is responsible or not responsible for an alleged violation and assigns sanctions when appropriate for a responsible finding. The Director of Residence Life & Community Standards will serve as the advisor to the Student Community Standards Board and be present during the hearing.

University Community Standards Board Hearing: The University Community Standards Board is composed of three members of the faculty and/or staff who have been appointed by the Dean of Students. The board reviews alleged violation(s) of policy and/or standards of the University, determines whether the student is responsible or not responsible for an alleged violation, and assigns sanctions when required. The University Community Standards Board typically oversees the hearing process for serious violations that may result in the student being suspended or expelled from the University however may hear less severe cases at the discretion of the Dean of Students. The University Community Standards board also hears all cases involving alleged violations related to Title IX and Sexual Misconduct. In cases involving alleged violation of Title IX and Sexual Misconduct, the Director of Residence Life & Community Standards will serve as a non-voting facilitator of the board. In all other cases, the Dean of Students will serve as a non-voting facilitator of the board.

Community Standards Procedures

The following steps detail the procedure for handling alleged violations of policies and/or standards of the University:

1. An incident report is written and submitted to the Office of Student Engagement and/or to the Office of Safety and Security. Any member of the University community may submit incident reports.
2. The Director of Residence Life & Community Standards will determine if sufficient information is available to proceed.
3. The student in alleged violation of a Community Standard will be notified within ten class days (Monday-Friday classes) of the alleged violation of Community Standard/s and will be required to respond in one of the following manners:
 - a. The student will be notified through Quincy University email and required to respond via email or phone within a maximum of five class days. In some instances, a more immediate response may be outlined and expected.
 - b. Students who fail to respond to an initial notice of an alleged violation of Community Standards may be charged with Failure to Comply depending on the alleged violation and the response outlined in the student's initial letter. At the discretion of the Director of Residence Life & Community Standards or the

Dean of Students, a decision may be made about the alleged violation in the student's absence or the case may be referred for further review.

- c. The student will be notified in the initial notice whether the student may choose the hearing form or if the student is required to appear before the University Community Standards Board.
 - i. Administrative Hearing, Student Community Standards Board, or Taking Responsibility: For many alleged policy violations a student may choose to take responsibility for an alleged policy violation, appear before an Administrative Hearing Officer, or appear before the Student Community Standards Board.
 - ii. Administrative Hearing: If choosing to appear before a hearing officer, the student is expected to contact the Office of Student Engagement within the deadline given in the initial notice to request a hearing and follow instructions given to schedule a hearing with the hearing officer. Contact information for the hearing officer will be provided to the student.
 - iii. Student Community Standards Board: If choosing to appear before the Student Community Standards Board, the student is expected to attend the hearing at the date, time, and location mutually agreed upon between the student and Director of Residence Life & Community Standards and/or his/her designee.
 - iv. Taking Responsibility: If choosing to take responsibility for the alleged policy violation, the student is expected to contact the Office of Student Engagement within the deadline given in the initial letter. Contact information will be provided in the student's initial notice. Please note, students failing to reply by the deadline given in the initial notice will be deemed responsible. If the student takes responsibility or is found responsible after not responding by the deadline, the student will receive a follow up email outlining assigned sanctions and deadlines for the sanctions. If the student does not complete the sanctions by the designated deadline, he/she will be charged with Failure to Comply.
 - v. The two hearing processes will follow a similar structural format. If a student chooses a hearing, the hearing office or Student Community Standards Board will assign sanctions deemed appropriate or the student may be found not responsible and no sanctions would be assigned.
- d. University Community Standards Board: In some instances of a severe or reoccurring alleged Community Standards violation/s, a student may be required to appear before the University Community Standards Board. The date, time, and location of the hearing will be stated in the student's hearing notice.

Students have certain due process rights during hearings, which include:

1. A copy of the report of the alleged violation for review. Students may request to review a copy in the Office of Student Engagement any time prior to their scheduled hearing.
2. The student will be given the time and place of the hearing at least 72 hours in advance of the hearing. In cases in which a student has been placed on Temporary Suspension pending a hearing, the 72 hour advanced notice is waived in an effort to expedite the hearing and return the student to class and campus commitments as quickly as possible, pending the outcome of the hearing.
3. The right to a hearing before an impartial individual or panel.
4. The right to be held accountable according to procedures established by Quincy University.
5. The right to be present throughout the presentation of evidence, to know the identity of the witnesses, to present evidence and witnesses, and to review witness statements.
6. The right to access an accurate record of the testimony given at the hearing for purposes directly relating to any resulting appeals.
7. The right to a confidential hearing.
8. During University Community Standards Board hearings only, a student has the right to present up to three character witnesses to testify before sanctions are assigned.
9. The student will receive notification of the outcome of the hearing at the end of the hearing. Students will receive an email delineating the outcome and sanctions within ten class days of the hearing.

