

A photograph of three students sitting outdoors. A young man in a red Benedictine University t-shirt is in the center, looking down at a yellow smartphone held by a young woman on his right. A young man on the left is also looking at the phone. The background is a blurred green field with trees.

B Benedictine University

Student Handbook **Benedictine.**

Student Handbook

Introduction

The Benedictine University Student Handbook covers the Code of Conduct, the Registered Student Organization Manual, the Student Athlete Guide and University Housing and Residence Life Policies and Procedures. This provides community-wide and individual student opportunities, resources, expectations and responsibilities.

In addition to the Student Handbook, the Academic Catalog and University website can be used as valuable resources to guide you through your Benedictine experience. The University reserves the right to amend this handbook at any time. Proposals to amend policies and procedures can be submitted to Dean of Students.

1.1	Responsibility to One's Education
1.2	Responsibility to Ourselves
1.3	Responsibility to Colleagues and Community
1.4	Responsibility to the University
1.5	Alcohol Policy
1.6	Drug Free Campus/Workplace Policy
1.7	Smoking/Tobacco Policy
1.8	Non-Discrimination Policy
1.9	Hate Crime Policy
1.10	Student Sexual Misconduct Policy and Procedure
1.11	Discriminatory Harassment and Sexual Harassment Policy
1.12	Responsible Use of University Technology Resources Policy
1.13	Freedom of Expression Policy
1.14	Insurance Policy
1.15	Accommodations Procedures
1.16	Family Educational Rights and Privacy Act (FERPA) Annual Notice to Students
1.17	Disciplinary and Counseling Records Procedure
1.18	Demonstrations Procedures
1.19	Student Conduct Process
1.19.1	Mediation
1.19.2	Hearings
1.19.3	Hearing Process
1.19.4	Appeal Process
1.19.5	Sanctions
1.20	Non-Sanction Resolutions
1.21	Student Complaint Process

2.1. General Information

- 2.1.1 Purpose of the Registered Student Organization Manual
- 2.1.2 Impact of University Mission and Identity Statement
- 2.1.3 Benedictine University Mission
- 2.1.4 Vision
- 2.1.5 Commitment

2.2. Definition of Terms

- 2.2.1 Registered Student Organization
- 2.2.2 Student Organization Review Committee (SORC)
- 2.2.3 Constitutions and Bylaws
- 2.2.4 Funding Review Board
- 2.2.5 Leadership Council
- 2.2.6 General Body Meetings (GBMs)
- 2.2.7 Member Roster
- 2.2.8 Events
 - 2.2.8.1 Fundraising Event
- 2.2.9 Tabling
 - 2.2.9.1 Recruitment Tabling
 - 2.2.9.2 Event Tabling
 - 2.2.9.3 Fundraising Tabling

2.3. Student Organization Structure

- 2.3.1 Involvement in Student Organizations
 - 2.3.1.1 Good Academic Standing
 - 2.3.1.2 Additional Academic Requirements
 - 2.3.1.3 Other Criteria
- 2.3.2 Nondiscrimination policy
- 2.3.3 Statement on Registered Student Organization
 - 2.3.3.1 Unique Role of Student Organizations
 - 2.3.3.2 Compatibility with University Mission
- 2.3.4 Types of Organizational Status
 - 2.3.4.1 Registered Status
 - 2.3.4.2 Pre-Active Status
 - 2.3.4.3 Disciplinary Status

Student Organization (cont.)

2.3.4.4 Probationary Status

2.3.4.5 Suspended Status

2.3.4.6 Inactive Status

2.4. Starting a New Student Organization

2.4.1 Process for Starting a Student Organization

2.4.2 Student Organization Review Committee (SORC)

2.5. Registered Student Organizations

2.5.1 Responsibilities and Expectations of Registered Student Organizations

2.5.2 Registration and Renewal Process for Registered Student Organizations

2.6. Advisors Role

2.6.1 Advisors and Registered Student Organizations

2.6.2 As the Student Organization Advisor I Agree to

2.6.3 Student Organization Advisor Requirements

2.7. Events

2.7.1 Event Planning

2.7.2 Event Planning Time Line

2.7.3 No Competition Policy

2.7.4 Calendar

2.7.5 Contracts

2.7.6 Online Event Registration

2.8. Event Policies and Guidelines

2.8.1 Advisor Role

2.8.2 Alcohol

2.8.3 Dining Service

2.8.4 Guidelines for Speakers and Political Candidates

2.8.5 Guidelines for Movie Showing

2.8.6 Guidelines for Dances

2.8.7 Raffles

2.8.8 Entertainment License

2.8.9 Bonfires

2.8.10 Travel Policy

2.8.10.1 Trip Approval Requirements

2.8.10.2 Trip Leader

Student Organization (cont.)

2.8.10.3 Benedictine University Support

2.8.10.4 Emergency Procedures

2.8.10.5 Travel Participant Behavior

2.8.11 Speaker Policy

2.8.12 Display Policy

2.9. Financials

2.9.1 Funding Review Board

2.9.2 Fundraising

2.9.3 Outside Bank Accounts

2.9.4 Donations

2.9.5 Donations to Outside Organizations

2.9.6 Reimbursements and Expense Reports

2.10. Marketing

2.10.1 Posting Policy

2.10.2 Social Media

2.11. Demonstrations

2.12. Conduct

2.12.1 Members of Registered Student Organizations

2.12.2 Executive Board Members

2.12.3 Group Conduct

2.12.4 Review of Group Conduct

2.12.4.1 Dean of Students Review

2.12.4.2 Right of Appeal

2.13. Resources

2.13.1 Event Planning Guide and Tips

2.13.2 Constitution and Bylaws Template

2.14. Forms

2.14.1 Student Organization Proposal Form

2.14.2 General Body Meeting Request Form

2.14.3 Event and Funding Form

2.14.4 Non-Event Fundraising Form

2.14.5 Donation Request Form

2.14.6 Tabling Request Form

Student Organization (cont.)

2.14.7 Event Evaluation Form

2.14.8 Travel Request Form

2.14.9 Student Travel Contact Form

2.15. Reference

2.15.1 Guest Speaker Policy

3.1 Department of Athletics General Policy

- 3.1.1 Drug Policy
- 3.1.2 Alcohol Policy
- 3.1.3 Sexual Discrimination Policy
- 3.1.4 Law Enforcement/Police Involvement Policy
- 3.1.5 Anti-Hazing Policy
- 3.1.6 Athletics Team Rule Policy
- 3.1.7 Class Attendance Policy
- 3.1.8 Class Drop Policy
- 3.1.9 Athletic Team Travel Policy
- 3.1.10 Social Media Policy
- 3.1.11 Student-Athlete Evaluation Policy
- 3.1.12 Release of Student-Athlete Information Policy
- 3.1.13 Photography Consent Policy
- 3.1.14 Interview Policy
- 3.1.15 Student-Athlete Biography Policy

3.2 General NCAA Compliance Rules and Regulations

- 3.2.1 Rules Education
- 3.2.2 Unethical Conduct
- 3.2.3 Honesty and Sportsmanship
- 3.2.4 Sports Wagering Activities
- 3.2.5 Banned Substances
- 3.2.6 Use of Tobacco Products
- 3.2.7 Amateurism.
- 3.2.8 Outside Competition
- 3.2.9 Benefits
- 3.2.10 Student-Athlete Employment
- 3.2.11 Medical Hardship Waiver

3.3 Student Athlete Eligibility Requirements

- 3.3.1 General Eligibility Requirements
 - 3.3.1.1 Student Athlete Statement
 - 3.3.1.2 Drug Testing Consent Form
 - 3.3.1.3 Buckley Amendment Consent Form

Athletics

3.3.2 Academic Eligibility Requirements

- 3.3.2.1 Good Academic Standing
- 3.3.2.2 Admission and Enrollment
- 3.3.2.3 Full Time Enrollment
- 3.3.2.4 10 Semester Rule
- 3.3.2.5 Progress Toward Degree Requirements

3.4 Athletic Training

- 3.4.1 General Principles
 - 3.4.1.1 Athletic Training Staff
 - 3.4.1.2 Athletic Training Room
 - 3.4.1.3 Athletic Training Room Rule
- 3.4.2 Emergency Medications
- 3.4.3 Athletic Training System Expectations
- 3.4.4 Pre-Participation Paperwork and Insurance
- 3.4.5 Procedures for Reporting Athletics Injury or Illness
- 3.4.6 Concussion Management Plan
- 3.4.7 Return to Play
- 3.4.8 Emergency Action Plan

3.5 Strength and Conditioning

- 3.5.1 General Principles
- 3.5.2 Orientation
- 3.5.3 Expectations

3.6 Student-Athlete Development

- 3.6.1 General Principles
- 3.6.2 Sexual Assault and Title IX Statement
- 3.6.3 Drug and Alcohol Awareness Statement
- 3.6.4 Mental health Statement
- 3.6.5 Diversity and Inclusion Statement
- 3.6.6 Bystander Intervention Statement
- 3.6.7 Sportsmanship Statement
- 3.6.8 Community Engagement Statement

4.1 General Information

- 4.1.1 Welcome
- 4.1.2 University Housing & Residence Statement
- 4.1.3 Housing Staff
- 4.1.4 Housing Options & Spaces
- 4.1.5 Services & Resources
 - 4.1.5.1 Cable TV
 - 4.1.5.2 Campus Ministry
 - 4.1.5.3 Counseling Services
 - 4.1.5.4 Dining Services
 - 4.1.5.5 Facilities Management
 - 4.1.5.6 Fitness Center
 - 4.1.5.7 Health Services
 - 4.1.5.8 Housekeeping and Event Service
 - 4.1.5.9 Laundry
 - 4.1.5.10 Mail Room – Office Services
 - 4.1.5.11 Mail Room – Sending and Receiving – Jaeger/Ondrak
 - 4.1.5.12 Mail Room – Sending and Receiving – Founders’ Woods
 - 4.1.5.13 Parking
 - 4.1.5.14 Room Repairs – Non-Emergency
 - 4.1.5.15 Safety – University Police
 - 4.1.5.16 Student Activities
 - 4.1.5.17 Wi-Fi/Internet

4.2 Community Living

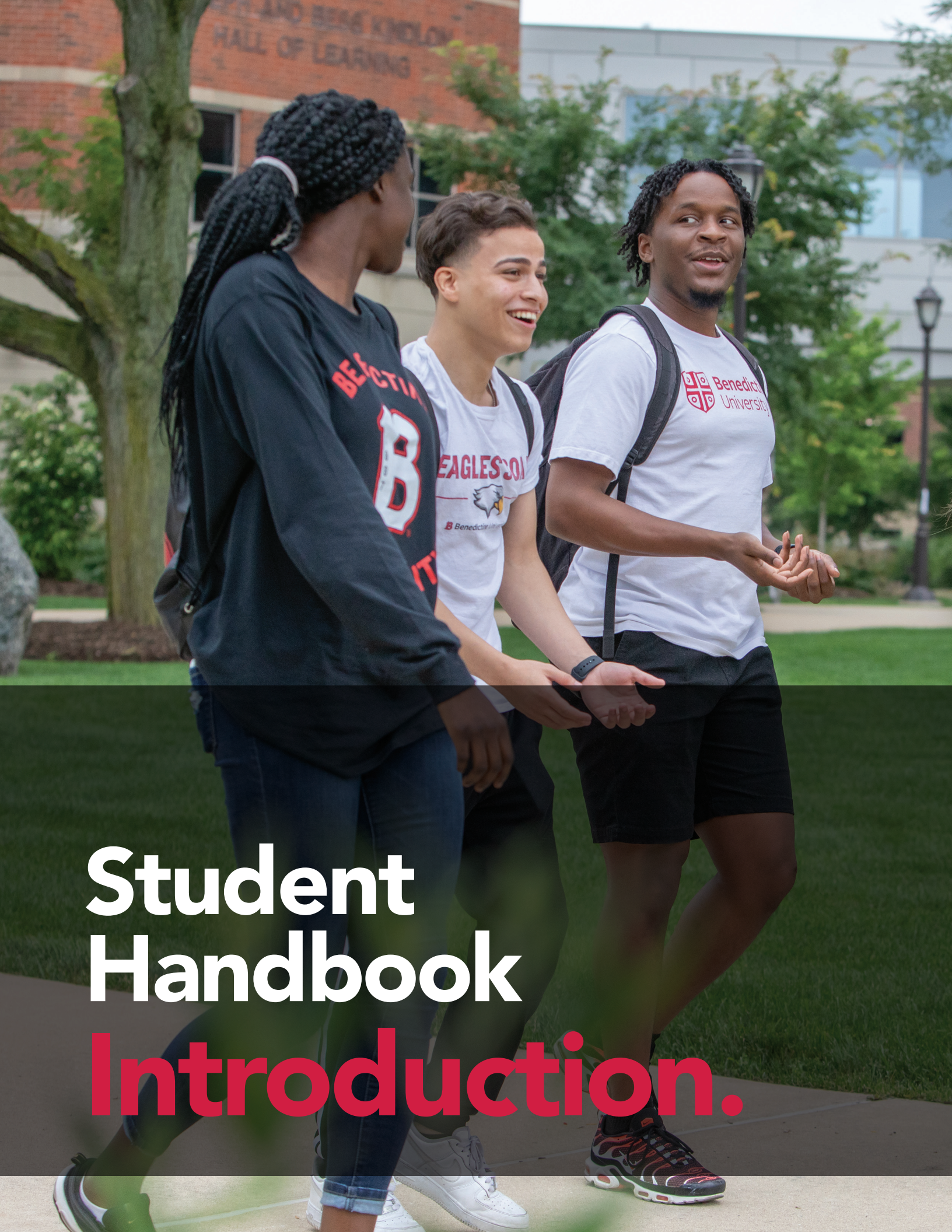
- 4.2.1 Student Rights & Responsibilities
- 4.2.2 Roommates
- 4.2.3 Roommate Conflicts
- 4.2.4 Room Changes
- 4.3 Policies & Procedures
 - 4.3.1 Alcohol/Controlled Substances
 - 4.3.2 Annoying or Harassment
 - 4.3.3 Bicycles
 - 4.3.4 Break Periods

University Housing & Residence (cont)

- 4.3.5 Bulletin Boards
- 4.3.6 Check In / Check Out
- 4.3.7 Cohabitation
- 4.3.8 Damages
- 4.3.9 Damages – Common Area
- 4.3.10 Decorations
- 4.3.11 Drugs
- 4.3.12 Eligibility for Housing
- 4.3.13 Electrical Appliances
- 4.3.14 Emergency Preparedness
- 4.3.15 Evacuation Procedures
- 4.3.16 Failure to Act
- 4.3.17 Failure to Complete
- 4.3.18 Failure to Comply (Non-Compliance)
- 4.3.19 Fine System
- 4.3.20 Fire Safety
- 4.3.21 Guests and Visitation
- 4.3.22 Guests Responsibilities
- 4.3.23 Housing and Meal Plan Refund Policy
- 4.3.24 Housing Assignments
- 4.3.25 Housing Assignments-Temporary
- 4.3.26 Health Insurance
- 4.3.27 Hospitalization
- 4.3.28 Injury and Illness
- 4.3.29 Keys
- 4.3.30 Littering
- 4.3.31 Lock Outs
- 4.3.32 Meal Plans
- 4.3.33 Missing Student Protocol
- 4.3.34 Move Out
- 4.3.35 Motorbikes and Motorcycles
- 4.3.36 Occupancy
- 4.3.37 Offensive /Noxious Odors

University Housing & Residence (cont)

- 4.3.38 Personal Property
- 4.3.39 Pets
- 4.3.40 Posting
- 4.3.41 Prohibited Items/Objects
- 4.3.42 Quiet Hours
- 4.3.43 Removal of Furniture
- 4.3.44 Room Buy Out
- 4.3.45 Room Changes
- 4.3.46 Room Consolidation
- 4.3.47 Room Furnishings
- 4.3.48 Residence Life Staff Support and Room Condition
- 4.3.49 Room Entry, Search and Inspection
- 4.3.50 Service Animals and Emotional Support Animals
- 4.3.51 Signs
- 4.3.52 Smoking and Tobacco
- 4.3.53 Solicitation
- 4.3.54 Storage
- 4.3.55 Student Conduct
- 4.3.56 Student Grievance
- 4.3.57 Student ID
- 4.3.58 Theft
- 4.3.59 Throwing Objects
- 4.3.60 Title IX: Policy Against Sex-Based Discrimination, Harassment, Sexual Assault and Misconduct
- 4.3.61 Unauthorized Entry
- 4.3.62 Visitation
- 4.3.63 Weapons
- 4.3.64 Windows and Screens



Student Handbook Introduction.

Introduction

The Benedictine University Student Conduct section covers community-wide and individual student expectations and responsibilities. Failure to abide by these responsibilities and any University policies and procedures will be resolved through the Student Conduct Process. This process is as an educational tool required by the University to maintain a safe environment and instill individual responsibility.

Student Statement of Responsibilities – Student Code of Conduct

Benedictine University is a Catholic and an academic community dedicated to the advancement of learning and committed to a philosophy of mutual acceptance and respect. Benedictine is a community of people with distinct ethnic, racial, genders, cultural and religious backgrounds. We are also a community with a variety of roles: faculty, staff and student. Despite these differences, we are a community with a common interest in creating an environment which encourages the growth and development of all people. We understand that such an education consists of both classroom work and the full experience that university life can provide. To promote such a learning environment, the University requires each student to accept a Statement of Responsibilities and set of policies while a member of the Benedictine community at the Lisle campus, cohort off-site locations and online, or Mesa branch campus. Community members are also expected to observe all current local and county ordinances as well as federal and state laws.

The University attempts to establish a climate which encourages the assumption of responsibility by students for their individual and collective actions with minimum regulation. It shall be the responsibility of each student to comply with the appropriate standards of conduct and decorum befitting members of an educational community. A student attending a University-sponsored function off campus is subject to the same standards of conduct as those expected on campus. Any Benedictine University student who has violated criminal laws also may be subject to University proceedings. Violations of local, state or federal laws on campus may also result in the filing of criminal charges. Scholarship recipients who are found to be in violation of student conduct guidelines may be subject to loss of institutional scholarships.

We encourage students to develop an awareness and sensitivity to their environment by formulating and accepting a personal code which is compatible with the code of the community of which you are a member; that is, the Benedictine Community. This means you must analyze your motives and impulses, discover new freedoms and understand the limitations of those freedoms as a community member. When a student becomes a member of the Benedictine University community, that student agrees to abide by all University policies and accept four main responsibilities: one's education to self, colleagues and community, and to the University. The following sections detail responsible activities and list actions that are prohibited by University policy.

1.1 Responsibility to One's Education

To ensure a comprehensive and authentic education, the student is responsible for planning their academic program, for continuing progress in said program, and for pursuing academic excellence with honesty and integrity. Academic Advisors and Faculty Advisors are available to assist the student with program planning and academic achievement. The student is accountable for meeting course, degree and graduation requirements. Academic excellence cannot be

achieved if one misrepresents the work of others as their own. While the University encourages students to assist one another (e.g. tutoring; group projects), the individual student is accountable for meeting the requirements of their courses and programs. Academic policies and procedures related to academic courses and programs can be found in both Undergraduate and Graduate Catalogs.