Community Standards Sanctions

Students who are found responsible for violations of policies and/or standards of the University are subject to a variety of sanctions depending on circumstances of the violation. As with the overall Community Standards Process, sanctions are meant to be educational. Punitive or monetary sanctions are given in some circumstances to cover costs incurred from a violation (e.g. the cost for repairing or replacing damaged University property). The hearing boards and administrative hearing officers determine applicable sanctions for findings of responsibility in policy and/or standards violations.

Community Standards Warning: A Community Standards Warning is a written reprimand and also states that if University policy is subsequently violated, more serious action will be taken. A copy of the reprimand remains in the student's file in the Office of Student Engagement as long as the student is enrolled at Quincy University. Standards boards and hearing officers may also assign additional specific sanctions. Examples of common sanctions include but are not limited to: engaging in some specific form of community service, writing a paper on an assigned topic, participating in an alcohol education session, planning and implementing educational programs, participating in specific campus activities, or participating in a counseling relationship for a set period of time.

Community Standards Probation: A student found responsible of a more serious violation of policies and/or University standards may be placed on Community Standards Probation. The length of probation may range from three months to one calendar year. During probation the student, while remaining regularly enrolled, must prove qualified to return to good standing. The student's return to good standing is normally automatic provided there have been no further violations of Community Standards. If the student is found responsible for other Community Standards violation/s while on Community Standards Probation, further action may be taken, including but not limited to removal from University housing, Community Standards Deferred Suspension, Suspension or Dismissal. Should violation/s occur following the completion of Community Standards Probation, the student's prior status on Community Standards Probation will be considered.

Deferred Suspension: A student found responsible of a more severe Community Standards violation he/she may be placed on Deferred Suspension. The length of Deferred Suspension may range from the remainder of the current semester to one calendar year. During Deferred Suspension, the student, while remaining regularly enrolled, must return to good standing. Academic advisors will be notified when a student has been placed on Deferred Suspension. At the end of the deferred suspension period, University Community Standards Board will review the student's case. Based on information presented at this hearing, the board may choose to continue Deferred Suspension, place the student on Community Standards Probation with additional educational sanctions or place the student on Suspension.

Suspension: Suspension is a separation from the University for a student found responsible of a severe and/or multiple Community Standards violation/s and/or repeated violations. When a student is suspended from the University, the student will leave the University with a specified date and/or condition for re-admittance. The minimum period of suspension is the remainder of the current academic year. The student, on their re-admittance, must meet with the Dean of Students to determine his/her standing with the University. Students returning after a Suspension may be placed on Deferred Suspension or Community Standards Probation status, as well as additional follow-up hearings with the University Community Standards Board. A second suspension of the student is considered grounds for dismissal from the University.

Conditions of suspension include:

1. Unless otherwise instructed, the student must move off campus within 24 hours from the time of the hearing.
2. The student will immediately be removed from all classes.
3. The student may not return to campus until the suspension has concluded.
4. A copy of the letter of suspension is placed in the student's file and remains a part of his/her permanent file in the Office of Student Engagement.
5. No refund on tuition, housing, or meal plans will be given.

Temporary Suspension: Cases in which it is deemed necessary by the Dean of Students, in consultation with the President, a student who poses a threat to person, property or academic environment, or when a student's physical or mental condition requires services beyond the normal and reasonable scope of University capabilities, the Dean of Students may impose immediate temporary suspension pending a University Community Standards Board hearing or appropriate resolution of the student's condition. The terms of the temporary suspension will be stated in writing and may involve either complete or partial suspension. After a temporary suspension has been issued, a University Community Standards Board hearing will be conducted within seven class days.

Involuntary Withdrawal: Involuntary Withdrawal is used instead of Suspension in cases when a student's Community Standard violation is the result of behaviors listed in the University's Involuntary Withdrawal Policy. All other Community Standards Processes and Procedures apply.

Dismissal from the University: In cases of severe and/or multiple violation/s of Community Standards, dismissal from the University is necessary. No specified date or condition of re-admittance is given. No refund is given. All documentation of the dismissal will be part of the student's record.

Removal from On-Campus Housing: A student who is found responsible of a serious Community Standards violation and/or repeated violations may be required to move to another residence hall or be removed from campus housing. A student who is required to change rooms will be assigned to a new location and given a date by which the move must be completed.

A student who is removed from Quincy University housing must move off campus and check out of their living space within 48 hours. There are no refunds for housing or meal plan costs in cases of removal from on campus housing.

The Dean of Students and the Director of Residence Life & Community Standards reserve the right to immediately remove any student from his/her on campus living space whose conduct indicates that his/her continued presence may be disruptive to the on campus living community.

Alcohol and Other Drug Violation Sanctions

Possible sanctions for alcohol or drug policy violations are listed below. The level of sanction imposed is at the discretion of the hearing officer or hearing board, based on the incident.

In the Presence of Alcohol - minors or anyone in a building designated as alcohol free

1st Violation: educational initiative, reflection paper, and/or written warning

2nd Violation: Will be treated in same manner as 1st violation for Use/Possession/Contributing

3rd Violation: Will be treated in same manner as 2nd violation for Use/Possession/Contributing

Use/Possession/Contributing - use or possession of alcohol by minors, by anyone in a building or area designated as alcohol free, or providing/purchasing alcohol for a minor

1st Violation: disciplinary probation, community service, parental notification, counselor intervention, alcohol education class, educational initiative, and/or reflection paper

2nd Violation: deferred suspension, community service, parental notification, counselor intervention, alcohol education class, educational initiative, and/or reflection paper

3rd Violation: suspension (from housing and/or University), parental notification, counselor intervention, alcohol assessment, educational initiative, and/or reflection paper

4th Violation: suspension from housing and/or University, upon return to campus housing and/or University, counselor intervention, alcohol assessment, educational initiative, and/or reflection paper

Other Drugs

1st Violation: Deferred suspension, community service, counselor assessment, parental notification, educational initiative, reflection paper, removal from campus housing or relocation to another campus living space, and/or random room searches

2nd Violation: Suspension, parental notification, assessment at Hopewell Clinic, community service, counselor assessment, parental notification, educational initiative, reflection paper, removal from campus housing or relocation to another campus living space, and/or random room searches

Enforcement of Sanctions

No person, except the Dean of Students or the President of the University, has the authority or right to change a sanction imposed by the Community Standards Process. The Office of Student Engagement will enforce the sanction. Only the Dean of Students or the Director of Residential Life & Community Standards may postpone the effective dates of sanctions. Postponements must be granted in writing and noted in the student's file.

All sanctions are effective immediately. Sanctions of suspension or dismissal will not be in effect, if an appeal is filed, until after the appeal has been heard. A student may be subject to temporary suspension pending the outcome of any appeal. If the appeal is denied, the suspension or dismissal will be effective immediately.

Appeal Process

Any student, who believes an error has been made in the adjudication of his/her case, may appeal. Appeals must be made, in writing, to the Office of Student Engagement within three (3) business days of the student's hearing. Students must submit a letter, outlining the grounds for appeal, presenting evidence, and attach pertinent documents supporting the appeal. Appeals must be based on one or both of the following grounds:

1. Violation of due process.
2. Prejudicial error, which resulted in the student being denied a fair hearing. Prejudicial error is defined as an error throughout the course of a hearing that affects the outcome of the hearing.

Decisions given by an individual hearing officer or the Student Community Standards Board may be appealed to a panel of three (3) Quincy University Professionals. The panel will collect information from the hearing officer, Student Community Standards Board, and any additional information the student wants to submit before hearing the case. The panel may overturn, uphold, or alter/add to the decision(s) of the individual hearing officer or the Student Community Standards Board. Decisions of the panel of three (3) Professionals are final.

Decisions imposed by the University Community Standards Board may be appealed to the President of the University. Decisions of the President are final.

Consumer Disclosures

Quincy University will announce to students, staff, and faculty on or before October 1st of each year that the campus safety and security report and the fire safety report as required by the Clery Act through the U.S. Department of Education has been completed and is available for viewing. The report will be made available through the University website or in printed version upon request to the Director of Safety and Security. The Director of Safety and Security is responsible for completing this report annually.

The University will provide to prospective students and employees a statement of the safety and security report's availability, a description of the content, and the opportunity to request a copy. This information is available to perspective students via the admission's application.

The University encourages prompt reporting of events that may affect the safety and security of the community. Events that have already occurred and are not in progress should be reported by contacting the Security office in person (First Floor-Friar's Hall East) or by calling the campus security officer on duty at 217-228-5600. Events that are in progress and require emergency response should be called in directly to 9-1-1. Criminal events may require collaboration with or inclusion of appropriate law enforcement authorities. The Director of Safety and Security will be notified of such circumstances without delay.

The Director of Safety and Security will review any such reported events and evaluate the need for any timely warnings to the community as may be required. The director will do this in consultation with the Dean of Students. Warnings may be issued by using the campus emergency notification system, by e-mail notification, or by other method as deemed appropriate.

Security officers on duty will respond to any such calls for service without delay. In the event of multiple calls for service being received, the officer(s) will prioritize response by those events that may be life threatening, exposes members of the community to physical harm or danger, or damage to property- in that order.