1.2 Responsibility to Ourselves

One must treat oneself with respect to fully engage in the pursuit of an education. This means many things, but such self-respect is a fundamental commitment to personal integrity and individual wellness. Those who are committed to personal integrity show a willingness to be held accountable for their own actions. They conduct themselves honestly, thoughtfully and consistently within the values of the community. In addition, they strive for comprehensive personal health. In doing so, they avoid practices which harm the body and the mind such as excessive consumption of alcohol or the recreational use of drugs. They endeavor to develop self-esteem and feel called to live in ways that exhibit leadership, ethics and values. All students are required to pursue their academic studies to the best of their abilities. Students may lose privileges (on-campus housing, parking, etc.) if they do not maintain their commitment to their coursework. The following includes specific student conduct prohibited by the University:

- 1.2.1** All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alterations or use of institutional documents or instruments of identification with the intent to defraud are prohibited. Required papers may be submitted for review to detection plagiarism.
- 1.2.2** Misuse of alcohol and tobacco products. The legal age for the possession and uses of all alcoholic beverages in Illinois is 21. Fraudulent identification for the purpose of acquiring alcoholic beverages

and/or purchasing such beverages for minors is a violation of state and local law. The campus is tobacco-free. Please refer to Alcohol and Drug Policy <http://www.ben.edu/about/upload/Benedictine-University-Alcohol-and-Drug-Policy.pdf>.

- 1.2.3** Unauthorized gambling is not permitted on University grounds, in residence halls, apartments or at official functions of student organizations.
- 1.2.4** Possession, use or sale of controlled substances or drug paraphernalia is not permitted. Benedictine University has an obligation to uphold federal, state and local laws with regard to the possession and use of drugs. The University reserves the right to view each case of drug-related activity individually, to include the kind of drug and level of involvement to determine the criteria for the University's response Please refer to Alcohol and Drug Policy <http://www.ben.edu/about/upload/Benedictine-University-Alcohol-and-Drug-Policy.pdf>.
- 1.2.5** According to the University's fire safety action plan, failing to leave the building in which a fire alarm is activated immediately may result in the issuance of a civil citation.

1.3 Responsibility to Colleagues and Community

One must treat other members of the University with respect to allow them to fully engage in the pursuit of their own education. This involves a commitment to refrain from harmful conduct, and engage in conduct that makes the community a better place for all to live and learn. Only the individual can accept the duty to act affirmatively. The University is committed to creating an environment that encourages such a duty, and has established the following prohibited conduct concerning classmates and other members of the community:

- 1.3.1** Actual physical harm or the threat of confrontation to harm any person is prohibited. This includes physical conflict, lethal and less-than-lethal use or possession of weapons/ammunition. Please refer to Hate Crime Policy, Student Sexual Misconduct Policy and Procedure and Discriminatory Harassment and Sexual Harassment Policy, Title IX Policy
- 1.3.2** Hazing of any person by a campus organization or another person is prohibited. Benedictine University prohibits conduct by an individual, organization or group affiliated with the University

that is in violation of the Illinois Hazing Act, or any hazing activity which threatens a person's rights of self-respect, which disrupts community life, or which encourages the violation of local, state or federal law, or Benedictine University Policies and Procedures.

- 1.3.3** Discriminatory harassment to any person on University premises or at University-sponsored functions is prohibited. Please refer to Non-Discrimination Policy on Page, Title IX Policy,
- 1.3.4** Promotion of self-inflicted activities on the Internet, including harming others and underage drinking, is prohibited.
- 1.3.5** Failure to comply with directions of University officials acting in performance of their duties is prohibited.
- 1.3.6** Community members may not engage in conduct unbecoming of a Benedictine University student.

1.4 Responsibility to the University

To assist the University in offering the finest education possible, one must treat the University campus and its resources with respect. Such respect involves stewardship of community assets through responsible use, as well as refraining from damaging or misusing University facilities and resources. The following is prohibited:

- 1.4.1** Disruption of the University community or obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities.
- 1.4.2** Knowingly making false statements or knowingly submitting false information during a Grievance Process

- 1.4.3** Theft from or damage to University property or the property of a member of the University community.
- 1.4.4** Acts of vandalism or malicious defacement of property, or the property of the University community, the computer network/university's website and safety and/or fire equipment on campus. Please refer to Responsible Use of University Technology Resources Policy
- 1.4.5** Unauthorized possession or use of campus keys, access cards or identification cards. Every student must ensure that they have their Bencard at all times and that the card has the correct information and is valid while the student is at the University.

1.4 Responsibility to the University (cont.)

1.4.6 Violation of published University regulations including those relating to entry and use of University facilities, and any other regulations, which may from time to time be enacted.

1.4.7 Violation of Policies and Procedures applied by University Departments.

1.4.8 Violation of local, state or federal laws.

1.4.9 Non-payment of Student Accounts

1.5 Alcohol Policy

Abide by current local ordinances, state law and University policies. Students should be aware whether possession of alcohol occurs inside or outside the University, legal sanctions under applicable law for unlawful possession and/or consumption of alcoholic beverages may include fines or imprisonment.

Alcohol education programs are conducted routinely at Benedictine University. Students experiencing difficulties with alcohol or drug use are encouraged to talk with a staff member in the Counseling Center, Health Services, the Dean of Students, or other members of the University staff.

1.6 Drug Free Campus/Workplace Policy

The use, possession or distribution of any drug, including marijuana, or drug paraphernalia on any University property or as part of a University sponsored activity, in violation of the law is strictly prohibited. Anyone violating the law may be turned over to civil authorities for prosecution and will be subject to all of the University's disciplinary procedures. Students should not be in a room where drugs or drug

paraphernalia are present. The federal law prohibits the possession and/or distribution of illicit drugs and any student suspected of breaking the law will be subject to University review and sanction. Criminal penalties include fines, imprisonment and, in certain cases, the seizure and forfeiture of the violator's property. In addition, federal and other forms of financial aid may be forfeited.

1.7 Tobacco-Free at Benedictine University

Effective August 1, 2017, the Benedictine University Smoking/Tobacco Policy is changed in consideration of the health risks to community members, environmental impact and community member feedback with the prohibition of tobacco products, smoking and vaping use.

Our community members and guests would abide by the policy in consideration of the following guidelines:
In a kind and courteous manner, each community member

will be responsible to remind individuals of the University policy. This policy will be enforced like any other student conduct/employee violation.

Individuals desiring to smoke may do so in their car.

Announcements of cessation programs for employees and students will announced on a regular basis

1.8 Non-Discrimination Policy

In administering its affairs, Benedictine University does not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, age, disability, military or veteran status, marital status, citizenship, or any other characteristic protected by applicable law. The laws applicable to Benedictine University include constitutional and statutory protections of the University's rights as a religiously sponsored institution.

Benedictine University does not discriminate in its admissions or educational policies, programs or activities; scholarship and loan programs; athletic and other University administered programs or employment practices on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic. In addition to meeting non-discrimination obligations under federal and state laws, Benedictine University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views or other personal characteristics and beliefs.

The University is also committed to providing all of its students, faculty, staff and visitors with reasonable access to its programs, events and facilities. To this end, and in compliance with the Americans with Disabilities Act of 1990, the University has made and continues to make modifications to its facilities and programs to provide access for individuals with disabilities. If a person believes they have been a victim of discrimination or harassment or for further information and assistance, they may contact the Dean of Students Office.

Benedictine University's Non-Discrimination Policies Of particular interest are the following:

Equal Opportunity: Benedictine University supports the principles of equal opportunity for employment to all qualified persons without regard to race, gender, religion, color, national origin, age or other legally protected characteristics. Inquiries regarding compliance may be directed to the University's Office of Personnel Resources or to the director of the Offices for Civil Rights at the U.S. Department of Education.

Title IX Statement

It is the policy of Benedictine University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including sexual harassment and sexual violence) in the University's educational program or activity, employment, and admissions. Title IX also prohibits retaliation for asserting or otherwise participating in or refusing to participate in the investigation of claims of sex discrimination. If you have any questions contact Dr. Tammy Sarver, Title IX Coordinator, Scholl Hall 228L; 630-829-6473; (tsarver@ben.edu), or in Arizona, Dr. Julie Cowgill, Gillett Hall 230; 480-878-6703; (jcowgill@ben.edu), Deputy Title IX Coordinator. The full text of the Title IX Policy and additional information about reporting sexual harassment on campus and Title IX can be found at www.ben.edu/compliance/title-ix.cfm.

Accommodation Services: Benedictine University is dedicated to creating an accessible environment through reasonable and appropriate accommodations for students with disabilities. Students with a disability are encouraged to seek assistance with staff in the Academic and Career Enrichment Center. Special accommodation services are available for students with disabilities on a case-by-case basis, provided that documentation from a properly licensed clinician supports the accommodation. Students eligible under the Americans with Disabilities Act (1990) and/or Section 504 of the Rehabilitation Act (1973) and/or state law, whose disability interferes with a major life activity, are urged to self-identify so that the process for receiving assistance can begin as soon as possible. Commonly granted accommodations include the following:

Extended time for testing in a quiet test environment

Designated note-taker in class

Modified or enlarged classroom/reading materials

Books in alternate formats

Preferential classroom seating

Students with questions or in need of special academic or housing accommodations should stop by the Academic and Career Enrichment Center to arrange proper documentation for equal access to educational and campus services.

1.9 Hate Crime Policy

A hate crime is classified by law as a felony offense and is in direct violation of the University's nondiscriminatory policies. Therefore, the University, in addition to processing hate crimes in accordance with the law, may simultaneously proceed with internal investigatory and disciplinary processes as defined by the Handbook. A person commits (a) hate crime(s) when by reason of the actual or perceived race, religion, gender, sexual orientation, ethnicity, disability or natural origin of another individual or group of individuals. In addition, if larceny-theft, simple assault, intimidation, and/or destruction/damage/vandalism of property are committed as a direct result of the perpetrator's bias against the victim, the person who committed the act is in direct violation of the University's policies.

A person who has been a victim of a hate crime may report the crime to the Benedictine University Police Department (630) 829-6122, a residence hall staff member, the Dean of Students, Student Health Services, Counseling Center or an outside community agency. Those who report a hate crime will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. The University will provide support services for anyone who has been a victims of a hate crimes. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, and counseling assistance.

1.10 Sexual Misconduct Policy and Procedure

One of Benedictine's stated goals is to maintain an environment that is healthy and safe. Sexual misconduct is not consistent with this goal and the University is committed to providing a living and learning environment that is free of such misconduct. It is the University's policy that acts of sexual misconduct will not be tolerated. For purposes of this policy, "sexual misconduct" is defined as any attempted or actual act of non-consensual or forcible sexual touching. This would include, but is not limited to, fondling, kissing, groping, attempted intercourse (whether oral, anal or genital), penetration or attempted penetration with a digit or any other object. "Consent" requires speech or conduct indicating a freely given, uncoerced agreement to engage in sexual contact. Consent may not be inferred from silence or passivity alone and a current or previous relationship is not sufficient to constitute consent. Consent may be withdrawn at any time prior to a specific sexual act by either person. To be valid, the person giving consent must be physically and mentally able to: understand the circumstances and implication of the sexual act; be able to make a reasoned decision concerning the sexual act; and able to communicate that decision in an unambiguous manner.

There are a number of factors which may limit or negate a person's ability to consent to a sexual act. These include impairment due to the influence of alcohol or drugs (illegal or prescription), a person's mental or physical impairment

of which the other person is aware or should reasonably have been aware, unconsciousness, fear or coercion.

Persons accused of sexual misconduct will be subject to disciplinary action in accordance with Benedictine University's policies and procedures for student conduct; and may be subject to the University's Title IX grievance process. At the discretion of the University, persons accused of sexual misconduct may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct will be subject to sanctions, up to and including dismissal from the University.

In addition to student disciplinary action, persons accused of sexual misconduct may be subject to criminal prosecution by the law enforcement agency with appropriate jurisdiction in that case. In the course of a criminal investigation or prosecution, Benedictine may choose or may be required to provide information and records related to its disciplinary proceedings involving the same act. However, Benedictine's student disciplinary process is independent of and not dependent upon any criminal process. The decision to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the University's student conduct proceedings.

1.10 Sexual Misconduct Policy and Procedure (cont.)

A person who has been a victim of sexual assault may report the crime to the Lisle Police Department (911), the Benedictine University Police at (630) 829-6666, Dr. Tammy Sarver, Title IX Coordinator, Scholl Hall 228L; 630-829-6473; (tsarver@ben.edu), or in Arizona, Dr. Julie Cowgill, Gillett Hall 230; 480-878-6703; (jcowgill@ben.edu), Deputy Title IX Coordinator; a residence hall staff member, the Dean of Students, the health/counseling office or an outside community agency such as the DuPage Women Against Rape Hotline at (630) 971-3927. Benedictine University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy

role and help refer individuals for appropriate medical, law enforcement, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

Even if a victim decides not to file criminal charges with the police, it is recommended that the individual contact a University or community resource for support. Victims are entitled to confidential services either on or off campus whether or not charges are pressed. Resources both on campus and in the community are:

1.11 Discriminatory Harassment and Sexual Harassment Policy

We are all responsible for creating an environment where we are treated with respect and dignity. Sometimes behavior that seems acceptable to you may be offensive to others. Any harassment or false accusations of harassment, of or by employees or students, is not acceptable. Benedictine University prohibits harassment on the basis of sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group protected by law, including the following behaviors:

Unsolicited remarks, gestures, or physical contact; display or circulation of written material or pictures that are negative or offensive to gender or to racial, ethnic, religious or other groups protected by law;

Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic advancement or status, or the basis for employment-related decisions affecting the employee or decisions affecting the individual's academic advancement or status; or

Conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Harassment of any sort is a serious breach of University policy. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment (or a violation of the University's Equal Employment Opportunity policy), report the alleged conduct immediately to the Dean of Students, Human Resource Office, the compliance officer, or any other senior University official. Benedictine University prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

Students are encouraged to report all incidents of sexual harassment to the University's Title IX Coordinator, Dr. Tammy Sarver, Professor, Benedictine University Title IX Coordinator, (630) 829-6473, tsarver@ben.edu; or Dr. Julie Cowgill, Professor, Benedictine University Deputy Title IX Coordinator, jcowgill@ben.edu.

1.12 Responsible Use of University Technology Resources Policy

A person who has been a victim of sexual assault may report the crime to the Lisle Police Department (911), the Benedictine University Police at (630) 829-6666, Dr. Tammy Sarver, Title IX Coordinator, Scholl Hall 228L; 630-829-6473; (tsarver@ben.edu), or in Arizona, Dr. Julie Cowgill, Gillett Hall 230; 480-878-6703; (jcowgill@ben.edu), Deputy Title IX Coordinator; a residence hall staff member, the Dean of Students, the health/counseling office or an outside community agency such as the DuPage Women Against Rape Hotline at (630) 971-3927. Benedictine University provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy

role and help refer individuals for appropriate medical, law enforcement, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

Even if a victim decides not to file criminal charges with the police, it is recommended that the individual contact a University or community resource for support. Victims are entitled to confidential services either on or off campus whether or not charges are pressed. Resources both on campus and in the community are:

1.13 Freedom of Expression Policy

In its role as an academic institution, Benedictine is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The University community recognizes that the freedom of inquiry and expression may produce conflicts of beliefs, and proposals for action. It is the responsibility of all members of the University community to maintain channels of communication which will foster a favorable climate for the freedom of expression to thrive.

Implicit in this freedom and with regard for the common purposes of the institution is the right to dissent and

demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The University expects those who enjoy these freedoms to also accept responsibility for order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the University and will not be tolerated.

1.14 Insurance Policy

In the event of loss or damage to your personal property while working, residing or visiting at Benedictine University, the Business Office can issue a statement, should you wish to file a claim against your personal insurance policy. The University is not responsible for any personal property loss.

In order to have the statement prepared, the damage or loss should be reported to University Police as soon as

possible. A copy of the University Police report should be brought to the Business Office with a note indicating the name and address of your insurance carrier and your address. Our statement will be prepared and mailed to you for attachment to your claim.

1.15 Accommodations Procedures

Benedictine University will make every attempt to provide eligible students with reasonable accommodations based on individual learning needs and recommendations. In order to provide accommodations in a timely manner, the University requires reasonable notice of specific needs and requested accommodations.

Students needing accommodations should first complete the Disability Services Request Form. In addition, documentation of the disability from a licensed clinical professional should also be included. Students should provide these documents to the ACE Center to begin the process for receiving accommodations.

When accommodations are approved, the case manager contacts the student and provides them with the Student

Academic Accommodations Approval (SAAA) form, which notifies the instructors of the approved accommodations. Each semester students are responsible for obtaining their SAAA forms from the ACE Center.

All inquiries about referrals to clinical professionals, who administer testing, modifications to accommodations, and temporary accommodations, should be directed to the staff in the ACE Center

Please read the Benedictine University Accommodations Handbook for additional details at www.ben.edu/ace by clicking on the Accommodations Tab

1.16 Family Educational Rights and Privacy Act (FERPA) Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within a reasonable time after Benedictine University receives a request for access. If you wish to review your record, contact the Office of the Registrar or the University office that maintains the record to make arrangements. You are required to submit your requests in writing and identify the record(s) you wish to inspect.
2. The right to request an amendment of your education record if you believe it is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
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. This includes any University faculty or staff employee (including the University Police Department) acting within the scope of his or her University employment and with appropriate supervisory authority; any individual or entity with whom the University has contracted as its agent to provide a service to the University when acting within the scope of the contract or agency and who is subject to appropriate confidentiality requirements; any member of the University's Board of Trustees; any student serving on an official committee, such as a disciplinary or grievance committee; and any student assisting a University official in performing tasks for which the University official may have access. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Benedictine also discloses education records without consent to officials of another school in which a student seeks or intends to enroll such as through partnerships and consortium agreements.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

1.16 Family Educational Rights and Privacy Act (FERPA) Annual Notice to Students (cont.)

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FERPA permits the release of directory information to third parties outside the institution without written consent of the student, provided that the student has been given the opportunity to withhold such disclosure. Benedictine University defines directory information as follows:

- Student's name, address, and phone number
- Major and minor fields of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent education institution attended
- Full-time/part-time enrollment status
- Photo
- Height, weight, and GPA of student athletes

A student may withhold disclosure of their directory information by completing the "[FERPA Non-Disclosure of Designated Directory Information](#)" form available in the Office of the Registrar, within ten (10) calendar days of the first scheduled class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

In compliance with the Solomon Amendment, directory information is provided to the United States Department of Defense, upon request.

A student may authorize the release of confidential information (including personally identifiable information from education records protected by FERPA, and other types of confidential information as well) to a third party by signing an [Authorization for Release of Confidential Information to a Third Party](#) form.

The University may also disclose student account and financial aid information without the student's consent to the student's parents if the parent requests the information in writing; completes the Parent Certification section of the [Authorization For Release of Confidential Information to Parents](#); and provides evidence that the student is his or her dependent for federal income tax purposes. The University may also disclose information to a parent if there is a health or safety emergency involving their son or daughter, or if their son or daughter is under the age of 21 and has violated a federal, state or local law or any University rule or policy concerning the use or possession of alcohol or a controlled substance.

FERPA permits the disclosure of students' education records, without consent of the student, if the disclosure meets certain conditions of the FERPA regulations. Benedictine University may disclose from the education records without obtaining prior written consent of the student the following:

- To other school officials, including instructors, within Benedictine University who are determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Legitimate educational interests include performing a task or engaging in an activity related to one's regular duties or professional responsibilities, a student's education, the discipline of a student, a service to or benefit for a student, measures to support student success, evaluation of academic programs, and the safety and security of the University. Individuals at the institution who have an educational interest in the student's educational record may share information internally to school officials that have a legitimate educational interest. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary

1.16 Family Educational Rights and Privacy Act (FERPA) Annual Notice to Students (cont.)

of Education, or State and local educational authorities, such as the Illinois Board of Higher Education or other state agencies responsible for supervising Benedictine's education programs. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of student records to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To the general public, the final results of a disciplinary proceeding, if Benedictine University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the Benedictine University rules or policies with respect to the allegation made against him or her.
- Upon written request, the University will disclose, to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional disciplinary proceeding dealing with that crime or offense.