University security officers are non-sworn employees and as such have no official law enforcement authority. Officers are encouraged to establish positive, professional working relationships with officers and/or deputies that respond to or may be working special events on campus. The Director of Safety and Security is responsible for establishing ties with and open lines of communication with local, county, state, and federal law enforcement agencies. Through these ties and relationships, the Director of Safety and Security will monitor for any students involved in off-campus criminal behavior. Students will be held accountable for such behavior as is required by the Student Handbook.

The Security department is responsible for the daily opening and closing of campus facilities. Any after hours access by students will be handled by the on duty security officers and may or may not be granted based on a case-by-case review of the circumstances. Facility employees will generally have access to buildings as required to attend to their respective duties. Facility employees will be vetted prior to employment, and their accesses will be determined by the Director of Facilities in consultation with the Director of Safety and Security.

The Director of Safety and Security will be responsible for presenting a program to inform students and employees about safety procedures on campus. This program will be presented no less than annually, and is encouraged to take place at the beginning of the fall semester. This program will focus on safety procedures as well as provide strategies that will encourage students and employees to be responsible for their own security and the security of others. This program will further include crime prevention information and strategies. Students will be made aware of Illinois state law regarding the possession, use, and illegal provision of alcoholic beverages or drugs and other applicable underage drinking laws. This program will also identify for students drug or alcohol abuse education programs and/or counseling available through the University Counseling Center. (When will this presentation be accomplished? How do we reach various student groups? How do we reach other employees?)

The University will provide information on the Security website to access the State of Illinois Sexual Offender Registry by the following link: <http://www.isp.state.il.us/sor/> The website may be used to access information on registered sex offenders and their proximity to the University. (This will need to be done by the Office of Communications.)

The University Security Department works cooperatively with Counseling Services in the event of student becoming involved in a sexual assault investigation. School and community resources are readily available and in place to assist in the recovery of a student should they become a victim of a sexual assault. Each event will be investigated as appropriate. Every effort will be made to bring in authorities with investigative jurisdiction. Security officers responding should be cognizant of date, time, and place of the assault, any items of evidentiary value, as well as possible witnesses. Students identified as being culpable for a sexual assault may face not only legal ramifications, but may also face University conduct violations and sanctions. Procedures for conduct hearings established by the University will be strictly adhered to. The University will, upon written request, disclose to the alleged victim of any crime of violence or nonforcible sex offense the results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such crime or offense.

Upon being made aware of a missing student, the University Security department will launch an immediate investigation. The faster an investigation takes place in these matters, the greater the chance for a successful resolution. In cases where foul play or student endangerment is of concern, police authorities will be summoned without delay. The Director of Safety and Security will be informed of the investigation as soon as practical.

A “Daily Crime and Fire Log” will be kept by the Security Department. This log is kept within the University’s report writing system. Any crimes, fires, or events of concern will be documented and placed within the report writing system. The event as documented must include the nature, date, time, and general location of the crime or event and the disposition of the investigation if known. The report writing systems is available to all security officers as well as selects Student Engagement staff to include Resident Assistants. Additionally, events not meeting the criteria for a report, but of operational importance may be forwarded by e-mail to the Director of Safety and Security, the Assistant Director of Safety and Security, the Dean of Students, and the Director of Residence Life. A summary of the crime log will be made available to the public for inspection upon request. The University reserves the right to redact information whose release would violate federal confidentiality requirements relating to students and their records.

Statement of Responsibility

This handbook is not to be construed as a contract. The University reserves the right to change policies, procedures and regulations to protect students, the University and adhere to best practices. These changes can be made at any time and will take effect when the administration determines that such changes are prudent.

Students will be notified of changes in a timely manner via at least one of the following: Quincy University email, Quincy University campus mail, official announcements, and postings to Moodle and campus bulletin boards.

Students are responsible for reading this handbook, official announcements, and notices posted on bulletin boards, Quincy University emails, and campus mail and otherwise to be informed completely in regard to information related to their role as a student at Quincy University. Ignorance of information contained in the *Quincy University Student Handbook* and the Academic Catalog is not an excuse for lack of accountability of policies and procedures.

Any alleged violation of policies stated or referred to in this handbook may result in accountability through the Community Standards Process.

Notice of Non-Discrimination

Quincy University is committed to providing equal opportunity to all qualified individuals in its employment and personnel practices, and its admission, education programs and activities, and treatment of students which will assure that there will be no discrimination against any person based on race, religion, age, ethnic or national origin, gender, disability, veteran status, marital status, sexual orientation, or political persuasion. Decisions on employment and admission are made on the basis of the qualifications of the individual for the position being filled.

Appendix A: Alcohol Use at University Events

Sponsoring persons and/or officers of the organization are responsible for the conduct of their event. Events held off campus and sponsored by representatives of the University are subject to federal, state, and local laws along with applicable University policy.