1.17 Disciplinary and Counseling Records Procedure

Information from student disciplinary or counseling files is considered a confidential, educational record and is not available to unauthorized persons on campus. To comply with federal law, as well as for reasons of confidentiality, disciplinary records/files may not be released to anyone off-campus unless under legal compulsion or in cases where the safety of persons or property is involved. A student's disciplinary record/file may only be reviewed by the student within the confines of the Benedictine University campus and the guidelines designated by the appropriate University administrator, generally the Dean of Students. Only the student and authorized persons may have access to such records. The University will take all reasonable steps to ensure that the confidentiality of student educational records is maintained. Information

shared in a mental health counseling session is confidential and cannot be shared. An exception to confidentiality regarding counseling records may exist 1) in a situation in which the student client authorizes a release of information in written form, 2) the student client was assessed to be a danger to themselves or others, 3) the student client's counseling records were subpoenaed, or 4) reporting involving child abuse or neglect were required by law. Even in these cases, the student client would be informed if possible and no more information than necessary would be released. Any questions concerning the student's rights and responsibilities under FERPA should be referred to the Office of the Registrar or the compliance officer. maintained.

1.18 Demonstrations Procedures

Persons planning a demonstration should fill out an Event Request Form and meet with the Dean of Students or their designee to discuss arrangements for the event.

The Chief of Police, in consultation with University officials, will determine the point at which the normal operations of a specific building or area are disrupted. The demonstrators will be informed specifically how they may continue their demonstration in a manner which is not disruptive. If the above described internal measures fail to achieve the desired results, the University reserves the right to ask for the assistance of civil authorities. Any student in a disruptive demonstration may be arrested and

may be suspended pending formal action consistent with the University's Student Code of Conduct. Any person not officially associated with the University who is participating in a disruptive demonstration will be arrested and may be prosecuted. Just as Benedictine University expects the members of its community to abide by the above regulations, it likewise expects that any action taken to enforce compliance with regulations or prevent prohibited activity should be appropriate. The University expects all persons to comply with the directions of an authorized official.

1.19 Student Conduct Process

Failure to abide by your responsibilities and any University policies and procedures will be resolved through the Student Conduct Process. Many times, misconduct can be resolved informally, but situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. If University action is warranted, a student will receive a phone call and/or email to their student email account notifying them that a conversation is required. The following options will be considered by the Student Affairs Office:

1.19.1 Mediation

Incidents may be resolved through mediation – a voluntary, private and informal process.

1.19.2 Hearings

Two kinds of hearings are possible: an administrative hearing (appointed University officials) and panel hearing (representatives of the student body, faculty and administration act as panel hearing members). The purpose of the hearings is to come to an understanding of the misconduct by the student(s), determine responsibility and remedies. Hearings can be used to resolve minor disciplinary matters or more serious matters (not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs and repetitious misconduct) that may result in a student

being suspended or dismissed from the University or residence halls. Hearings may be conducted by a designated hearing officer or board depending on the incident as determined by the Student Affairs office.

1.19.3 Hearing Process

Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process, and parties will have the opportunity to present any facts to substantiate the claim, including witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement and who does not attend the hearing. No parent, guardian, legal counsel or person outside of the University community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request that community members assist and participate in the investigation and hearing process. Students, faculty or staff who agree to assist and/or attend the hearing with the party but do not speak at the hearing shall provide such assistance. In the event a party is unable to locate someone to act in this capacity, they may request the assistance from the Student Affairs office. The administrator or Hearing will be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or University policy has taken place. Consideration of a

1.19 Student Conduct Process (cont.)

student's entire disciplinary record at Benedictine University will be considered when designing an appropriate sanction.

1.19.4 Appeal Process

A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five days of notification of a decision. To do so, the student must deliver a written explanation on the grounds upon which the appeal is made to the Student Affairs office. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The responsibility of making a final decision will rest with the Student Affairs office.

1.19.5 Sanctions

This does not and cannot include all information that may lead to sanctions. Sanctions are defined and imposed as follows:

1.19.5.1 Warning: A written statement to the student indicating disapproval of their conduct or violation of regulations, and stipulating that continuation or repetition of such action may be cause for more severe action.

1.19.5.2 Restitution: Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair damages and may be combined with another type of sanction.

1.19.5.3 Monetary Fine: Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents.

1.19.5.4 Disciplinary Probation: The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period of time will be evaluated within the context of their probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:

1.19.5.4.1 May not become an officer or student representative in any University organization or committee.

1.19.5.4.2 May not represent the University at any public function, including intercollegiate or co-curricular activities.

1.19.5.4.3 May not be eligible for scholastic honors or distinctions

1.19.5.5 Counseling or Psychological Treatment

Mandate: If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.

1.19.5.6 Residency Probation: The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.

1.19.5.7 Community Service: The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to whom to report.

1.19.5.8 Behavioral Contract: A contract between the student and the University that limits student activities and spells out specific consequences for violation of the contract may be issued.

1.19.5.9 Special Projects: An assignment relating to the offense may be issued as a possible sanction.

1.19.5.10 Suspension: The student is informed in writing they must leave the University community temporarily. Suspension shall be interpreted to include any or all of the following stipulations: the student may not attend classes, contact faculty, reside on campus or visit residence halls, cohort locations, and participate in campus activities or exercise student privileges. Suspension may be specified as follows:

1.19.5.10.1 Terms: suspension may be stipulated for a specified period of time. After the suspension period, the student is automatically eligible for readmission.

1.19.5.10.2 Conditional: suspension may be stipulated for an indefinite period of time premised on the student's accomplishment of certain specified conditions.

1.19.5.10.3 Interim: The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student's continued presence on the campus constitutes an unreasonable danger to institutional property, the student or others. Interim suspension may be interpreted to permit all of the stipulations stated above,

1.19 Student Conduct Process (cont.)

or may permit students to continue attending classes while they are suspended from representing the University in extracurricular activities, including intercollegiate athletics.

1.19.5.11 Expulsion: The student is informed in writing that they are permanently separated from the University.

1.20 Non-Sanction Resolutions

Interim Intervention: The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student's continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved or others. Students may also be suspended on an interim basis while undergoing resolution by University or civil authorities.

Involuntary Withdrawal: A student may be subject to involuntary withdrawal from the University or from the residence halls if it is determined that the student is suffering from a mental illness and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage; impedes the lawful activities of others; or disrupts the community.

1.21 Student Complaint Process

Your concerns are important to us. If you encounter a problem with a Benedictine University policy or procedure or have any other dispute with the University that you cannot resolve informally, you may file a complaint in writing.

For the purpose of this process, a "Complaint" is an expression of dissatisfaction concerning, a University employee, department, service, or process, or a University administrative action, that requires clarification, investigation and/or resolution.

A complaint must occur in writing and within 15 business days from the action or occurrence by using the Student Complaint Process below. The Student Complaint Process assists in defining the relevant information and facts needed to address the resolution process.

The Student Affairs office confirms receipt of the student complaint through an email response.

The Student Affairs office reviews the complaint to determine appropriate actions.

Within 10 business days, the University will notify the student in writing of the complaint's status describing steps to be taken.

The University notifies the student in writing of the complaint's resolution within 20 business days. If more time is needed for the investigation, the Student Affairs office may extend that timeline and notify the student in writing of that extension.

The Student Affairs office documents the complaint's resolution.

If the complaint cannot be resolved after completing the Student Complaint Process, the student may file a complaint with their appropriate state agency as noted below.

Note for Illinois students:

If the complaint cannot be resolved after exhausting the Student Complaint Process, the student may file a complaint with the Illinois Board of Higher Education using their Institutional Complaint System located at <http://complaints.ibhe.org/>

Note for students residing in Arizona:

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private

1.21 Student Complaint Process (cont.)

Postsecondary education. The student must contact the state board for further details. Contact:

Arizona State Board for Private Postsecondary Education

1740 West Adams Street, Suite 3008

Phoenix, AZ 85007

Phone: 602-542-5709

Website: <http://azppse.state.az.us/>

Note for online students:

If the complaint cannot be resolved after exhausting the institution's Student Complaint Process, the student may file a complaint by contacting the Illinois Board of Higher Education using their Institutional Complaint System

located at <http://complaints.ibhe.org/>

Note for online students residing in California:

If your complaint cannot be resolved after exhausting the institution's Student Complaint Process, the student must file a complaint by contacting:

California Bureau for Private Postsecondary Education

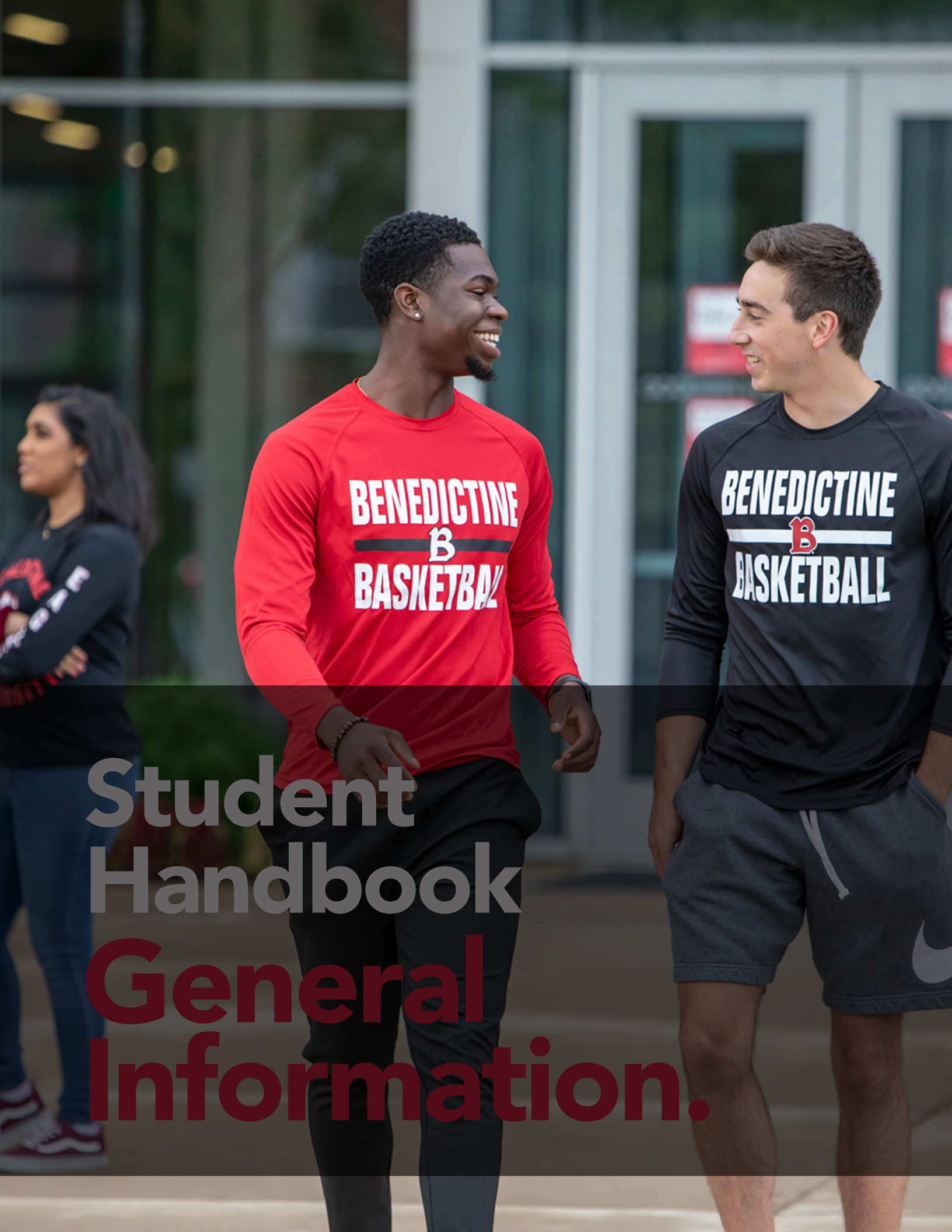
2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Phone: 916-263-1897

Website:

<http://www.bppe.ca.gov/enforcement/complaint.shtml>



Student Handbook General Information.

Section 2.1: General Information

2.1.1 Purpose of the Registered Student Organization Manual

The Registered Student Organization Manual was created by the Office of Student Affairs and was reviewed and approved by University leadership to serve as a resource and to contribute to the success and involvement of registered student organizations. Benedictine University students are encouraged to organize and join groups with their common interests but also explore and learn from others consistent with the University's mission and Catholic and Benedictine identity.

The Office of Student Activities oversees registered student organizations which encompasses all clubs, club & recreational sports and Greek life. The staff inspires students to actively participate in co-curricular education and life of the campus community as leaders, learners and friends sharing common passions and interests through their college journey.

Benedictine University has over 30 active registered student organizations on campus. If you have an idea for a new student organization, club sport or social organization and something similar does not currently exist or has been inactive, the Student Engagement team encourages you

to start your own! Student organizations provide students with leadership opportunities, create campus involvement and enhance the Benedictine Community.

All registered student organizations and their advisors are expected to review the manual and are responsible for following all stated policies and procedures. The Office of Student Affairs may update, edit and create policies and procedures at any time. The student organization manual will be available on the Student Engagement website and linked to the Student Handbook.

Contact Information:

Harold Watson
Director of Student Activities & Rec Sports/Clubs
hwatson@ben.edu
(630)829-6129

Katie Buell
Assistant Director for Events and Organizations
kbuell@ben.edu
(630)829-6128

Section 2.1: General Information

2.1.2 Impact of University Mission and Identity Statement

Benedictine University is committed to providing students a rich co-curricular experience that is consistent with and an extension of its stated value. Registered student organizations further the University's Mission, Vision and

Commitment statements as articulated on the Center for Mission, Ministry and Inclusion webpage (<http://www.ben.edu/center-for-mission-and-identity/index.cfm>)

2.1.3 Benedictine University Mission

Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic

intellectual tradition, the social teaching of the Church, and the principles of wisdom in the *Rule of St. Benedict*.

2.1.4 Vision:

Benedictine University aspires to be a thought leader in Catholic higher education. We seek to provide a transformative and integrative educational experience grounded in Benedictine values, helping students shape

lives of meaning and purpose as engaged citizens who care for the Earth, welcome people of diverse faiths and cultures, and promote the common good.

2.1.5 Commitment:

Benedictine University's mission and vision reflect its Catholic and Benedictine identity, providing continuity with the past and a direction for the future.

In 1887 the monks of St. Procopius Abbey founded Benedictine University. They have been active sponsors of the institution throughout its history, first as St. Procopius College, later as Illinois Benedictine College, and today as Benedictine University. The monks base their lives on the Rule of St. Benedict, written in the sixth century. They share the Benedictine charism with all who embrace the University's Catholic and Benedictine mission.

- love of Christ and neighbor;
- prayer: a life marked by liturgy, lectio and mindfulness;
- stability: commitment to the daily life of this place, its heritage and tradition;
- conversation: the way of formation and transformation;
- obedience: a commitment to listening and consequent action;
- discipline: a way toward learning and freedom;

- humility: knowledge of self in relation to God, others and creation;
- stewardship: responsible use of creation, culture and the arts;
- hospitality: openness to the other; and
- community: call to serve the common good.

Inspired by these hallmarks, and convinced of the harmony of faith and reason, Benedictine University cultivates virtues of intellect and character, encouraging people to study, listen, and engage the ideas of a variety of persons, cultures, and disciplines, while imparting "the love of learning and the desire for God" to guide a lifelong pursuit of knowledge and wisdom.

As a Catholic University, we are guided by the academic ideals presented in the Apostolic Constitution on Catholic Universities *Ex corde Ecclesiae*, including:

- a Christian inspiration not only of individuals but of the university community as such;
- a continuing reflection in light of the Catholic faith upon

2.1.5 Commitment (cont.):

the growing treasury of human knowledge, to which we seek to contribute by our own research;

- fidelity to the Christian message as it comes to us through the Church; and
- an institutional commitment to the service of the people of God and of the human family in their pilgrimage to the transcendent goal which gives meaning to life.

The University's curriculum, policies and activities draw on the wisdom of the Church regarding ways to build a just society and live lives of holiness in the modern world. To that end, the University engages key themes of modern Catholic Social Teaching identified by the United States Conference of Catholic Bishops:

- life and dignity of the human person;
- call to family, community, and participation;
- rights and responsibilities;
- option for the poor and vulnerable;
- the dignity of work and the rights of workers;
- solidarity; and
- care for God's creation.

As a member of the Association of Benedictine Colleges and Universities, Benedictine University is committed to academic and professional excellence. We strive to promote the common good and to assist individuals to lead lives of balance, generosity, and integrity. We reflect upon Gospel values as interpreted by the Rule of St. Benedict and therefore take seriously:

- the primacy of God and the things of God;
- reverent listening for the varied ways in which God is revealed;
- the formation of community built on respect for individual persons who are each regarded as Christ himself;
- the development of a profound awareness of the meaning of one's existence; and
- the exercise of good stewardship.

Every registered student organization must reflect the University's mission and identity through its governing documents, events and activities, as well as the conduct of its members.

Section 2.2: Definition of Terms

2.2.1 Registered Student Organization (RSO):

A Registered Student Organization is defined as a group of Benedictine University students joined together in the pursuit of a common purpose or interest consistent with the University's core mission. Student Organizations are open to all students without regard to race, religion, color,

gender, age, sexual orientation, or national or ethnic origin. Once registered with the Office of Student Activities, the registered student organization becomes eligible for certain privileges.

2.2.2 Student Organization Review Committee (SORC):

The University committee that reviews new student organization applications, interviews applicants and grants approval or denial status for proposed organizations.

SORC is also vested with the responsibility to review matters related to group conduct or policy violations that could lead to suspension of the student organization.

2.2.3 Constitution and Bylaws:

Benedictine University aspires to be a thought leader in Catholic higher education. We seek to provide a transformative and integrative educational experience grounded in Benedictine values, helping students shape

lives of meaning and purpose as engaged citizens who care for the Earth, welcome people of diverse faiths and cultures, and promote the common good.

2.2.4 Funding Review Board:

The Funding Review Board is a committee of representative student leaders who review funding requests and allocate funding for registered student organization events.

2.2.5 Leadership Council:

Leadership Council consists of the Presidents (or their designee) of each registered student organization who meet regularly for purposes of ongoing information and training. All registered student organizations are required to have one representative in attendance at the Leadership

Council Meetings. Leadership Council meetings are held on the first Thursday at the month at 12:30pm. Meeting topics include policy, updates, guest speakers and announcements from registered student organizations.

2.2.6 General Body Meetings (GBMs):

General body meetings are essential to the success of the registered student organization. The purpose of a general body meeting is to:

- Recruit new members and share the mission of the organization
- Evaluate goals, objectives and plan events
- Make decisions and implement plans
- Provide team building opportunities and group communication opportunities

2.2.7 Member Roster:

A student organization's official member roster consists of the names of students actively participating in the organization based upon meeting attendance, event participation and any other criteria identified by a specific

student organization. Student organizations are required to submit their official member rosters to the Office of Student Activities by October 15 for the fall semester and February 15 for the spring semester.

2.2.8. Events:

A student organization event is defined as a small or large occurrence that contains programming or social aspects, including, but not limited to: dances, performances, speakers, social gatherings, displays, conferences, philanthropies, movie nights, study tables, panel sessions,

sports tournaments, organized volunteering, training session, exhibits/displays and more. An event can occur on or off campus. An event is anything a group plans besides a General Body Meeting or Tabling.