1. Any activity on campus at which students will participate and that involves the use of alcohol must have the written approval of the Dean of Students. Permission to Serve Alcohol form must be completed at the Office of Student Engagement. The use of alcoholic beverages is restricted to those areas approved by the Dean of Students and to those community members who are of legal age according to state law. Guidelines for serving alcohol at events sponsored by University organizations and representatives follow:
2. Student officers of sponsoring organizations are responsible for insuring that underage individuals are not served alcohol. The following are approved options:
3. Allow only individuals of legal drinking age admittance to the event.
4. Create a controlled area where alcohol is to be served and consumed, and where only "of age" individuals are admitted.
5. Create a system that clearly designates both the underage and "of age" individuals. Monitors must circulate through the event to insure underage individuals do not consume alcohol.
6. Alcohol may not be given away free under any circumstances.
7. A system for assurance against inappropriate consumption must be in place.
8. The amount of time during which alcohol is served may be limited.
9. Attractive non-alcoholic beverages, such as name brand sodas or "mock-tails," must be available at events where alcohol is served. A portion of these beverages must be available free of charge.
10. Food, a portion of which is non-salted, must be available when alcohol is served.
11. Food and non-alcoholic beverages must last the entire event.
12. Contests or games that promote the consumption of alcohol are not permitted.
13. Serving of alcoholic beverages must be suspended one-half hour before the scheduled end of the event.
14. Intoxicated individuals will not be allowed into University events. Organizational advisors are expected to hold follow-up discussions with intoxicated individuals and to make appropriate referrals.
15. The Office of Student Engagement for any event in which alcohol will be served must approve a security plan.

Appendix B: Information Technology Policies & Procedures

Information technology resources are defined as all computer-related equipment, computer systems, software, network hardware, as well as all information contained therein owned or managed by Quincy University. As an employer and owner of the network and email system, the law gives the University broad rights to access and copy email and other information stored on University owned equipment. Computers, networks, and communications equipment owned by Quincy University are provided to support the educational mission of the institution. Users of these facilities must understand that such communications are not private. Networks are constantly monitored using both automated and manual procedures to preserve security and efficiency. Similarly, University-owned computer systems are periodically reviewed and updated by technical support staff to maintain currency and performance standards.

Content Management: By having a University computer account or using any aspect of the University's information technology resources the user understands that the University has a right to limit what Internet traffic may come into the University network and what internet traffic may go out by use of firewalls. The user also understands that the University may monitor any Internet traffic on a University-owned system for violations of policy, performance issues, and any other issues that are deemed appropriate by the Chief Information Officer.

Guidelines: The following guidelines are provided to help define what a user may or may not do with information technology resources.

In making acceptable use of information technology resources, the *USER MUST*:

1. Protect his/her university username and password from unauthorized use. The user is responsible for all activities on his/her account or that originate from his/her system.
2. Access only information that is owned by his/her account, that is publicly available, or which the user has been given authorized access.
3. Use legal versions of copyrighted software in compliance with vendor license requirements.
4. Be considerate in the use of shared resources. The user must refrain from monopolizing systems, storing excessive amounts of data on university servers, printing excessively large documents, and all other issues that abuse University shared resources.
5. Respect the rights of others to privacy
6. Respect intellectual property rights (as reflected in licenses and copyrights)
7. Understand and abide by the University's Computer Policy

In making acceptable use of information technology resources the user *MUST NOT*:

1. Give another person his/her university computer account information.
2. Access or view any pornography related material.
3. Install games, plug-ins, chat programs, P2P, or any other non-business related software on University systems.
4. Install any software in the computer labs without authorization from Information Technology Services.
5. Attempt to circumvent or subvert system or network security measures.
6. Engage in any activity that is intentionally harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to University data.
7. Use a University system or a system connected to any portion of the University network for any illegal or criminal purpose.
8. Use the University's systems for commercial purposes.
9. Download file-sharing programs. Make or use an illegal copy of copyrighted software, store such copies on University Systems, or transmit them over University networks.
10. Use email or messaging services to harass or intimidate another person.
11. Send unsolicited mass mailings.

12. Use the University systems or networks for personal gain; for example, by selling access to your University account or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.
13. Use the University systems or networks for purposes or material that would violate University Policies.
14. Use the University systems or networks for purposes or material that would violate state or federal laws.
15. Disclose any confidential data.

Passwords and User Accounts: In order to be granted the privilege of accessing University computers and its networks, the user will be assigned a unique username and password (known as a University computer account). Only staff, faculty, and current students are allowed to have a University computer account. Authentication by this account is required at the time of access to the University computers and its networks.

The owner of the University Computer Account is accountable for its use. It is the owner's responsibility to protect their account's username and password as well as the integrity of accessible systems and confidentiality of accessible information.

The following guidelines MUST be followed to have a University Computer Account; failure to do so will result in the forfeit of the account and use of University information technology resources.