2.2.8.1 Fundraising Event:

A fundraising event is be defined as a small or large occurrence that contains some aspect of an event in addition to a specific fundraising purpose or goal. A

fundraising event may raise funds for the registered student organization or another approved cause.

2.2.9 Tabling:

Tabling is defined as setting up and sitting at a table in a high traffic area for a specific purpose.

2.2.9.1 Recruitment Tabling:

Recruitment Tabling is defined as a means to advertise the mission and purpose of the student organization in an effort to recruit new membership while sitting in a high traffic area.

2.2.9.2 Event Promotion Tabling:

Event tabling is defined as a means to advertise an approved event sponsored by the student organization in an effort to garner interest in attending or supporting the event, or selling tickets to the event.

2.2.9.3 Fundraising Tabling:

Fundraising tabling can be defined as a means to sell an item or good or ask for monetary donations in an effort to raise money for a designated registered student organization or another approved cause. Fundraising tabling occurs while sitting in a high traffic area. Bake sales and food sales are considered fundraising tabling.

Section 2.3: Student Organization Structure

2.3.1 Involvement in Student Organizations:

The Office of Student Activities provides engagement opportunities for students outside of the classroom and encourages students to participate in and take on leadership roles within our student organizations.

2.3.1.1 Good Academic Standing

All members of student organizations must be enrolled for credit (full or part-time) and be in good academic standing with the University, as defined as maintaining a cumulative G.P.A. of 2.0 or higher. Student Engagement staff will verify G.P.A. each semester from the official

member roster provided by the student organization. Students on academic probation may not participate in student organizations as a member until they regain good academic standing.

2.3.1.2 Additional Academic Requirements

Individual student organizations may identify specific requirements to maintain membership including attendance at meetings and participation in events. They may also require specific experience or G.P.A.

thresholds. These requirements must be in accord with the non-discrimination and University policy and be specified in the organization's constitution and/or bylaws.

2.3.1.3 Other Criteria

Students may be restricted from participating in student organizations due to conduct violations pursuant to the student handbook. Participation in a student organization is a privilege extended by the University, not a right

2.3.2 Nondiscrimination policy:

The University's nondiscrimination policy applies to all aspects of a student organizations functions. Violations of this policy may lead to disciplinary action taken against Executive Board leadership, members and/or the organization. The Nondiscrimination Policy is referenced from University policy (<http://www.ben.edu/about/non-discrimination.cfm>)

Benedictine University does not discriminate in its admissions or educational policies, programs or activities; scholarship and loan programs; athletic and other University administered programs or employment practices on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic. In addition to meeting non-discrimination obligations under federal and state laws, Benedictine University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views or other personal characteristics and beliefs.

The University is also committed to providing all of its students, faculty, staff and visitors with reasonable access to its programs, events and facilities. To this end, and in compliance with the Americans with Disabilities Act of 1990, the University has made and continues to make modifications to its facilities and programs to provide access for individuals with disabilities. If a person believes they have been a victim of discrimination or harassment or for further information and assistance, they may contact the Vice President for the Office of Student Engagement.

Compliance with Federal Non-Discrimination Regulations
Several federal regulations have been adopted for the protection of students' rights. Of particular interest are the following:

- A. Equal Opportunity: Benedictine University supports the principles of equal opportunity for employment to all qualified persons without regard to race, gender, religion, color, national origin, age or other legally protected characteristics. Inquiries regarding compliance may be directed to the University's Office of Personnel Resources or to the director of the Offices for Civil Rights at the U.S. Department of Education.
- B. Title IX: Benedictine University does not discriminate on the basis of gender, in accord with Title IX of the 1972 Education Amendments, in its educational programs, admission policies, activities or employment policies. This legislation provides that no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This includes protection from sexual harassment. Inquiries regarding compliance may be directed to the Vice President for the Office of Student Engagement.
- C. Accommodation Services: Benedictine University is dedicated to creating an accessible environment through reasonable and appropriate accommodations for students with disabilities. Students with a disability

2.3.2 Nondiscrimination policy (cont.):

are encouraged to seek assistance with staff in the Academic and Career Enrichment Center. Special accommodation services are available for students with disabilities on a case-by-case basis, provided that documentation from a properly licensed clinician supports the accommodation. Students eligible under the Americans with Disabilities Act (1990) and/or Section 504 of the Rehabilitation Act (1973) and/or state law, whose disability interferes with a major life activity, are urged to self-identify so that the process for receiving assistance can begin as soon as possible. Commonly granted accommodations include the following:

- Extended time for testing in a quiet test environment
- Designated note-taker in class
- Modified or enlarged classroom/reading materials
- Books in alternate formats
- Preferential classroom seating

Students with questions or in need of special academic or housing accommodations should stop by the Academic and Career Enrichment Center to arrange proper documentation for equal access to educational and campus services.

2.3.3 Statement on Registered Student Organizations:

Benedictine University reserves the right to register groups of current Benedictine University students who desire to become a formal student organization.

2.3.3.1 Unique Role of Student Organizations

Groups applying for registration must provide an engagement opportunity not currently provided by a department or organization on campus. Registered student Organizations must demonstrate adherence to

the University mission through their constitution and bylaws and comply with all University policies, procedures, regulations and guidelines.

2.3.3.2 Compatibility with University Mission

Benedictine University reviews the mission and constitution of each group during the process of starting a new organization and monitors programs and activities for ongoing compatibility with the University's mission and values. Benedictine University does not endorse the views and opinions expressed by registered student organization members during meetings, events or through social media postings. Student Engagement reserves the right to limit a student's participation in an Executive Board Officer Role or membership as a result of violation of the student

handbook. Only officially registered student organizations may affiliate themselves with the University. Student organizations are expected to maintain good standing and follow all policies and procedures set forth in the Student Organization Manual and Student Handbook. The University reserves the right to review activities of student organizations as well as determine the approval or denial of a proposed event or activity.

2.3.4 Types of Organizational Status

2.3.4.1 Registered Status:

Student Organizations that complete the registration process and maintain compliance with all student organization and University policies and procedures will receive the following privileges:

- Ability to hold meetings, sponsor events and fundraisers.
- Use of University facilities to hold approved student organization meetings and events.
- Use of campus resources to support events, including: Facilities items (tables, chairs, etc.) and Audio-Visual equipment.
- Use of the University's name in association with the organization's activities and publicity.
- Participation in University sponsored activities and programs
- Eligibility to apply for funding through the Funding Review Board.
- Solicitation of donations with advanced approval in coordination with University Development.
- Storage space to store student organization belongings.
- Support from Student Engagement staff.
- The right to promote the mission, goals, events and activities of the organization.

2.3.4.2 Pre-Active Status:

The proposed new student organization will be placed on Pre-Active Status when it submits a New Student Organization Form. Pre-Active status allows for participation in Eagle Stop and the ability to recruit members through recruitment tabling. Events and General

Body Meetings are not allowed to be held. Pre-Active Status remains in place while documents are submitted and worked through SORC and until official approval is confirmed.

2.3.4.3 Disciplinary Status:

Registered student organizations that fail to comply with the policies and procedures set forth in this manual or the Student Handbook may be referred to SORC to determine if a violation merits recommendation to the Dean of Students for disciplinary review. The Dean of Students may,

at his or her discretion, place the student organization on probationary or suspended status.

2.3.4.4 Probationary Status:

Student organizations placed on probationary status may not hold meetings, events, recruitment or fundraising activities for a period of one semester, or as otherwise approved by SORC. During this time, the organization must work with the Office of Student Activities to develop and submit a written plan of action identifying ways in which compliance with policy and procedure, conduct expectations or other areas of violation can be achieved

and maintained. The plan will be submitted to SORC for review. SORC may approve the plan as submitted or return it to the organization with written comments for re-submission. SORC is empowered to approve the group for registered status at the time it approves the action plan or at the end of the probationary semester.

2.3.4.5 Suspended Status:

Student organizations placed on suspended status may not hold meetings, events, recruitment or fundraising activities for a period of two consecutive semesters. The group's information will be removed from the University web site

and publicity materials. Once the period of suspension has ended, the student organization may follow the same process for recognition as organizations in Pre-Active Status.

2.3.4.6 Inactive Status:

Registered student organizations that fail to complete the annual renewal registration packet by the appropriate date will be placed on inactive status. All scheduled meetings and events will be cancelled. Student organizations that are

placed on inactive status will need to complete the SORC Process for Starting a Student Organization if they wish to be moved back to registered status.

Section 2.4: Starting a New Student Organization

2.4.1 Process for Starting a Student Organization

The chief organizer(s) of the proposing organization must complete the following steps:

1. Fill out a New Student Organization Request Form online
2. Complete a New Student Organization application packet which includes the following Requirements.
3. Mission Statement
4. Description as to how the mission statement relates to the Benedictine University Mission.
5. Develop an organizational constitution
6. Roster of Executive Board Officers (including names, contact information and class standing). Executive Boards must have a minimum of 3 positions.
7. Name and Contact information of the Advisor
8. List of names and contact information of all interested students (must have at least 10 including Executive Board Officers).
9. Calendar of proposed events
10. Goals of the club/organization
11. Proposed student club/organization logo
12. Proposed plan for longevity and continuation of the organization
13. The Advisor must complete the Advisor Confirmation

Form prior to the meeting with the Assistant Director for Events and Organizations.

14. Make an appointment with the Office of Student Activities to confirm that all of the above documents have been received and are fully completed. The application packet must be submitted one week prior to this meeting.
15. Attend a scheduled SORC meeting and present the student organizations mission and foundation documents to SORC members. SORC will review the submitted documents and determine whether additional materials and/or revisions to documents are required prior to taking formal action.
16. Once the student organization has responded to SORC's feedback and has provided all documents in a complete and acceptable form, SORC will take a formal vote to recommend that the group be recognized by Student Senate.
17. If SORC approves the organization, then a written recommendation and a copy of the student organization's constitution will be provided to the Student Senate President, who will present those items to the next Executive Board meeting. The Student Senate Executive Board will schedule the organization to present at the next Student Senate meeting in Open Forum and will circulate SORC's written recommendation and the organization's constitution to the membership prior to the meeting

2.4.1 Process for Starting a Student Organization (cont.)

date. If SORC does not approve the organization for recognized status, it will return written feedback to the organization's President. The organization then has five business days to submit a written appeal to the Chief Engagement Officer for further review.

18. The student organization will be provided an opportunity to present itself to the Student Senate in Open Forum. Student Senators will be given an opportunity to ask clarifying questions related to the organization's constitution and/or information presented. Student Senate will move to accept the recommendation to recognize the student organization and may choose to approve or deny that recommendation. The vote will be recorded in the meeting minutes. The Student Senate Advisor will notify the Office of Student Activities of the outcome of the vote in writing. If Student Senate does not vote to accept the recommendation from SORC, a written explanation of the decision will be provided.

19. If approval status is received, the following steps must be completed in order to move the group from approved status to registered status.

Complete the Student Organization Registration form.

20. The Executive Board and Advisor will need to attend a mandatory new student organization training with the Office of Student Activities to go over operating policies and procedures. Approval of an organization is contingent upon mandatory attendance at the new student club/organization training.

2.4.2 Student Organization Review Committee (SORC):

SORC is the University committee that reviews new and inactive student organization applications, interviews applicants and grants approval or denial status for proposed student organizations.

2.4.2.1 SORC Committee is consists of:

- Dean of Students (Committee Chair)
- Chief Mission Officer
- Director of Student Activities
- Assistant Director for Events and Organizations
- 1 full time faculty member
- Student Senate President or designee from the Student

2.4.2.2

The SORC Committee will meet on an "as needed" basis to review new student organization applications and conduct the interview process.

2.4.2.3 SORC will use the following criteria in the review process:

- **A Clear, Focused, and Unique Mission** - All student organizations must have a clear and focused mission statement that is consistent with the University mission and enhances the campus community.
 - **Completed Constitution** - The organization must offer something unique to the campus, and show evidence of inclusion for the diverse student population without overlapping with other student organizations. The constitution must reflect all required elements of the constitution template.
 - **Membership** - All student organizations are required to maintain and demonstrate a membership sufficient to accomplish their missions and include a plan for longevity and continuation of the organizations.
- Organizations that are affiliated with a national organization must include a clarification of the relationship between the campus and national groups.
- **Advisor**
Secure a dedicated and available Advisor who meets the stated requirements.
 - **Calendar of proposed events**
A proposed calendar of events and activities demonstrates strategic planning, implementation of mission and opportunities for student participation.
 - **Fiscal Responsibility**
Methods of fundraising should be outlined.

2.4.2.4

In addition to reviewing the recognition requests of new or inactive student organizations, SORC will serve as fact finder of any investigation of student group conduct, activity or violation of policy which may result in the loss of Registered Student Organization status.

2.4.2.4.1

The Dean of Students will recuse himself from the SORC investigative process. SORC will provide a written record of findings and a recommendation of sanction, if any, to the Dean of Students.

2.4.2.4.2

The Dean of Students may accept the recommendation in full or in part, or may choose to modify or reject the recommendation.

Section 2.5: Registered Student Organizations

2.5.1 Responsibilities and Expectations of Registered Student Organizations

Once registered student organization status is achieved, organizations are accountable for the following actions:

1. To follow all policies set forth in the Benedictine University Student Handbook and the Student Organization Policies and Procedures Manual.
2. To keep an updated copy of the club/organization's constitution on file with the Office of Student Activities and to abide by the Constitution.
3. To file an up-to-date roster of Executive Board officers (with contact information), and advisor each semester as well as any time changes occur.
4. To have a Benedictine University faculty or staff employee as an Advisor and to keep the Advisor informed of all meetings and events, to confirm the advisor can attend the events of the organization and to seek advice and to make sure that the Advisor is aware of any changes in the club/organization.
5. To have a minimum of 3 Executive Board Positions. All Executive Board Officers must have a minimum G.P.A. of 2.0.
6. To maintain a minimum membership of 10 students, including Executive Board Officers. Executive Board Officers must have a minimum G.P.A. of 2.0. Member G.P.A.s will be checked by Student Engagement Staff.
7. To submit Membership rosters by October 15 and February 15 by filling out the Membership Roster form.
8. To properly schedule all meetings and events through the Office of Student Activities within the appropriate time frames.
9. To provide programs, events and services that fulfill the mission of the student organization.
10. To receive approval from the Office of Student Activities for:
 - Meetings
 - All events (on and off campus)
 - Donation Requests
 - Funding Review Board
 - Fundraising efforts
 - Travel
 - Flyers
 - Linking an Organization to an outside website
 - T-Shirts and other merchandise using the Universities name and logos.
11. To attend Executive Board Trainings offered throughout the year
12. To have a representative attend monthly Leadership Council Meetings.
- 13.. To submit an event evaluation following each sponsored event.
- 14.. To participate in the fall and spring Eagle Stop events and other University wide events.
- 15.. To hold a minimum of 3 General Body Meetings during each semester.
- 16.. To submit all fundraising money for deposit into the Benedictine University fundraising account for Registered Student Organizations in a timely manner.
17. To complete an annual review report and submit it to the Center for Student Engagement and Experience.

2.5.2 Registration and Renewal Process for Registered Student Organizations:

Student club/organization registration is required and reviewed annually by the Office of Student Activities. All registered student organizations will need to complete the following steps:

1. All Registered Student Organizations must complete an RSO form at the end of the spring semester to the best of their knowledge. All Registered Student Organizations must submit the annual review report at this time.
2. Executive Board Officers must attend the Student Club/Organization training at the beginning of the fall semester.
3. Student Clubs and Organizations must submit an official Executive Board and Member Rosters by October 15th for the fall semester and February 15 for the spring semester. Please complete the attached Roster form and return it via email.
4. A student organization's official member roster consists of the names, email and BenU ID numbers of students actively participating in the organization based upon meeting attendance, event participation and any other criteria identified by a specific student organization.
5. After the rosters have been reviewed, the President and Advisor of each student club/organization will receive a registration approved or registration denied email. Emails that contain the denied status will include an explanation and can usually be corrected with the submission of correct or complete information. Failure to complete the Registration and Renewal Process will move a group to inactive status.

Section 2.6: Advisors Role

2.6.1 Advisors and Registered Student Organizations

Advising a registered student organization is a unique and wonderful opportunity to connect with Benedictine University students outside of the classroom or office setting. Registered student organizations will look to their advisors for guidance, support and encouragement. Benedictine University requires that all registered student organizations have an Advisor. An Advisor must be a full-time faculty or staff member at Benedictine University. The role of an Advisor is to guide the organization in accordance with policies, procedures and mission. The Advisor should not directly control the meetings and

events of the organization. However, Advisors will make every effort to attend the events sponsored by their Student Organization as the Faculty/Staff supervisor of the event. The relationship between the Advisor and the organization will vary depending on each organization's constitution and its members. Those interested in advising a Registered Student Organization should speak with their supervisor for approval as this is voluntary role. Registered student organizations have the right to select a new advisor at any time as long as it is outlined in the organization's constitution.

2.6.2 As the Student Organization Advisor, I agree to:

- Take an active role in advising the student organization.
- Know the purpose of the organization and be knowledgeable with the organization's constitution.
- Attend those events identified as "required" by Student Affairs staff due to concerns for student safety, protection of University property, presence of alcohol, involvement of a village license, designation of the event as a protest or demonstration, the involvement of a guest speaker or presenter or community members and off campus events.
- Meet regularly with the Executive board of the student organization to discuss goals, event planning, and other needs of the organization.
- Have knowledge of all meeting and event requests submitted by the student organization.
- To attend at least one General Body Meeting each semester.
- Know the student organizations Executive Board Officers and current members of the organization.
- Work with the Executive Board Officers to ensure that the student organization is inclusive in its recruitment of members and selection of officers.
- Offer guidance to the student organization on goal setting, organization management, program planning and problem solving.
- Work directly with the student organization to make sure they stay an active organization.
- Assist the organization in the year-to-year transition of the Executive Board Officers.
- Sign off on financial reimbursement paperwork to confirm that reimbursements are approved. This will give the Office of Student Activities the confirmation to go ahead and process the paperwork for reimbursement from the student organizations fundraising money.
- Attend advisor training sessions and workshops
- To be knowledgeable and supportive of the policies and procedures in the Student Organization Manual.

2.6.3 Student Organization Advisor Requirements:

1. Be a full-time Faculty or Staff Member of Benedictine University.
2. Be knowledgeable about and adhere to University policy and procedure, policies and guidelines pertaining to student organizations as well as local, state, federal laws.
3. Attend those events identified as "required" by Student Affairs staff.
4. Student Organization Advisors may only advise 1 Registered Student Organization.

Section 2.7: Events

A student organization event can be defined as a small or large occurrence that contains programming or social aspects including but not limited to: dances, performances, speakers, social gatherings, displays, conferences, philanthropies, movie nights, study tables, panel sessions,

sports tournaments, organized volunteering, training session, exhibits/displays and more. An event can occur on or off campus. An event is anything a group plans besides a General Body Meeting or Tabling.

2.7.1 Event Planning:

Any gathering of registered student organizations on or off-campus, requires an Event Request form to be completed. Upon submitting an Event Request, you will be contacted by the Office of Student Activities to begin the event process. Submission of an Event Request Form does not guarantee an event date or particular space. You will receive an email confirmation from the Office of Student Activities confirming your event along with the space confirmation and other event details. Events are not to be advertised in any way until you receive a confirmation email. Failure to have an approved event request form on file means the event is not a University sanctioned event.

Holding an event without approval will result in suspended status.

Under no circumstance should a registered student organization contact faculty, staff or University departments directly for event reservations. Failing to follow this policy will result in possible suspension. All reservations must be made through the Assistant Director for Events and Organizations. The Event Request form can be found at the following link: <http://www.ben.edu/student-life/student-activities/event-and-funding-request-form.cfm>

2.7.1.2

When submitting an event request form, be sure to list all specific event needs including number of items needed.

2.7.1.3

If a registered student organization decides to cancel an event they must notify the Office of Student Activities in a timely manner.

2.7.1.4

If a registered student organization makes substantial changes to an event these requested changes must be communicated and approved by the Assistant Director for Events and Organizations.

2.7.2 Event Planning time line:

Event Type	Time Frame	Planning Meeting Required	Advisor required at Event
Large scale events with a funding request	Submitted a minimum of 45 days in advance	Yes	Yes
Large scale events (no funding needed)	Submitted a minimum of 30 days in advance	Yes	Yes
Small scale Events with a funding request	Submitted a minimum of 30 days in advance	Yes	Yes
Small scale events (no funding needed)	Submitted a minimum of 18 days in advance	No	Yes

2.7.3 No competition Policy:

The no competition policy exists to allow for all students to support campus events. As student leaders, it is expected that students will collaborate on and support other events. Every effort will be made to make sure registered student organization events will not conflict with another University event. However, it is not possible to forecast all events as they are being planned. Registered student organizations may be asked to select an alternative date or time for an event if a similar event is already being held within a reasonable time frame on the same date.

If approved by various offices there might be a time when an event on campus is taking place the same time as an event off campus. If this were to arise the nature of both events need to vary (e.g. one event can be a social event while the other is an academically based event, or vice-versa). The same type of event will not be approved. No matter the circumstance all events need to be approved first by the Assistant Director for Events and Organizations

2.7.4 Calendar:

A listing of updated Student Affairs events can be found on the website, as well as the main Student Affairs website. This information can be found at: <http://www.ben.edu/student-life/index.cfm>

2.7.5 Contracts:

Benedictine University contracts must comply with applicable federal and state law and regulations, rules, and applicable university policies and procedures; be signed by a person with appropriate authority; adequately protect university resources; and support the mission of Benedictine University. University employees who enter into contracts without proper authority or institutional review, can be held personally liable for the contract. Prior to payment or the performance of any duties and/or actions by the University the required administrative and legal reviews must be completed and the contract signed by all parties. All contracts, with the exception of Standard University Contracts, prior to execution must be submitted to the office of Compliance, Legal and Risk for review as to legal form and sufficiency. All contracts sent for legal review must be in the form of an editable word document and submitted here.

2.7.5.1 Student Organizations should work directly with the Assistant Director for Events and Organizations to submit contract paperwork for review and processing.

2.7.5.2 The University's standard agreement will be used when possible.

2.7.5.3 Contracts must be submitted a minimum of 30 days in advance

2.7.5.4 A valid Certificate of Insurance and W-9 is required

2.7.5.5 The Office of Student Activities must give advanced approval when Dealing with outside vendors and organizations.

2.7.5.6 If an event involves a party who is not part of the Benedictine community and is using University facilities to promote business activity or sell items, review will be needed by Auxiliary Enterprises prior to approval by the Assistant Director for Events and Organizations.

2.7.6 Online Event Registration:

Any events that need an online registration page and/or online ticket sales will be created through I-Modules by the Assistant Director for Events and Organizations. If a registered student organization wishes to have an online

registration page created for an event they will be required to provide the information during the event planning process.

Section 2.8: Event Policies and Guidelines

2.8.1 Advisor Role:

Student Organizations should involve their advisors in the event planning process. Advisors are asked to be present at their student organizations events. This is currently under University review.

2.8.2 Alcohol:

Registered student organizations wishing to have alcohol at their event will need to follow the University Alcohol Policy outlined in the Student Handbook. The student handbook is available at the following link: <http://www.ben.edu/student-life/student-handbook.cfm>

2.8.3 Dining Service:

Dining Service offers great catering selections at a discount student price for Student Organizations.

2.8.3.1 Student Organizations that receive approval to bring in food from a commercial bakery, store or restaurant must complete the food waiver form and provide receipt documentation.

2.8.3.2 Student Organizations that receive funding from the funding review board for food must order from Dining Services.

2.8.4 Guidelines for Speakers and Political Candidates:

Federal Law states that, "In order to maintain their tax-exempt status under 501c (3), private college and universities must not engage in prohibited political campaign or lobbying activity. Failure to follow these proscriptions could result in a loss of tax-exempt status for the institution, or imposition of an excise tax" (The Catholic University of America-Campus Legal Clearinghouse).

2.8.4.1 Events that are political in nature are subject to approval or referral to another office within the University. The Assistant Director for Events and Organization will make the referral.

2.8.4.2 Student organizations that wish to invite a politician or speaker to campus must first fill out an event request form online. Written approval must be received from the Office of Student Activities prior to extending the invitation.

2.8.4.3 Student Organizations must not show support for a particular political candidate. When extending an invitation to campus, registered student organizations should invite each candidate running for that specific office.

2.8.4.4 Debates and public forums are allowed on campus as long as they are pre-arranged and the registered student organization and University refrains from supporting, endorsing or opposing a politician candidate or party.

2.8.4.5 No contracts nor endorsement can be made on the behalf of the University by a student or Advisor.

2.8.5 Guidelines for Movie Showing:

If a registered student organization wishes to show a purchased or streamed movie that is intended for home use the following guidelines must be followed:

- Movies must have an educational component. After the film, there must be a discussion or debrief about how the film related to the topic of the registered student organization or the theme of the event. All questions must be submitted on the event request form or via email in order to receive approval for the event.

- Movie events that do not have an educational component fall within copyright violations. If movies are approved to be shown without an educational component, the registered student organization will have to request funding to cover the copyright cost or face penalties by law.

2.8.6 Guidelines for Dances:

- *All Dances will require an event request form and approval form the Assistant Director for Events and Organizations.
- Students or their guests must comply with all behavioral guidelines outlines in the Student Handbook found at: <http://www.ben.edu/student-life/student-handbook.cfm>
- Music must be in good taste and should not be offensive. Music deemed inappropriate will not be accepted for use.
 - As in all University events, the expectation for on-and-off campus dances is that participants will act with the utmost respect to faculty and staff supervisor, as well as other guests.
- Dances are open to Benedictine University students. If tickets, are not required, students will be allowed to bring one guest each.
- No dances will be scheduled in on-campus residential areas.
- Registered student organizations sponsoring a dance will be required to follow guidelines relating to furniture, guest count and will need the registered student organization advisor present as the event supervisor.

2.8.7 Raffles:

Any registered student organization that hosts a raffle drawing where raffle tickets or chances are sold must apply for a raffle license through the Village of Lisle.

2.8.7.1 Applications for the raffle license must be completed a minimum of 14 business days prior to the raffle date.

2.8.7.2 The registered student organization is responsible for paying the \$10 raffle license fee through the Village of Lisle.

2.8.7.3 Following the raffle, the registered student organization is responsible for submitting the raffle winners to the Village of Lisle within the specified time frame.

2.8.8 Entertainment License:

Certain events held outside on campus will require an entertainment license through the Village of Lisle.

2.8.8.1 The Office of Student Activities will assist registered student organization with the event license3 paperwork

2.8.8.2 The paperwork must be completed 14 days prior to the event.

2.8.9 Bonfires:

There is a limit of two scheduled bonfires per semester that are sponsored through the Student Engagement Office.

2.8.9.1 An open burn permit application must be completed as well as a \$40 fee through the Lisle Woodridge Fire District. Bonfires may be cancelled due to weather conditions.

2.8.9.2 Facilities Management will make the final decision on weather and the bonfire.

2.8.10 Travel Policy:

All off campus travel by recognized student organizations are required to obtain approval from the Office of Student Engagement and Experience.

All travel must relate to the purpose of the organization, and must comply with the policies of the Benedictine University. Student-organization travel does not constitute an "excused absence" from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.

2.8.10.1 Trip Approval Requirements

A recognized student organization must complete and submit the Student Organization Travel Registration Request Form to the Office of Student Activities no later than ten (10) business days before the start of the scheduled trip. Out of state travel will require 30 days. Once the trip is approved, each traveler is required to complete the Student Travel Contact Form

2.8.10.2 Trip Leader

One student who is traveling with the group should be designated the "trip leader." The trip leader is the main university contact and is responsible for ensuring that the group follows all established policies and procedures. The trip leader should work closely with the organization's advisor and Student Engagement in the planning of the trip. In addition, the trip leader is responsible for notifying the appropriate university administrators in the event of an emergency (see "Emergency Procedures").

2.8.11 Speaker Policy

Registered student organizations that wish to have a speaker on campus must fill out an Event Request Form. Proposed speakers must align with the Benedictine University Speaker Policy. All requests will be reviewed by Student Engagement, and if necessary University Leadership. Invitations cannot be extended until official approval is given.

2.8.12 Display Policy:

Registered student organization that wish to hold a display on campus must get approval from the Dean of Students. Display requests that conflict with University events may not receive approval.

2.8.10.3 Benedictine University Support

A Benedictine University community member (preferably the organization's advisor) is required to accompany the trip. If an advisor is not available to travel with the student organization, they are able to ask a community member to support the trip. They will be responsible for ensuring the safety of the students on the trip as well as being the point of contact between the student organization and the University.

2.8.10.4 Emergency Procedures

In the event of an emergency, the trip leader should:

Stop immediately and notify the proper law enforcement agency and/or emergency medical services (911). Call the Benedictine University Police at 630-829-6666 and notify them of the accident and notify the Dean of Students

2.8.10.5 Travel Participant Behavior

While traveling, participants are bound by University policies as stated in the Benedictine University Student Handbook, as well as applicable laws. Failure to abide by these policies and violations may subject participants and sponsoring organizations to University review and disciplinary action by to the Dean of Students Office.

Section 2.9: Financials

2.9.1 Funding Review Board:

The Funding Review Board offers registered student organizations an opportunity to receive funds for events for the fall and spring semesters. The Funding Review Board is a committee of students who review funding requests and allocate funding for registered student organization events. The Board is made up of 1 Programming Board

Executive Board Officer, 1 Student Senate Executive Officer and 3 members of registered student organizations. Funding Review Board members must withdraw from any requests for registered student organizations that they are a member of to avoid conflict of interest.

2.9.1.2 Funding Review Board Applicants

Students involved in a registered student organization can apply to be a member of the Funding Review Board by contacting the Assistant Director for Events and

Organizations. Applicants must fill out an application and will be interviewed. Applicants will be notified via email if they have received the position.

2.9.1.3 When applying for funding, a registered student organization should follow the below steps:

1. Fill out a Funding Request Form. Requests must be as detailed as possible and include quotes for all items. A detailed budget for the event must be provided. The event that funding is being sought for must have already been approved by the Assistant Director for Events and Organizations. Registered student organizations should consult the event planning guidelines to determine how far in advance they should apply for funding. The Funding Request form can be found at the following link: <http://www.ben.edu/student-life/student-activities/event-and-funding-request-form.cfm>
2. Attend the designated Funding Review Board Meeting and present to the Funding Review Board members.
3. If funding is allotted, original receipts must be provided for all approved expenses that are being reimbursed within 14 days. If original receipts are not submitted within 14 days of the event, the organization will forfeit the allocated funding.
4. Following the Event, an event evaluation must be submitted.

2.9.1.4 Funding Priority

- Events with the potential to attract a large interest from the general student body
- Events sponsored by multiple organizations
- Events that are also pulling from another funding source (registered student organizations have tried to raise some money towards the event)
- New, exciting event ideas that will enhance the student experience
- Traditional events with success that are bringing enhancement to previous years.

2.9.1.5 Criteria for Funding Review Board Funds:

- Requests for food will be limited to those that are critical to the purpose of the event. Food paid for by the Funding Review Board must be ordered through Dining Services.
- Events that generate revenue for charities will not be considered for funding. If a ticket fee is collected, the ticket fee should also cover the cost of the event with donations coming from at the door donations.
- Money collected from a ticket fee at events for the general student body, should be allocated to cover some of the event expenses or to keep the ticket fee at a lower cost to the student.
- Requests for food at general body meetings will not be considered for funding.
- Requests for t-shirts for members of registered student organizations will not be considered for funding.
- Only registered student organizations can apply for funding.

2.9.2 Fundraising:

Money collected from registered student organization fundraisers will be deposited into the University fundraising account designated for registered student organizations. Following a fundraiser, registered student organizations should set up a meeting with the Office of Student Activities so that funds collected can be deposited.

Registered student organizations will receive a receipt after the money is deposited. Registered student organizations seeking reimbursement must present original receipt and documentation. Registered student organizations wishing to hold a fundraiser must fill out an event request form and follow the same process for event approvals.

2.9.2.1 Bake Sales and Food Sales:

There is a limit of two food or bake sales per week. Each Organization can have one food and one bake sale a semester.

2.9.3 Outside Bank Accounts:

Registered student organizations are not permitted to associate Benedictine University with an outside bank account in any manner, either directly or indirectly.

2.9.3.1 Registered student organizations are not allowed to open their own bank account or deposit funds in an outside bank account.

2.9.3.2 All funds raised must be deposited in the University fundraising account designated for student organizations.

2.9.3.3 Violations of this provision will be referred directly to the Dean of Students for disciplinary action.

2.9.4 Donations:

Registered student organizations that would like to seek a donation must submit a Donation Request Form online. When seeking approval for donation requests, the donation request and the purpose of the donation must be specified. All donation requests are sent to the University Development Office for review and approval. The Office of Student Activities will follow up with the registered student organization via email notifying them of approved and denied requests. After receiving a donation, it is the registered student organizations responsibility to notify the Office of Student Activities of all donations received.

- 2.9.4.1** No registered student organization has the exclusive right to solicit to a specific business
- 2.9.4.2** No solicitation is allowed prior to approval
- 2.9.4.3** Solicitation of donations is limited to events and fundraisers. Donations cannot be sought for General Body Meetings.
- 2.9.4.4** The Donation Request form can be found at the following link: https://benu.formstack.com/forms/donation_request_form

2.9.5 Donations to Outside Organizations:

Registered student organizations that raise fund for an outside charitable organization must receive prior approval from the Assistant Director for Events and Organizations.

- 2.9.5.1** The organization that will receive the donation must be a non-profit organization and the organizations name and information must be specified on the completed event request form. Funds raised must be deposited into the University fundraising account designated for

registered student organizations so that proper documentation can be made and a University check can be cut to the selected non-profit organization. Registered student organizations must provide the following: a letter (specifying the donation, its purpose, the amount and who it was raised by), a contact person for the organization, mailing address and W-9.

2.9.6 Reimbursements and Expense Reports:

Student groups that need reimbursement from their fundraising account must provide the following documentation:

- Email from Advisor acknowledging the reimbursement is approved.
- Original itemized receipt stapled to a sheet of paper
- Name, ID number, e-mail, reason for reimbursement and organization name and flyer of event/meeting for reimbursement
- Tax will not be reimbursed. A tax-exempt letter should be used.

Section 2.10: Marketing

2.10.1 Posting Policy:

The University has various methods to publicize community events. In addressing Postings, materials must adhere to the specific guidelines below. The posting policy is reference directly from University policy.

POLICY RELATIVE TO POSTING PUBLICITY ANNOUNCEMENTS

1. Announcements of general interest to faculty, staff and/or the student body of the University by academic units, University departments and/or student organizations are the only type of material (s) permitted. Outside agencies must advertise via the Candor. The Academic and Career Enrichment Center will distribute Job opportunity announcements. All announcements must meet the educational goals and promote the mission of the University.
2. Student organizations that wish to post publicity announcements must first secure an approval from the Student Engagement and Experience Center staff.
3. Academic units and University departments are permitted to post without approval.
4. All announcements require the name of the academic unit, department, or organization, and the name and phone number of a contact person. The posting will be limited for three weeks.
5. The only two acceptable means of posting announcements on the bulletin boards is either by using pushpins or by stapling. Taping is not allowed.
6. The posting of University publicity announcements is limited to the following designated areas:
 - a. Kindlon Hall: (1) ONLY ON THE ONE BULLETIN BOARD - NW entrance
 - b. Birck Hall: (2) on each of the two bulletin boards: NW entrance & by Rm 232
 - c. Residence Halls: RA posting in residence halls. Please distribute to Residence Life.
 - d. The weekly calendar bulletin board located in the BenUnion Underground
7. Publicity announcements may not be placed on glass doors, windows, access doors to buildings, and/or any walls.
8. Rice Center publicity needs to be taken to the Athletic office for posting.
9. Table tents are limited to: Bennys or Goodwin 2nd floor.
10. Chalking sidewalk areas to promote activities must be in accordance with established posting policies. Only ground level areas may be chalked. The chalk should be removed by the organization within one week if the chalking does not wash away in the rain
11. Banners must be reserved with the Student Engagement and Experience Center staff. These locations will be in Kindlon Atrium, Krasa Presentation Room windows and Coal Ben.

Note:

Any announcements found in violation of this policy will be removed and discarded. In those cases where inappropriately placed material has caused damage to painted surfaces or other places, the organization/department placing such on campus will be assigned according to the cost by Facilities for the repair work needed.

2.10.2 Social Media Policy:

The Office of Student Engagement and Experience acknowledges the use of social media platforms by registered student Organizations. Registered Student Organizations that create and utilize a social media account must attest to understand the responsibility of the usage on their platforms. Student Organizations and their members must understand that they are a constant representation of Benedictine University, the Office of Student Engagement, their specific registered student organization, and themselves at all times. Registered Student Organization's or their members who are found by third parties or Benedictine University to have inappropriate or offensive behaviors in social media platforms may be subject to removal from the organization, the organization being moved to inactive status or other disciplinary action. Examples of inappropriate or offensive behaviors include but are not limited to the following:

- Posting photos, videos, or comments showing the personal use of alcohol or drugs.

- Posting photos, videos, or comments that are of a sexual nature.
- Using inappropriate or offensive language in comments, videos, and other postings.
- Using or posting threats of violence and/or derogatory comments.
- Posting photos, videos, or comments that undermine the Mission, Vision, and Destination statements of Benedictine University or the Department of Student Engagement.
- Postings that harass, threaten or intimidate other students, faculty or staff at Benedictine University and that violate standards of honesty and ethical relationships.

The University is currently reviewing the social media policy relating to student organizations.

Section 2.11: Demonstrations

Persons planning a demonstration should meet with the Dean of Students or their designee to discuss arrangements for the event. The Chief of University Police, in consultation with University officials, will determine the point at which the normal operations of a specific building or area are disrupted. The demonstrators will be informed specifically how they may continue their demonstration in a manner which is not disruptive. If the above described internal measures fail to achieve the desired results, the University reserves the right to ask for the assistance of civil authorities. Any student in a disruptive demonstration

may be arrested and may be suspended pending formal action consistent with the University conduct system. Any person not officially associated with the University who is participating in a disruptive demonstration will be arrested and maybe prosecuted. Just as Benedictine University expects the members of its community to abide by the above regulations, it likewise expects that any action taken to enforce compliance with regulations or prevent prohibited activity should be appropriate. The University expects all persons to comply with the directions of an authorized official.

Section 2.12: Conduct

The expectations of student conduct are set forth in the Student Handbook, the terms of which apply to all activities associated with Registered Student Organizations. Consistent with the Student Handbook, members of student organizations must abide by all University policies and accept four main responsibilities: one's education, as well as duty to self, colleagues and community, and to the University. Members of student organizations represent themselves, their organization and the University in all aspects of their conduct. Participation in a Registered Student Organization as a member or student leader is a privilege extended by the University. As such, those privileges can be modified or removed for specific violations of University policy.