1. Password must be at least 7 characters long.
2. Previously used passwords must not be used again.
3. Words found in dictionaries should be avoided.
4. Passwords must NEVER be displayed, printed, written down or otherwise recorded in an unsecured manner.

Usage Policy: The use of the University supplied data port is subject to all the above guidelines in this policy in addition to the guidelines below.

By connecting any computer to a data port in a University residence or attaching to the University wireless network, the user will be required to fulfill the requirements imposed by network management protocols necessary to protect users of the University network. These mandate that each computer connected to the network have current operating system security revisions installed (as specified by the respective vendors), and the relevant protections against propagating viruses are in place.

Use of the Internet connection is restricted by firewalls and controls on bandwidth consumption which impose limits on certain types of activities, e.g. file sharing. The University reserves the right to prohibit any Internet traffic it believes is disruptive or violates University policies and ethical standards.

The conduct of any illegal activity via the University network is strictly prohibited. The convenience of sharing multimedia data files throughout a global community brings with it a particular responsibility for respecting intellectual property rights.

If a user's system is discovered to have a virus or other security issues a connection may be quarantined or terminated until the problem is resolved.

Software Installation: Information Technology Services must approve all software installations on University-owned systems. Users are prohibited from installing any non-business software on University-owned systems. This includes games, chat programs, plug-ins, add-ons, and any other software that is considered non-business related. Information Technology Services and appropriate authority determine what software is non-business related.

Information Disclaimer: Quincy University disclaims any responsibility and/or warranties for information and materials residing on non-college systems available over publicly accessible networks. Such information or materials do not necessarily reflect the opinions or attitudes of the Quincy University community. Individuals using computer systems owned by Quincy University do so subject to applicable laws and University policies.

Appendix C: Guidelines for Sponsoring an Event

The following guidelines apply to all events sponsored by Quincy University Organizations/Clubs and Departments.

1. Policies and procedures located in the Quincy University Student Handbook apply to all events sponsored by organizations/clubs and departments, in particular, respect for community, noise, alcohol and other controlled substances. Only University departments and registered organizations/clubs with current academic year registration forms will be allowed to promote and/or sponsor events.
2. All facilities, including space, tables, electricity, chairs etc....must be submitted through EMS at least 2 weeks in advance. Questions should be sent to the Assistant Athletic Director for Facilities.
3. All publicity associated with the event, must be pre-approved through the Office of Student Engagement before posting. All publicity must follow the Quincy University Posting Policy. A copy of the poster/promotional material must be attached to the online registration in the Quincy University Events Registration System. No publicity may be posted off-campus without the permission of the Office of Student Engagement and Communications Office.
4. A person must be identified as host. The host assumes responsibility for ensuring all regulations are followed and must be in attendance throughout the event. On rare occasions, if the host must leave, they are required to designate a person in charge while they are away. Host is responsible for the conduct of guests while at the event, for damages to University property, and any violations, including but not limited to University policy, federal, state, and local laws.
5. The user can make any changes to your event reservation online until three days before the event. Requests for changes submitted within three days of the event may not be accommodated. Cancellation of an event must be done through QUERY as soon as you know the event will not be taking place. Failure to cancel reserved space may result in charges to the department or organization/club for the cost of the set-up.
6. The sponsoring organization's faculty advisor or his/her designee must be present throughout the event, unless special consent is obtained from the Office of Student Engagement.
7. Dining Services (Chartwells) has first right of refusal on all dining service and catering. If you will be providing food and/or drinks, you must first contact the Dining Services Director at ext. 3650. Alcohol is only permitted at events upon approval from the Office of Student Engagement.
8. If alcohol is being served and students are permitted to attend the event, the sponsoring group is responsible for the arrangement and cost associated with the hiring of off-duty law enforcement officer(s) to be present during the entire event. Arrangements for the officer(s) must be made through the Director of Safety and Security.
9. If the event is open to the public, the sponsoring group is responsible for the arrangement and cost associated with the hiring of Quincy University Safety & Security Officers to be present during the entire event. Arrangements for the officer(s) must be made through the Director of Safety and Security.
10. Hosts must clean up the refuse from their event immediately upon its conclusion, including adjoining yards and common walkways leading to/from the event location. Floors must be swept and/or dry mopped, all trash must be properly discarded, and all equipment, chairs, tables must be put away or returned to their proper location. Organizations who do not return room to ideal original set-up condition will be charged a fee for failure to comply with event procedures. The sponsoring organization will be charged for any damages to University equipment or property, extra labor, failure to return room to original set-up, or violations associated with the event.
11. Events must end before 2:00am. An event may not last more than 5 hours, unless written approval is obtained through the Office of Student Engagement.
12. You must not exceed the maximum capacity for a location. The host is responsible for ensuring the number of participants does not exceed maximum capacity.
13. University departments and organizations/clubs who choose not to comply with the guidelines listed above regarding events and promotions will not be allowed to sponsor future events.