2.12.1 Members of Registered Student Organizations

Each member of a student organization is accountable for his or her own conduct through their participation in the organization. Respect, honesty, integrity and ethical practices are expected from individual members. Theft, vandalism, disruption and harassment are not tolerated. Members are subject to code of conduct violations under the Student Handbook, which may include inappropriate actions, statements or activities associated with their participation in the student group. Conduct violations will be managed consistent with the Student Handbook, and sanctions may include eliminating a student's ability to participate in meetings, events and activities of Registered Student Organizations. As part of the responsibility to colleagues and community articulated in the Student Handbook, individual members are expected to appreciate that their actions may also negatively impact their organization.

2.12.2 Executive Board Members

Leadership in a student organization as a member of an Executive Board is special position of responsibility. In addition to the expectations set forth for all members, student leaders are expected to represent themselves professionally and appropriately at all times in every aspect of their roles, including communication with faculty, staff and peers, observation of policies and procedures related to recruitment, event planning and treatment of University resources, and the handling of organizational funds. Failure to demonstrate respectful conduct and willful violations of policy will be referred for disciplinary action pursuant to the Student Handbook. Sanctions for code of conduct violations may include, but not be limited to,

discontinuation of leadership roles in student organizations. In addition, the actions of student organization leaders may result in a referral of the organization to the SORC for investigation and possible action against the student group.

2.12.3 Group Conduct

Every student organization on the Benedictine University campus is expected to support and further the mission and values of the University and represents the University name and brand. Statements, activities and practices by one or more members that are inconsistent with the University mission or cause damage to the University's reputation will not be tolerated. Such activities include:

- Violence or threat of violence directed at any person or group
- Unauthorized demonstrations and protests
- Defamatory statements, postings or displays
- Disruption of any University-sponsored activity or event
- Inappropriate or harassing language, use of symbols, writings or social media activity
- Discriminatory practices, hazing or harassment directed at any individual or group
- Unapproved use of alcohol at a group-sponsored activity
- Willful violations of University financial policies or unauthorized use of organizational funds

In addition to conduct procedures pursued against individual students under the Student Handbook, student organizations are subject to disciplinary review and consequent action. In the event group conduct that creates an imminent threat of harm, the Dean of Students is empowered to take immediate action to protect individuals and/or University property or reputation, including disciplinary actions against individual students and the organization itself.

2.12.4 Review of Group Conduct

Actions of a student organization considered potentially harmful to the institution or others, but do not pose an immediate threat may be referred to the Student Organization Review Committee (SORC) for the purpose of determining whether the student organization should

Section 2.12: Conduct (cont.)

remain active. When SORC receives a referral of this kind it shall convene for the following purposes:

- Identify one or members to lead a review of possible violations of the Registered Student Organization Manual into the events and circumstances alleged. The Dean of Students will recuse himself or herself from the review process.
- Determine the scope of the review, including identification of policies that may have been violated as well as individuals or records that are relevant to the review.
- Serve as finders of fact with respect to the allegation or referral.
- Complete a written report of the events and circumstances, including a finding of responsibility for policy violations and a recommendation for any actions to be taken against the student organization. The report will be submitted to the Dean of Students for action.

2.12.5 Dean of Students Review

- The Dean of Students will review the report provided by SORC and is empowered to use discretion in determining any action to be taken against the organization. The Dean may:
 - Accept the recommendation as written
 - Modify the recommendation
 - Decline to action on the recommendation

The Dean will communicate with the President of the student organization with the result of his decision.

2.12.6 Right of Appeal

The student organization has the right to submit a written appeal of the Dean of Students decision to take disciplinary action against the organization to the Chief Engagement Officer within 5 business days of the Dean's communication

Section 2.13: Resources

2.13.1 Event Planning Guide and Tips:

2.13.1.1 Develop Goals and Objectives

- What type of event will this be?
- What is the purpose of this event and does it fall within our mission?
- What is the desired outcome of this event?
- Who is the intended audience?
- What value does this event bring?

2.13.1.2 Plan the Event

- Submit an Event Request form online. Be as detailed and specific as possible.
- Plan your event as far in advance as possible
- Detail out your needs, costs and budget for the event.
- Consider how you will pay for the event (fundraising, apply for funding, donations or ticket sales).
- What are your event Needs? Be sure to specify this on your Event Request Form.

- Audio Visual (Sound System, projector and screen, etc.)
- Facilities (tables, chairs, stage, pipe and drape, etc.)
- Food Order
- Online registration page
- Donations (fill out the donation request form online)
- Outside Vendors or DJ (work with Assistant Director of Events and Organizations on necessary paperwork)

- Is this a free event for attendees or is there a cost to purchase a ticket?
- If needed, have you secured your Faculty/Staff supervisors for the event?
- Larger events will require a planning meeting with the Assistant Director of Events and Organizations.
- Once you receive an event approval email from the Assistant Director of Events and Organizations you can move forward

2.13.1.3 Marketing

- How will you advertise your event to make it successful?
- Request printed flyers and a banner through the Assistant Director of Events and Organizations.
- Have flyers stamped for approval by the Assistant Director of Events and Organizations.
- Post on Social Media

2.13.1.4 Event

- Create a time line for the order of tasks and activities relating to the event.
- Confirm any last-minute details and event in the week leading up to the event.
- Delegate event tasks and responsibilities
- Enjoy your event! You put a lot of hard work and planning into it!

2.13.1.5 Evaluate and Wrap Up

- Submit the Event Evaluation Form with 7 days of the completion of your event.
- Turn in event funds for deposit into the University Account to the Assistant
- Director for Events and Organizations.
- Turn in and complete any necessary tasks such receipts, reimbursements, thank you letters, etc.

2.13.2 Constitution and Bylaws Template

A constitution is the fundamental principles that guide and govern an organization. Bylaws are more specific and detail procedures that the organization must follow. The Constitution and Bylaws must stay current and be reviewed yearly. The constitution and Bylaws must also be consistent with the University's mission, vision, values, policies and procedures.

Below is a sample:

Student Organization Model Constitution Completed Sample

This model constitution is provided by the Student Activities office to assist your student organization in creating a constitution which meets the standards for official recognition consistent with the Benedictine University Student Organization Handbook. This information does not represent the completed constitution of an officially recognized organization. The specific provisions of this model are examples; student organizations may create their own provisions and standards that are different from those represented here, provided that any language identified as required by the Student Organization Model Constitution Instructions is included.

Career Club

July 1, 2020

ARTICLE I – Organization Name and Mission

- 1.1 The name of this organization shall be the Career Club.
- 1.2 This organization's mission shall be to sustain a community of students interested in enhancing career information, education and opportunity for all Benedictine University undergraduate students in collaboration with University staff and partners.
- 1.3 The organization's mission supports the Benedictine University mission by helping students identify and pursue opportunities that further their personal discovery of meaning and purpose and help shape their lives as informed citizens, ethical workers and community members committed to the common good.

ARTICLE II - Objectives

- 2.1 The objectives of the organization shall be:
 - 2.1.1 To promote the career discovery and development opportunities and support systems available to students through University service offices, faculty and staff.
 - 2.1.2 To collaborate with other student organizations to help connect students with information and opportunities to further their exploration of career options, networking skills and professional education.
 - 2.1.3 To advocate for the development of a unique career education curriculum and service model to help ensure the success of every Benedictine University graduate.
- 2.2 The vision of this organization is to sustain a community of students working in partnership with faculty and staff to provide an intentional, engaged and values-based career education model that furthers students' education by connecting them with practical opportunities leading to meaningful, informed career choices.

2.13.2 Constitution and Bylaws Template (cont.)

ARTICLE III – Observance of University Policies

3.1 Non-discrimination

In administering its affairs, Benedictine University does not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, age, disability, military or veteran status, marital status, citizenship, or any other characteristic protected by applicable law. The laws applicable to Benedictine University include constitutional and statutory protections of the University's rights as a religiously sponsored institution.

3.2 Accessibility

The University is also committed to providing all of its students, faculty, staff and visitors with reasonable access to its programs, events and facilities. To this end, and in compliance with the Americans with Disabilities Act of 1990, the University has made and continues to make modifications to its facilities and programs to provide access for individuals with disabilities.

3.3 Hazing

Hazing of any person by a campus organization or another person is prohibited. Benedictine University prohibits conduct by an individual, organization or group affiliated with the University that is in violation of the Illinois Hazing Act, or any hazing activity which threatens a person's rights of self-respect, which disrupts community life, or which encourages the violation of local, state or federal law, or Benedictine University policies and procedures.

ARTICLE IV - Membership

4.1 Official membership in this organization requires the following:

4.1.1 Members and officers must be enrolled students at Benedictine University.

4.1.2 Members must attend 2/3 of monthly meetings each semester.

4.1.3 Members must participate in one sponsored program each semester.

4.1.4 Members must create and maintain a student profile in the Grad Leaders program through the Academic and Career Enrichment Center.

4.2 An official membership roster will be maintained by the Secretary of this organization and submitted to the Student Activities Office each semester as required by the Student Organization Handbook.

4.3 Students who do not fulfill membership requirements during the course of a semester will be removed from the membership roster submitted for the following semester.

ARTICLE V – Officers

5.1 The executive board of this organization will include a President, Vice President, Secretary, Treasurer and Public Relations Officer.

5.2 Duties of Officers

5.2.1 President

2.13.2 Constitution and Bylaws Template (cont.)

The President shall serve as presiding leader of the organization and shall:

- 5.2.1.1 Lead all Executive Board meetings and discussions
- 5.2.1.2 Create the general body agenda
- 5.2.1.3 Serve as the chief liaison to the Student Activities Office for purposes of organizational compliance with University procedures
- 5.2.1.4 Represent the organization at Leadership Council, or appoint a designee to do so
- 5.2.1.5 Serve as chief communicator with any member of the University faculty or staff on behalf of the organization
- 5.2.1.6 Meet with the Advisor at least once each semester
- 5.2.1.7 Secure the annual Advisor commitment as required under this constitution

5.2.2 Vice President

The Vice President shall serve as the second officer of the organization and shall:

- 5.2.2.1 Assume the duties of the President in the event of absence, resignation or recall
- 5.2.2.2 Serve as presiding officer at general body meetings
- 5.2.2.3 Exercise authority for parliamentary procedures during general body meetings
- 5.2.2.4 Oversee the work of Standing Committees
- 5.2.2.5 Attend all Executive Board meetings
- 5.2.2.6 Meet with the Advisor at least once each semester

5.2.3 Secretary

The Secretary shall:

- 5.2.3.1 Circulate the official general body meeting agenda to active members
- 5.2.3.2 Record attendance of the membership at each general body meeting
- 5.2.3.3 Maintain the roll of official membership and transmit to member record to the Student Activities Office each semester
- 5.2.3.4 Record minutes of general body meetings and maintain an archive of minutes
- 5.2.3.5 Circulate minutes of the prior general body meeting with the official agenda of the next meeting so that they may be reviewed by the membership prior to the meeting
- 5.2.3.6 Attend all Executive Board meetings

5.2.4 Treasurer

The Treasurer shall:

- 5.2.4.1 Track and report financial information of the organization consistent with Article IX of this constitution and the Student Organization Handbook
- 5.2.4.2 Oversee any fundraising activity of the organization and exercise responsibility for deposits and receipts

2.13.2 Constitution and Bylaws Template (cont.)

5.2.4.3 Work with Standing Committees to support any funding requests to the Funding Review Board on behalf of the organization

5.2.4.4 Report financial status of the organization to active members at least once per semester

5.2.4.5 Attend all Executive Board Meetings

5.2.5 Public Relations Officer

The Public Relations Office shall:

5.2.5.1 Create any publicity required by the organization and its committees

5.2.5.2 Submit publicity forms and documents to appropriate University offices as required for inclusion on the University's web page or other publicity materials

5.2.5.3 Maintain any social media on behalf of the organization consistent with the standards identified by the Student Activities Office

5.2.5.4 Create an annual report highlighting the organization's goals, activities and accomplishments by May 1

5.2.5.5 Attend all Executive Board Meetings

5.3 Election of Officers

5.3.1 Qualifications for Executive Board positions

To qualify for a position on the Executive Board:

5.3.1.1 Students must have been active members for a minimum of two semesters. Candidates for the office of President must have been an active member for at least two consecutive semesters.

5.3.1.2 Students must have a cumulative GPA of 2.5 at the time of application.

5.4 Term of office

The term of office shall be one academic year, or the portion of the academic year ending with the spring semester, depending upon the time of election to the office.

5.5 Election process

5.5.1 The date of Executive Board elections and the specific process by which elections are conducted shall be determined by the existing Executive Board membership in consultation with the Advisor.

5.5.2 A minimum of two weeks' notice must be provided to the membership prior to voting.

5.5.3 Members must complete and submit an application for the office in which they are interested and make themselves available for an interview.

5.5.4 The Advisor will verify those members who qualify for the ballot.

5.6 Voting details

5.6.1 Voting shall take place at the last regularly scheduled or special meeting of the spring semester.

5.6.2 Voting shall take place by secret ballot.

5.6.3 A plurality vote of members present will be sufficient to elect an Executive Board officer.

2.13.2 Constitution and Bylaws Template (cont.)

5.7 Transition of Officers

Officers whose terms expire at the end of the spring semester are expected to meet with their successor and assist with the transition of the office, including sharing of any documents, passwords and other information required for the performance of duties of the position.

5.8 Resignation of Officers

- 5.8.1 Any officer may resign his or her position by submitting written notification to the Executive Board and Advisor. The writing should state the reasons for resigning from the office.
- 5.8.2 Upon receiving the notice of resignation, the Advisor shall make a good faith effort to meet with the individual to discuss the matter. The officer may withdraw the resignation as a result of that conversation, or the Advisor may accept the resignation as final. However, if the officer does not respond to the Advisor's meeting request the resignation shall be accepted as final.
- 5.8.3 An announcement of the resignation shall be made to the membership at the next regularly scheduled general body meeting.
- 5.8.4 In the event of the resignation of the President, the Vice President shall automatically assume the office of President.
- 5.8.5 In the event of any position other than President, the Executive Board, with the consultation of the Advisor, shall determine and announce a process by which election of a replacement officer shall occur.

5.9 Recall of Officers

- 5.9.1 Officers are subject to recall for malfeasance in office. Malfeasance shall be defined as:
 - 5.9.1.1 An inability to perform the requirements of the office
 - 5.9.1.2 Willfully disobeying rules and regulations governing student organizations
 - 5.9.1.3 Breaching the Student Code of Conduct
 - 5.9.1.4 Mismanaging club funds
- 5.9.2 Any member of the organization may initiate a petition to recall an officer. The petition must contain the signatures of at least 20% of the active membership and shall be submitted to the Advisor.
- 5.9.3 Upon receipt of the petition, the Advisor shall schedule a meeting with the officer subject to the recall. As a result of that meeting:
 - 5.9.3.1 The officer may choose to submit a resignation under the terms of Article V, Section D of this constitution, or;
 - 5.9.3.2 The office may choose to challenge the recall petition at the next general body meeting.
 - 5.9.3.3 In the event that the officer does not respond to the Advisor's meeting request, the position shall be deemed vacated and arrangements for an election of a new officer will be allowed to proceed.
- 5.9.4 Should the officer choose to challenge the recall petition, a hearing will be conducted at the next regularly scheduled general body meeting.
 - 5.9.4.1 A member of the organization supporting the petition is allowed 10 minutes to present evidence in support of the recall. Additional time may be requested and granted by the Vice President.

2.13.2 Constitution and Bylaws Template (cont.)

- 5.9.4.2 The officer subject to recall is allowed 10 minutes to present evidence and/or explanation in response to the petition. Additional time may be requested and granted by the Vice President.
- 5.9.4.3 The member supporting the petition is allowed 5 minutes in rebuttal. Additional time may not be requested.
- 5.9.4.4 Following the presentation of evidence, a motion for a secret ballot will be requested and approved by majority vote.
- 5.9.4.5 Members will vote by secret ballot. A 2/3 majority of those present and voting is required to remove an officer from the Executive Board. If approved, the recall shall be effective immediately.

ARTICLE VI – Advisor

- 6.1 This organization will be guided by a full-time faculty or staff member who has agreed to serve as the Advisor to the organization.
 - 6.1.1 The organization is responsible for seeking a new advisor in the event of a vacancy and reporting changes to Student Activities.
 - 6.1.2 The organization is responsible for securing a commitment from the faculty or staff advisor on an annual basis prior to the end of the spring semester.
 - 6.1.3 The duties of the advisor are outlined in the Student Organization Handbook. Special duties of the Advisor are articulated in this document.

ARTICLE VII – Meetings

- 7.1 This organization shall meet at least three times per semester. Meeting days, times and locations shall be communicated to members by September 1 for the fall semester and February 1 for the spring term.
- 7.2 The Vice President shall manage the agenda of general body meetings and shall serve as the parliamentary officer.
- 7.3 The agenda of the general body meeting shall be sent to active members in advance of the meeting or posted in a location accessible to active members.
- 7.4 The official meeting agenda shall include:
 - 7.4.1 Call to Order
 - 7.4.2 Roll Call (or meeting roster)
 - 7.4.3 Approval of Minutes
 - 7.4.4 Special Orders

This section of the agenda is reserved for election of officers, recall processes, guest presenters or other specific business items identified by the Executive Board.

 - 7.4.5 Executive Officer Reports
 - 7.4.6 Committee Reports
 - 7.4.7 Old Business
 - 7.4.8 New Business
 - 7.4.9 Adjournment

2.13.2 Constitution and Bylaws Template (cont.)

- 7.5 Meeting minutes shall be taken by the Secretary and maintained as part of the organization's official record. Minutes of the previous meeting will be sent to active members and Advisor no less than 24 hours prior to the subsequent general body meeting.

ARTICLE VIII – Committees

- 8.1 Standing committees of this organization include:
- 8.1.1 Events Committee
 - 8.1.2 Membership Committee
 - 8.1.3 Speaker Committee
- 8.2 Special Committees
- 8.2.1 Ad Hoc or special committees may be formed by a motion and a majority vote of active members voting at a general body meeting.
 - 8.2.2 The Vice President shall define the scope and timeline of any special committees.
- 8.3 Committee Chairs
- 8.3.1 Committee Chairs will be appointed by the Executive Board based upon criteria and processes the Executive Board has established and publicized in writing.
 - 8.3.2 Appointment criteria shall be reviewed at least annually.
- 8.4 Committee Meetings
- 8.4.1 Committees shall meet at least monthly, unless excused by the Vice President.
 - 8.4.2 Committees will provide a report to the membership at each general body meeting.

ARTICLE IX – Finances

- 9.1 This organization will abide by the guidelines, policies and procedures established by the Benedictine University Business and Finance office, as specified in the Student Organization Handbook.
- 9.2 The Treasurer of this organization is vested with the responsibility to track and report financial information of the organization as well as to work with University officials to deposit and expend funds according to official policy.
- 9.3 This organization may engage in fundraising activity consistent with University policy.

ARTICLE X – Incorporation Clause

This organization acknowledges that its ongoing recognition and activities are subject to the terms and conditions specified in the Benedictine University Student Organization Handbook. This organization understands that official recognition may be revoked for conduct of its members or activities of the organization that are inconsistent with the expectations outlined in the Student Organization Handbook, the University's Student Handbook or governed by state and federal law.

2.13.2 Constitution and Bylaws Template (cont.)

ARTICLE XI – Amendment Process

- 11.1 Process for amending the constitution
 - 11.1.1 Any member may request an amendment to this constitution by submitting a written request to the Executive Board. The member must submit draft language of any amendment for consideration in order for the Executive Board to act upon any request.
 - 11.1.2 The proposed amendment will be reviewed by the Executive Board at its next available meeting.
 - 11.1.3 In order to be placed on the agenda of a general body meeting, a majority of the Executive Board must support the proposed amendment.
 - 11.1.4 If supported, the Executive Board will place the amendment on a general body meeting agenda for discussion. A motion may be made to table the discussion for the next general body meeting. A vote to approve the amendment is not allowed at the same meeting where it is first discussed.
- 11.2 Vote required

The amendment may be approved at a subsequent general body meeting with a vote of 2/3 of members present in support of the amendment.
- 11.3 The amendment shall become effective at the beginning of the following academic year unless a motion is made and approved by a 2/3 vote to modify the effective date.

2.14.1 Student Organization Proposal Form

A constitution is the fundamental principles that guide and govern an organization. Bylaws are more specific and detail procedures that the organization must follow. The Constitution and Bylaws must stay current and be reviewed yearly. The constitution and Bylaws must also be consistent with the University's mission, vision, values, policies and procedures.

Student Organization Proposal Form

Proposed Organization Name*

Organization Category*
Academic/Pre-Professional Service Social Cultural/Religious

Organization Mission*

Founder Name*
First Name Last Name

Founder Email*

Founder Phone*

Founder Year in School*

Add Additional Founders?
Select the number of additional founders whose information you wish to add.

Advisor Name*
First Name Last Name

Submit Form

Online: <http://www.ben.edu/student-life/student-activities/start-a-club.cfm>

2.14.2 General Body Meeting Request Form

General Body Meeting Request Form

Meeting Title		Sponsoring Student Club/Organization	
<input type="text"/>		<input type="text"/>	
Contact		Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Name	Last Name	Advisor Name	
<input type="text"/>		<input type="text"/>	
Email		What building would you like to reserve your meeting in?	
<input type="text"/>		<input type="text"/>	
Estimated Meeting Attendance		Beginning time of meeting	
<input type="text"/>		<input type="text"/>	
What room would you like to reserve within your requested building (please provide TWO options)		Select your meeting frequency	
<input type="text"/>		One-time	
End time of meeting		Weekly	
<input type="text"/>		Every other week	
Beginning Date		Other:	
<input type="text"/>		<input type="text"/>	
End Date		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
If monthly or specific dates, please list the specific dates requested:			
<input type="text"/>			
If you have any specific needs for your meeting, please list them here:			
<input type="text"/>			

Allow 7 days for Processing

Submit Form

Online: <http://www.ben.edu/student-life/student-activities/general-body-meeting-request.cfm>

2.14.3 Event and Funding Form

Event and Funding Request Form

Organization Information

Organization Name *

Contact Person *

Contact Email *

Contact Phone

Requester (if different than Contact Person)

Requester Email (if different than Contact Email)

If you are collaborating with another student organization, University Department or another group please specify below along with a contact for the co-sponsor:

By checking this box, I acknowledge that I have discussed this event with our organization's advisor and that they have confirmed their attendance for the entirety of this event. *

☐ Yes

Type of Request *

☐ Event Request ☐ Fundraising Event Request ☐ Funding Review

Submit Form

Online: <http://www.ben.edu/student-life/student-activities/event-and-funding-request-form.cfm>

2.14.4 Non-Event Fundraising Form

Non-Event Fundraising Form					
Organization Name <input type="text"/>	Contact Person <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>First Name</td><td>Last Name</td></tr></table>	<input type="text"/>	<input type="text"/>	First Name	Last Name
<input type="text"/>	<input type="text"/>				
First Name	Last Name				
Contact Email <input type="text"/>	Contact Phone <input type="text"/>				
Requester (If different than contact person) <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>First Name</td><td>Last Name</td></tr></table>	<input type="text"/>	<input type="text"/>	First Name	Last Name	Requester Email (If different than contact email) <input type="text"/>
<input type="text"/>	<input type="text"/>				
First Name	Last Name				
Have you discussed this fundraiser with your Organization's Advisor and do they support it? <input type="radio"/> Yes <input type="radio"/> No	Advisor Name <input type="text"/>				
Fundraiser Information: Type of Fundraiser <input type="radio"/> Bake Sale <input type="radio"/> Food Sale <input type="radio"/> Restaurant Fundraiser <input type="radio"/> Other: <input type="text"/>	Name of Fundraiser <input type="text"/>				
Please provide a description of the fundraiser (include purpose, goals, and details) <div><input type="text"/></div>					
How does this fundraiser relate to your organizations mission and how will it enhance campus life? <div><input type="text"/></div>					

Online: https://benu.formstack.com/forms/nonevent_fundraising

2.14.5 Donation Request Form

Donation Request Form Student Organizations			
Student Organization/Club *		Advisor *	
<input type="text"/>		<input type="text"/>	
Name of Person Filling out Form *		Email of Person Filling out Form *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Name	Last Name		
<p>Please fill out all fields below specifying donation requests and its purpose. Once this form is submitted, it will be sent to the Development Office for approval. You will receive an email from kbuell@ben.edu confirming which donation requests have been approved along with approval to move forward to seek donations. A list of all received donations must be emailed to kbuell@ben.edu.</p>			
Business/Vendor Name 1 *		Business/Vendor Address *	
<input type="text"/>		<input type="text"/>	
		Address Line 1	
		<input type="text"/>	
		Address Line 2	
<input type="text"/>		<input type="text"/>	<input type="text"/>
City		State	ZIP Code
Event/fundraiser/purpose of the donation request *		Requested donation *	
<input type="text"/>		<input type="text"/>	
Business/Vendor Name 2		Business/Vendor Address 2	
<input type="text"/>		<input type="text"/>	
		Address Line 1	
		<input type="text"/>	
		Address Line 2	
<input type="text"/>		<input type="text"/>	<input type="text"/>
City		State	ZIP Code
Event/fundraiser/purpose of the donation request 2		Requested donation 2	
<input type="text"/>		<input type="text"/>	

Online: https://benu.formstack.com/forms/donation_request_form

2.14.6 Tabling Request Form

Tabling Request Form	
Organization Name <input type="text"/>	Contact Person <input type="text"/> First Name Last Name
Contact Email <input type="text"/>	Contact Phone <input type="text"/>
Requester (If different than contact person) <input type="text"/> First Name Last Name	Requester Email (If different than contact email) <input type="text"/>
Have you discussed this fundraiser with your Organization's Advisor and do they the support it? Yes No	Advisor Name <input type="text"/>
Type of Tabling Recruitment Tabling Event Tabling	
Please provide a description of your tabling request (outline of recruitment efforts, event being advertised, are advance tickets being sold at the table, specify any swag or food that might be given away at the table) *Food will require the Food Waiver to be completed <input type="text"/>	
*1 table and 4 chairs will be provided per tabling session.	
Tabling Date <input type="text"/>	Tabling Backup Date <input type="text"/>
Start Time <input type="text"/>	End Time <input type="text"/>
Additional time required for set-up/clean up? Yes No	
Building/Location <input type="text"/>	Room/Location <input type="text"/>
<input type="button" value="Submit Form"/>	

Online: https://benu.formstack.com/forms/tabling_request_form

2.14.7 Event Evaluation Form

Event Evaluation Form

Event Information

Name of Organization *

Name of Person Completing Evaluation *

Event Date/Time *

Name of Event *

Email *

Event Location *

Did the organization's advisor participate in the event planning process? *

Yes No

Did the organization's advisor attend the event? *

Yes No

Event Attendance

Organization Member Attendance

BenU Student Attendance

Public Attendance

Total Attendance *

Was any revenue/donations generated by the event? *

Yes No

Event Evaluation

	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree	N/A
The program goals were fulfilled.						
The program helped the organization achieve its mission.						
The location of the program was adequate.						
The time allocated for the program was adequate.						
The event was advertised well.						
The audience responded well to the program.						

What were the most successful parts of this event? *

What elements would you change about the event? *

Would you host an event like this again? *

Yes No

[Submit Form](#)

Online: <http://www.ben.edu/student-life/student-activities/event-evaluation-form.cfm>

2.14.8 Travel Request Form

Student Organization Travel Registration Request Form

Student Organization:

Date(s) of travel:

Does this include overnight travel: Yes No

Does the overnight travel include hotel? Yes No

Location of overnight accommodations:

Purpose/Description of Travel:

Specific Travel Plans:

Student Group Representative and Phone Number?

List of students traveling:

Is the Advisor traveling with the students? Yes No

Signature of Advisor:

All students traveling must abide by the University Student Handbook, fill out the student travel form and attend the travel orientation. In case of emergency, student should contact Marco Masini by calling University Police (630-829-6122) and asking for Marco Masini.

2.14.9 Student Travel Contact Form



Benedictine University

Student Travel Contact Form:

All off-campus overnight events require each student to sign this form containing information regarding contact information, both emergency and place of travel.

* The Benedictine faculty or staff member supervising the trip will be responsible for all forms.

Student Travel Information

Student's Name: _____

Event: _____

Location: _____

Date(s) of Travel: _____

Contact Number(s): _____

Faculty/Staff Supervisor: _____

Emergency Contacts

Name: _____ Relationship: _____

Day Phone: _____ Evening Phone: _____

Name: _____ Relationship: _____

Day Phone: _____ Evening Phone: _____

Code of Conduct

Reflects the "Student Statement of Rights and Responsibilities"
Found in the Benedictine University Academic Planner and Student Handbook

Name: _____
Print

Date: _____

Signature

Section 2.15: Reference

2.15.1 Guest Speaker Policy

Benedictine University Guest Speaker Policy Revised Proposal, February 28, 2012

As an institution of higher learning, Benedictine University seeks to foster the rigorous intellectual development of its students through a lively exchange of ideas both inside and outside the classroom while providing opportunities for learning and growth to faculty, staff, and the wider community. As a Catholic institution, we are responsible for promoting disciplined reflection on the Catholic intellectual tradition and constructive engagement of that tradition with diverse ideas and perspectives. As a Benedictine institution, we strive to embody the vision of St. Benedict and his Rule by fostering the values of active listening, hospitality, and humility within our university community.

Our mission as a Catholic, Benedictine, liberal arts university requires that we entertain a full range of ideas on campus. We engage the wider culture in an open and unconstrained search for truth, and do not insulate our faith tradition from reasonable critique or from views contrary to Catholic teaching. We also celebrate our tradition and promote its core values. It is the university's responsibility to engage and debate views in conflict with its core values, so long as all partners in that debate are respectful of the persons whose views may differ markedly from their own. Our Benedictine heritage affirms the principle that passionate disagreement over ideas should never degenerate into attacks on the fundamental human dignity of one's intellectual adversaries. The challenge for the university is to remain faithful to all aspects of its mission, especially in those situations where various elements of that mission appear to be in conflict with each other.

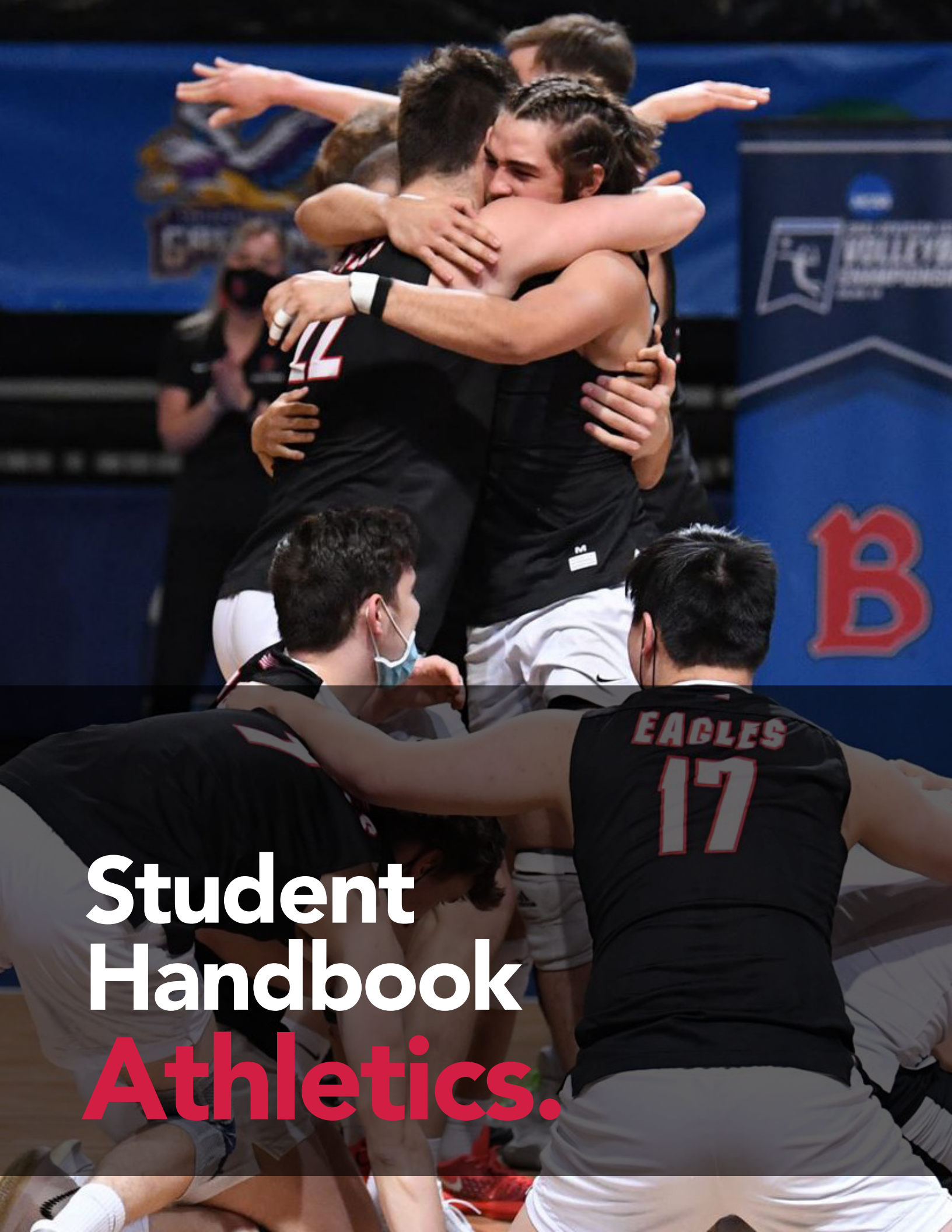
The following guidelines exist to assist the Benedictine University community in determining appropriate uses of University facilities and University sponsorship for events outside regularly scheduled classes such as guest speakers, presentations, films, political solicitations or programs, religious activities, and outside groups.

- Any event, speaker, or outside group must be sponsored by an academic department, officially recognized student organization, or administrative office of the University. The sponsoring entity must make an appropriate space reservation on campus, and schedule it in a way that minimizes conflict with other activities and events.
- As a tax-exempt organization, we are obliged to comply with government regulations that prohibit the support of particular candidates or political parties.
- The scheduling or sponsorship of an event, activity, or speaker does not imply approval or endorsement by the sponsoring group or Benedictine University of the views and opinions expressed at the event.
- If there is reason to believe that the presentation or event on University premises may pose safety problems, the Office of Student Engagement and/or the University Police may postpone it for an appropriate period so that security arrangements can be made.
- In the interest of a free exchange of divergent opinions, and to protect the academic freedom of faculty, the President or his designees reserve the right to require in certain cases (1) that a faculty member serve as the sponsor of the event, activity or speaker; and/or (2) that the event, activity, or presentation take place in a format (e.g., dialogue, debate, panel discussion, event series, etc.) that assures expression of varying viewpoints.

2.15.1 Guest Speaker Policy (cont.)

Invitations to speakers who have taken public positions in conflict with fundamental moral teachings of the Catholic Church should be cleared with the President's Office by the sponsoring party before any invitation is formally extended. Special care should be exercised in respect to presentations involving subjects such as abortion, euthanasia, embryonic stem cell research, and same-sex marriage. If the inviting party has reason to believe that a prospective invitee may have taken public positions in conflict with fundamental moral teachings of the Catholic Church, he or she should obtain the approval of the President's Office before any invitation is formally extended. Such invitations may be approved by the President's Office under the following criteria:

- If the event format provides for the Catholic position to be presented fairly and accurately; or
- If the speaker's topic is different from the area where his/her views are in conflict with Church teachings.



Student Handbook Athletics.

Athletics

Student Athletes are expected to adhere to Department of Athletics expectations and responsibilities outlined in but not limited to these policies and procedures. Failure to adhere to or violations of Department of Athletics General Policy can result in disciplinary action, including removal from participation in athletics at Benedictine University

3.1.1 Drug Policy

The Department of Athletics implements an extensive drug policy to promote a fair and equitable athletic competition without the use and/or abuse of banned substances. Along with adherence to the Department of Athletics drug policy, student-athletes are expected to adhere to the NCAA policy as it relates to banned substances. A student-athlete who tests positive or admits to the use of a banned substances can face disciplinary action, including suspension from athletics competition for a calendar year. A student-athlete is required to annually sign a drug testing consent form in which a student-athlete consents to be tested for the use of banned substances prohibited by NCAA Legislation.

NCAA Drug Testing Program

As a member of the NCAA, Benedictine University student-athletes may be subject to drug testing by the NCAA. A student-athlete that tests positive through an NCAA test is subject to suspension from participation in competition of that sport for a one (1) calendar year. A student-athlete seeking an appeal of an NCAA administered drug test is required to notify athletic administration at Benedictine of this desire to appeal. All appeals of a positive test administered by the NCAA will be submitted by the Department of Athletics on behalf of a student-athlete to the NCAA. Please refer to the NCAA Drug Testing Program website: <http://www.ncaa.org/sport-science-institute/ncaa-drug-testing-program>

Department of Athletics Drug Policy

Any student-athlete that is eligible for participation in NCAA athletically related activities is subject to adhere to the Department of Athletics Drug Policy. The Department of Athletics utilizes many methods to ensure the health and safety of its student-athletes through its drug policy.

Methods of Drug Testing. The following are methods and rational that would institute the Department of Athletics to administer a drug test to a student-athlete per the Department of Athletics Drug Policy.

1. **Random.** A student-athlete who has signed a drug-testing consent form and is currently on a team roster is subject to unannounced random drug testing. Student-athletes that are randomly chosen for drug testing will be selected at random by Drug-Free Sport. The Department of Athletics does not play a role in this random selection.
2. **Team Testing.** All members of an entire team may be subject to drug testing and may be notified of such by the Director of Athletics or their assigned designee.
3. **Pre-Season.** A student-athlete may be subject to drug testing and may be noticed of such by the Director of Athletics or their assigned designee prior to their first competition.
4. **Post-Season.** Any participant or team likely to advance to a post-season championship competition may be subject to drug testing and may be noticed of such by the Director of Athletics or their assigned designee prior to post-season competition taking place.
5. **Re-Entry.** A student-athlete who has had his or her eligibility to participate in the Department of Athletics may be required to undergo re-entry drug testing in order to regain their eligibility.
6. **Follow-Up.** A student-athlete who has returned to participation following a positive drug test may be subject to follow up drug testing. A drug test may be done unannounced at a frequency determined by the Director of Athletics or their assigned designee.
7. **Reasonable Suspicion.** The Department of Athletics also utilizes reasonable suspicion as a practice for their drug policy. Reasonable suspicion may be based on objective information as determined by the Department of Athletics. Objective information is documentation that is provided to the Department of Athletics by a University staff or faculty member or a person of law enforcement. Objective information may include but is not limited to the following:

3.1.1 Drug Policy (cont.)

- a. University, local, federal or state enforcement related to the use, possession or transfer of illegal substances or drug paraphernalia
- b. Observed possession or use of an illegal substance by a member of law enforcement or University staff or faculty
- c. Observed abnormal changes in appearance, conduct or behavior that appears to be caused by the use of an illegal substance

Notification, Reporting and Specimen Collection

Procedures. A student-athlete will be notified of and scheduled for a drug test by the Department of Athletics. Notification will occur no more than 24 hours prior to the drug test. Notification will consist of face-to-face meeting or a direct phone conversation by the Director of Athletics or their assigned designee. The Director of Athletics or their assigned designee will notify the student-athlete of the date and time to report for the drug testing and the student-athlete will sign a Drug Testing Notification Form. Failure to report for a drug testing by a student-athlete will be considered a positive drug test. The Director of Athletics or their designee will remain at the collection site until the student-athlete complete the specimen collection process. All specimen collections under this policy shall be observed collection. Any attempt to substitute, alter or manipulate a specimen collection will be considered a positive drug test.