Appendix D: Student Organization Solicitation Policy

The Office of University Advancement maintains administrative responsibility for the approval of group fundraising activities. Since many campus departments and constituents want to solicit donations from the same businesses, individuals, and corporations, all fundraising efforts on the part of Registered Student Organizations need to be communicated through the Office of University Advancement.

For purposes of this policy, fundraising is defined as:

- the collection of money through donations or sales
- the collection of goods or services for an event or program

Only recognized student groups in good standing are permitted to engage in fundraising activities.

PROCESS

1. Before approaching a business to request donations, please note the following process:
2. Complete a Donation Request Form (attached).
3. Submit a completed form to the Office of University Advancement at least two weeks before you wish to solicit.
4. The Office of University Advancement will review the list of businesses/organizations on the Donation Request Form.
5. After the Office of University Advancement confirms that your student organization can solicit the businesses listed, you will receive a phone call or email with consent to approach the businesses. **Please do not begin soliciting for your donations before you have heard from our office.**
6. The Office of University Advancement will also scan in and email a copy of the approved form to Student Engagement.

HELPFUL HINTS

1. Develop a formal and personalized letter introducing your organization and/or the event to the business(s) you are approaching for donations.
2. Make an initial contact in person and leave the letter if you cannot speak to the manager or person in charge during the first contact.
3. Follow-up the initial visit with a timely phone call.
4. When you go out soliciting funds for your organization you are representing Quincy University and all of the organizations that will follow you in asking for donations.
5. Many businesses already give a lot of money to the University and may turn you down.
6. Some donations may be considered tax deductible. Each business should consult with their accountant for more information.
7. Do not promise receipts or tax exemption on behalf of the University in exchange for a donation.
8. The University cannot send a receipt or provide tax exemption to groups using off-campus bank accounts to deposit cash donations.
9. If the business asks for a gift-in-kind receipt, please contact our office.

REGULATIONS

Quincy University reserves the right to restrict all fundraising activities to reasonable times, places, and manners. All Quincy University student handbook rules and regulations apply and the following activities are specifically prohibited:

- Solicitation by credit card or telephone card companies, with the exception of those approved by the Office of University Advancement
- Door-to-door fundraising on Quincy University owned, operated, or controlled property
- Fundraising for any candidate for political office
- Sale or distribution of items that violate University trademark rights or existing contracts

THANK YOU PROCESS

It is recommended that all student organizations send thank you notes to businesses or individuals who made a donation/contribution within 2 weeks of your event. The University will not send a thank you to the business unless there is a gift receipt associated with the donation. If you need assistance in writing thank you notes please contact the Office of University Advancement

Appendix E: Graphic Design Policy

The following policies apply to use of logo and word marks:

Sale and Non-sale Merchandise

University departments, clubs and organizations must obtain design approval when using the university word marks, logos, or symbols on commercial goods, specialty items, and non-sale items. For approval, contact the Office of Student Engagement by calling 217-228-5320.

Use and Availability of Logo

In most cases, vector-based University logos and word marks are preferred in any type of printing processes. Please contact the Office of University Communications for all official logos and word marks. The Office of Student Engagement has a paper copy of the official logos and word marks for review if a department, club or organization has any questions about the logos and word marks they are using. Vendors may have Quincy University logos available, but they may not meet current Quincy University standards.

Appendix F: Posting Policy

Posting Requirements

All postings must:

- Pertain to and/or be sponsored by a registered Quincy University student club, organization, or department
- Be 11" x 17" or smaller
- Have a blank 2" x 2" space in the bottom right/left corner reserved for the approval stamp if flyers are full color
- Include a Quincy University contact name and either a phone number, email address, or website address
- Have submitted an online event registration request and attached the informational flyer in the QUERY for approval by the Office of Student Engagement
- Be consistent with the Mission of the University
- Have no reference to alcohol, drugs, or sexual innuendos
- In special circumstances, deemed so by the Dean of Students, posting requirements may be adjusted

Posting Approval Procedure

- Please attach the original copy of your posting to your online request in QUERY to be preapproved by the Office of Student Engagement before making
- Once the postings are approved and copies made, return to the Office of Student Engagement with all copies
- Each copy of the posting will be stamped up to a maximum of 75 postings per event or informational episode. Photocopied stamps are not acceptable proof of approval and violate the Posting Policy. Please see the Posting Locations section below to determine the appropriate numbers of postings per event or informational episode
- Postings may be stamped for up to 30 days or up to two business days after date of event
- A copy of all approved postings will be kept by the Office of Student Engagement
- The host group or department is responsible for removing all postings on the stamped removal date. Postings that are not removed are considered a posting policy violation

Posting Policy Violations

The Office of Student Engagement monitors postings on campus, however any faculty or staff member that sees that a posting does not adhere to any part of the Posting Policy should remove it and report it to the Office of Student Engagement for adjudication.

First Violation: Student organizations that violate the Posting Policy will be given one written warning to adhere to the policy.

Second Violation: A registered student organization's privilege of posting on campus will be suspended for four weeks or the next scheduled event of the academic year, whichever is longer. No postings will be approved for the group during that time period.

Third Violation: A registered student organization's privilege of reserving space on campus will be suspended for four weeks or the next scheduled event during the academic year, whichever is longer. No postings will be approved for the group during that time period.

Fines: Any postings on Emergency Call Boxes will result in a \$100 fine for the offending club in addition to the aforementioned violation policies.

Posting Locations

Campus bulletin boards are provided for publicizing and promoting student organizations, campus activities, departmental postings, and approved fundraisers. Postings are not permitted on any glass, brick or painted surfaces; bathrooms; window sills; sidewalks; stairs; railings; vehicles; or Emergency Call Boxes. Writing in tape on the ground is not permitted. Specific posting location, chalking and window painting information are available in the Office of Student Engagement.

Publicity Posting Policy Non-Quincy University Community

In addition to the Quincy University Posting Policy, the following guidelines must be followed when posting at Quincy University:

1. Only offers specific to Quincy University community will be stamped (i.e. discounts w/ Quincy University ID, raffle or drawing entries for being Quincy University students, etc.).
2. Only ONE flyer/sign/poster is allowed on each bulletin board.
3. Items to be placed on bulletin boards may not be larger than 8½" x 11" in order that all items may be accommodated.
4. It is the responsibility of the sponsoring organization to remove their posting within 24 hours following the advertised event.
5. Items advertising alcohol, alcohol specials, or that promotes alcohol abuse will not be approved.
6. All bulletin boards on campus will be periodically checked by the Office of Student Engagement. Unauthorized information will be removed. Businesses or organizations violating the established procedure will not be allowed to post on campus.
7. Health & Fitness Center Bulletin Boards (2 maximum postings per event): at the elevator entrance on the main level (1); outside the locker rooms on the lower level (1)
8. North Campus (3 maximum postings per event): at the main entrance of A Building (1); outside the auditorium on the 1st floor (1); outside classroom A101 on the 1st floor (1)

Appendix G: Community Standards Definition of Terms

Advisor to Community Standards Boards: Advisors to the boards play no role in the decision of the hearing itself. Their purpose is to ensure due process is followed and to respond to any questions or clarifications of policy or standards of the University

Administrative Hearing: An administrative hearing is a meeting in which it is determined whether a student is responsible or not responsible for an alleged policy violation.

Administrative Hearing Officer: An administrative hearing officer is a staff member or administrator appointed by the Dean of Students and the Director of Residential Life, to adjudicate alleged policy and standards violations. Administrative hearing officers may include, but are not limited to: Residence Directors, Director of Residential Life and Community Standards, Dean of Students and other University community members as designated by the Vice President for Enrollment Management and Student Engagement.

Hearing Notice: A hearing notice is the initial letter a student will receive including the alleged policy violations and information on next steps of the Community Standards Process. This letter will be delivered electronically to the student's QU email address.

Sanction: A sanction is an assigned outcome when a student either states they are responsible or is found responsible for a policy violation.

Follow up Letter: A follow up letter is the letter a student will receive after a finding of responsible or not responsible has been determined and will include the final decision, any sanctions that are applied, and any additional information on how the student is to proceed. This letter will be delivered electronically to the student's QU email address.

Board Hearing: A hearing conducted by one of the Community Standards Boards.

Incident Report: An incident report is a document that includes information about an occurrence.

Student Community Standards Board: The Student Community Standards Board is an adjudicating body composed of five students appointed by the Dean of Students based upon the recommendation of the Director of Residence Life and Community Standards.

University Community Standards Board: The University Community Standards Board is composed of three members of the faculty and/or staff who have been appointed by the Dean of Students. The board reviews alleged violation(s) of policy and/or standards of the University, determines whether the student is responsible or not responsible for an alleged violation, and assigns sanctions when required. The University Community Standards Board typically oversees the hearing process for serious violations that may result in the student being suspended or expelled from the University however may hear less severe cases at the discretion of the Dean of Students. The University Community Standards board also hears all cases involving alleged violations related to Title IX and Sexual Misconduct. In cases involving alleged violation of Title IX and Sexual Misconduct, the Director of Residence Life & Community Standards will serve as a non-voting facilitator of the board. In all other cases, the Dean of Students will serve as a non-voting facilitator of the board.