Notification Reasonable Suspicion. A student-athlete that has been identified under reasonable suspicion has the ability to admit to the use of an illegal substance to eliminate the need of a drug test being administered. If a student-athlete under reasonable suspicion chooses to admit to use of an illegal substance, the student-athlete is subject to the same positive drug test sanctions as if they were to submit a drug test. A student-athlete that denies the use of illegal substances through being identified under reasonable suspicion will be subject to a drug test and may be subject to more stringent drug test sanctions if a positive test is produced.

Reporting Results. It is responsibility of all individuals involved to maintain confidentiality of the student-athlete in regard to reasonable suspicion determinations, ineligibility determinations, physical examinations and testing procedures as well as test results and sanctions,

except for disclosure required by this Drug Policy, other applicable University policies, and/or by law.

Positive Drug Test Sanctions. The first priority of the Drug Policy is the student-athlete's health, welfare, and safety. The Department's response to a positive drug test will be structured to address, identify, and treat the student-athlete's problems and concerns surrounding prohibited drugs and/or substances and/or abuse. The following sanctions are imposed for a positive drug test by a student-athlete.

First Positive Drug Test. A student-athlete who has a positive drug test will be informed by the Director of Athletics or their approved designee that a positive drug test has occurred. A student-athlete that has a positive drug test will be ruled ineligible for 10% of athletic competitions in that sport based on the sport's maximum competition allotments per the NCAA.

Second Positive Drug Test. A student-athlete who has a second positive drug test during their participation at Benedictine University will be informed by the Director of Athletics or their approved designee that a second positive drug test has occurred. A student-athlete that has a second positive drug test will be ruled ineligible for 50% of athletic competitions in that sport based on the sport's maximum competition allotments per the NCAA. A student-athlete that has submitted a second positive drug test is subject to random drug testing throughout the duration of their participation in athletics and required to participate in a drug education as identified by the Department of Athletics.

Third Positive Drug Test. A student-athlete who has a third positive drug test during their participation at Benedictine University will be informed by the Director of Athletics or their approved designee that a third positive drug test has occurred. A student-athlete that has a third positive drug test will be ruled ineligible for one (1) full calendar year upon submission of a positive drug test. A student-athlete that has submitted a third positive drug test is subject to random drug testing and required to enter into a structured rehabilitation program as identified by the Department of Athletics.

Positive Drug Test Appeals Process. A student-athlete that tests positive for a drug test under the Drug Policy of the Department of Athletics will be entitled to an appeal

3.1.1 Drug Policy (cont.)

hearing with the Drug Policy Appeals Committee. The Drug Policy Appeals Committee is made up of members of the Benedictine University community as selected by the Director of Athletics. The following process is in place for a student-athlete who submits an appeal for a positive drug test:

1. A student-athlete that requests an appeal of a positive drug test must submit a written notification (electronic mail) to the Director of Athletics within 7 days following notification that the student-athlete had a positive drug test per the Drug Policy.
2. Once written notification has been received by the Director of Athletics, the Director of Athletics will assign an appeal hearing date, time and identify the members of the Drug Test Appeals Committee to the student-athlete through written notification.
3. Once an appeals hearing is set, a student-athlete must submit any supportive documentation or rationale regarding the positive drug test to the Director of Athletics within 48 hours prior to the appeals hearing.
4. Upon the date of an appeals hearing, a student-athlete will have the opportunity to have one support person in attendance for the appeals hearing. A student-athlete will have the ability to convey their documentation and rationale for testing positive for a drug test.
5. The Appeals Committee will take all information associated with the appeals hearing and render a decision. The results of an appeals hearing could include the following.
 - a. Substantial evidence that supports that a positive drug test occurred due to a medical history report that identifies use of a medication that could result in a positive drug test; which in result could render the student-athlete eligible though a positive drug test occurred.
 - b. Insubstantial evidence that supports that a positive drug test is upheld and that the suspension is intact for the duration of one calendar year.
 - c. The positive drug test is in question by the appeals committee and a student-athlete is subject to submit a new specimen for the drug test within 24 hours concluding the appeals hearing with results being verified for accuracy.

3.1.2 Alcohol Policy

The Department of Athletics is concerned about the damaging effects of alcohol and other drugs on the physical, mental, social, emotional, and intellectual well-being of our student-athletes. The use, misuse, and abuse of alcohol are recognized by the Department of Athletics to be a major deterrent to performance, health, and wellness in general. The following policies and procedures are intended to promote responsible decision-making and general awareness within the Department of Athletics, including student-athletes, coaching staff, administrators, and support staff. All regulations supported by the Department of Athletics are in accordance with university, local, state, and federal laws and policies. Participation in athletics is a privilege with responsibilities. The following defines the standards and expectations for conduct, specific to the student-athlete, related to the use of alcohol and other drugs:

1. It is unlawful for any person under the age of 21 to purchase, consume, possess, distribute, or sell alcohol in the state of Illinois.
2. It is unlawful to sell alcohol without a license to do so.
3. It is unlawful to alter or possess a formed or altered identification document (including driver's license, or state or university identification card).
4. It is illegal to give or sell alcohol to a person who is already intoxicated and/ or to any person under the age of 21.

Students should also be aware that in the event prosecution occurs inside or outside the university, applicable legal sanctions under state and/or federal law for unlawful possession and/or consumption of alcoholic beverages include fines or imprisonment. Alcohol education programs are conducted routinely at Benedictine University. Students experiencing difficulties with alcohol or drug use are encouraged to talk with a staff member in the Health Services Office, in the Office of Student Life, or with other members of the university staff.

Alcohol Sanctions

The following sanctions are in place if a student-athlete violates the Alcohol Policy as set forth and receives a university administrative citation from University Police.

1. First citation in one (1) academic year: Written warning from athletic administration.
2. Second citation in one (1) academic year: Four hours of community service.
3. Third citation in one (1) academic year: Immediate suspension for 10 percent of team's regular season contests, which may include postseason contest dates, and can carry over to the next season. If the student-athlete is a multisport participant, the suspension will continue into the next sport season. A student-athlete may not sign up for a sport for which they have not previously participated in order to fulfill their suspension. Attendance and participation at practice during the suspension period will be required.

Team Travel

No student-athlete, manager, student-coach, or student-trainer, while participating in a Benedictine University Athletic Department-sponsored activity (team meals, team practice, away trips, etc.), will be permitted to purchase, consume, possess, distribute, sell, or be under the influence of alcohol. Team travel is defined as a period of time starting with departure from campus to time of return or as released by the Head Coach. A student-athlete who violates any of the general local, state, or federal laws governing alcohol regulations or Benedictine University's regulations will be subject to disciplinary action.

Hosting Prospective Student-Athletes

Student-athletes serving as hosts for prospective student-athletes are not to take the prospect into any environment where alcohol is distributed in an uncontrolled manner. Consumption or possession of an alcoholic beverage in the presence of a prospective student-athlete during a campus visit is prohibited. A student-athlete who violates any of the general local, state, or federal laws governing alcohol regulations or Benedictine University's regulations will be subject to disciplinary action.

3.1.3 Sexual Discrimination Policy

This policy includes all forms of sexual discrimination, including sexual harassment, sexual assault, and sexual violence by a student-athlete. Any student-athlete who is involved in any form of sexual discrimination or named as a subject offender in a Title IX case at Benedictine University or in federal, state, or local law will be subject to immediate suspension from all association, participation, or inclusion

with the Department of Athletics until further investigation, clarity, and resolution has occurred by the Title IX Office or prosecuting individuals. Upon resolution taking place, the Department of Athletics will review all decisions prior to considering any reinstatement of a student-athlete back to the Department of Athletics.

3.1.4 Law Enforcement/Police Involvement Policy

the issue is resolved. Any student-athlete issued a citation or charged with a misdemeanor will be subject to appropriate penalties as deemed necessary by the Head Coach and/or Director of Athletics. Upon notification of any legal incidents involving a student-athlete, the Head Coach and the Director of Athletics will review with Student Life

as deemed necessary and appropriate. Student-athletes should be aware that more restrictive penalties may be handed down by Benedictine University staff, in addition to any penalties handed down by the Department of Athletics.

3.1.5 Anti-Hazing Policy

Hazing is not permitted at Benedictine University. The Department of Athletics does not condone behavior that constitutes hazing as it involves student-athletes. Hazing includes any activity done in connection with a sport or isolated to specific student-athletes or subgroups of student-athletes within the Department of Athletics. Hazing is anything recognized by the University and Department of Athletics that causes or is reasonably likely to cause another student to suffer bodily danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical harm, or significant degradation

or humiliation in fact results. Hazing might occur during initiation or pre-initiation into a student organization or sport, but is not limited to these time frames. Any individual who plans or intentionally assists in hazing activity has engaged in hazing, regardless of whether that individual is present when the hazing activity occurs. A student-athlete that violates the Anti-Hazing Policy is subject to immediate suspension from participation in athletics until the matter is investigated and resolution occurs.

3.1.6 Athletic Team Rule Policy

The Head Coach of your sport is the person most responsible for the total conduct of his/her specific sport within the authority defined by the NCAA, the Conference Affiliate, Benedictine University, and the Department of Athletics. Each Head Coach may set forth (in addition to the NCAA, the Conference Affiliate, Benedictine University, and the Department of Athletics rules), his/her own team rules (player appearance, training, curfew, conduct, etc.). All decisions directly related to a student-athlete and team performance (playing time, position, travel roster, etc.) are the province of each Head Coach, and those decisions are

final. If an athletic team rule is broken, the Head Coach will discipline the student-athlete(s) at his/her discretion. Serious misconduct may result in temporary, indefinite, or permanent suspension. All athletic team rules set by a Head Coach will be reviewed and verified for acceptance by the Director of Athletics and Associate Director of Athletics–NCAA Compliance to assure alignment with NCAA, Conference Affiliate, Benedictine University, and Department of Athletics rules and regulations regarding a student-athlete.

3.1.7 Class Attendance Policy

The Department of Athletics believes that class attendance is a strong component to academic success. Failure to attend class sessions can be considered destructive behavior toward academic success of a student-athlete and can result in the loss of athletic participation.

Missed Class Due to Athletic Competition

Head Coaches will attempt to schedule competitions that do not conflict with a student-athletes class schedule when possible. In a case where a student-athlete has a conflict with a class due to athletic competition, the following policy is in place to protect student-athletes' participation in athletics competition and class. A student-athlete who has committed or is committing destructive academic behavior (excess absences, poor academic performance) may not be subject to the class attendance policy as it pertains to missing class due to athletic competition per decision by the Faculty Athletics Representative and/or NCAA Compliance Officer.

1. Responsibility of the Head Coach.
 - a. Via electronic mail, provide the faculty member of a student-athlete with a team roster and competition schedule, highlighting the student-athlete's participation, prior to the start of a sports championship segment.
 - b. Provide the student-athlete prior to the start of a sports championship segment with an Absence Request Letter for their class where an absence would occur due to athletic competition.

2. Responsibility of the student-athlete.
 - a. Provide their faculty member with an Absence Request Letter for their class where an absence would occur due to athletic competition.
 - b. Send electronic mail or give face-to-face confirmation of an absence due to competition with their faculty member at least one (1) week prior to the scheduled absence that is to occur due to athletic competition.
 - c. Fulfill all requirements of class material, assignments, and assessments that are distributed or covered for the class in which an absence occurs due to competition.

Missed Class Due to Athletic Practice

It is an NCAA violation for a student-athlete to miss class due to athletic practices unless approved by the Department of Athletics and the NCAA Compliance Officer. The only approved reason for which a student-athlete may miss class due to athletic practice is when the practice occurs as part of an away from home competition or an NCAA championship.

3.1.8 Class Drop Policy

At the start of an academic semester or declared playing and practice season (whichever occurs first) a student-athlete will have a hold placed on their MyBenU account that will prevent them from dropping a course at any point in the semester without getting approval from the

Associate Director of Athletics-NCAA Compliance or Faculty Athletics Representative. A student-athlete must be enrolled as a full-time student each academic semester during which participation in athletics takes place.

3.1.9 Athletic Team Travel Policy

Athletic Team Travel for Away Competition

All athletic team travel to and from away competitions for student-athletes will be done by approved travel methods of the Department of Athletics. All student-athletes are required to travel to and from away competitions with their team. Under unique circumstances, a student-athlete may travel separately to his or her residence once the contest or tournament is finished. Under these circumstances the student-athlete must gain written approval from their Head Coach prior to the team's departure to an away competition.

Athletic Team Travel for Away Competition (Overnight Stay)

Away competitions that require an overnight stay will be identified prior to the start of the playing and practice season by a Head Coach. Overnight stay accommodations will be made by the Head Coach for all student-athletes. For away competitions that require an overnight stay, a student-athlete is required to adhere to all university, department, and team rules.

3.1.10 Social Media Policy

Student-athletes at Benedictine University are held in high regard and are seen as role models and leaders on campus and in the community. As leaders, student-athletes have the responsibility to portray Benedictine University, their team and themselves in a positive manner. A student-athlete is not forbidden from using social media sites, but must be aware that third parties including the media, faculty, staff, future employers and NCAA officials can easily access a student-athlete's profile and view all personal information and postings. This includes all pictures, videos and comments. Inappropriate material found by third parties affects the perception of a student-athlete, the Department of Athletics and Benedictine University. If a student-athlete's social media site and/or profile are found to be inappropriate in accordance with the Benedictine University Student Handbook can result in disciplinary action, including dismissal from participation in athletics at Benedictine.

Athletic Team Travel for Away Competition Team Itinerary

For all away competitions, a Head Coach is required to submit a team itinerary which includes a travel roster. This team itinerary is made available to a student-athlete upon request.

Athletic Team Travel for Off Campus Home Practice Site

There are some sports at Benedictine that have off campus home practice sites. A sport and head coach will make appropriate accommodations using university vehicles to accommodate student-athletes to travel to an off-campus home practice site. A student-athlete that participates in a sport that has an off-campus home practice site may travel to the off-campus home practice site for an identified practice session on their own but only if approved by the Department of Athletics. In such case, a student-athlete will not receive reimbursement for gas or mileage.

Inappropriate and Offensive Behaviors

The following are examples of inappropriate and offensive behavior that can cause repercussions for a student-athlete. These examples are not limited to depiction or presentations of the following:

1. Posting photos, videos or comments showing the personal use of Alcohol or NCAA Banned Substances.
2. Posting photos, videos or comments that are of a sexual nature.
3. Using inappropriate or offensive language in comments, videos and other postings.
4. Using or posting of threats of violence and/or derogatory comments.

3.1.11 Student-Athlete Evaluation Policy

The Department of Athletics believes that gaining honest feedback from its student-athletes is important to ensuring a positive student-athlete experience as well as a positive environment within the department and across all teams.

Team-Specific Surveys

The Department of Athletics conducts an end of season survey with all student-athletes upon the conclusion of their identified playing and practice season. The members of the Student-Athlete Advisory Committee assist the Department of Athletics in formulating appropriate questions to include in the survey in regard to student-athlete's access to education resources, student-athlete well-being and the overall student-athlete experience. This end of the season survey is done in person during a team meeting (to assure that full attendance of all student-athletes takes place) and administered electronically through the survey feature Qualtrics by the Associate Director of Athletics -NCAA Compliance. The end of the season survey completion is anonymous and only requires a student-athlete to submit their gender and sport.

Additional Resources

A student-athlete always has the ability to engage in conversation (not revolved around playing time) with members of the Department of Athletics administration team. The Director of Athletics, Associate Director of Athletics, and Assistant Director of Athletics are always open to the opportunity to gain student-athletes' feedback about their experience and well-being as being a part of the Department of Athletics. A student-athlete also has the ability to submit a student complaint through the student complaint process through the office of Student Life. This allows a student-athlete to issue a complaint or violation of NCAA rules and regulations anonymously to the institution.

3.1.12 Release of Student-Athlete Information Policy

Student-athlete information is protected by FERPA (Family Educational Rights and Privacy Act of 1974). All Department of Athletics staff members are expected to

comply with university, NCAA, and conference rules and regulations, as well as federal laws regarding the release of personal information about a student-athlete.

3.1.13 Photography Consent Policy

Through completion of the Athletics Communication Questionnaire, a student-athlete gives Benedictine University and the Department of Athletics permission to use their likeness in photographs and/or video in any and all of its publications including websites and pages, and in any and all other media, whether now known or

hereafter existing, controlled by Benedictine University and the Department of Athletics. All photos taken are without compensation to you, the student-athlete. All electronic or non-electronic negatives, positives, and prints are owned by Benedictine University. 25

3.1.14 Interview Policy

There will be several opportunities when a student-athlete is asked for an interview by local and regional media. All media requests of a student-athlete must be disclosed and approved by the Assistant Director of Athletics-Athletics Communications or Sports Information Director. A student-athlete that has been approved for a media request

should avoid responding to any questions that pertain to the following: internal team conflict; injury status of a student-athlete; negative comments about opponents; false or misleading information; or any comments that will reflect negatively on a student-athlete's team, a coach, or Benedictine University.

3.1.15 Student-Athlete Biography Policy

A student-athlete is required to submit an Athletics Communication Questionnaire at the beginning of each academic year. The information provided on this Athletics Communication Questionnaire will be reviewed by the Athletics Communications staff and used for a student-athlete's biography on the Department of Athletics

website. If a student-athlete has questions regarding statistics or a press release in which they are included, the student-athlete shall submit written notification to their Head Coach, who will then provide the written notification to the Sports Information Director to provide changes or clarity on a student-athlete's biography.

General NCAA Compliance Rules and Regulations

General Principles

Benedictine University student-athletes are required to comply with rules and regulations of the NCAA, conference affiliate and department of athletics to participate in athletic related activities (practice and/or competition). Failure to comply with identified requirements and processes can cause a student-athlete to be ruled ineligible for athletics grant-in-aid, practice and/or competition in intercollegiate athletics

3.2.1 Rules Education

A student-athlete will receive continuous rules education provided by the NCAA Compliance Officer and their Head Coach. A student-athlete must understand the impact of failing to adhere to NCAA and Benedictine University rules and regulations has on their participation in athletics. A student-athlete is also required to complete appropriate compliance forms at the

3.2.2 Unethical Conduct (per NCAA Bylaw 10.1)

Unethical conduct by a student-athlete can result in a loss of participation and/or ruling of ineligibility. As set forth in NCAA Bylaw 101, unethical conduct may include, but is not limited, to the following.

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution.
2. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid.
3. Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution with false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation.
4. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor, or a representative of an agent or advisor (e.g., "runner").
5. Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care, and state or federal law.
6. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive.
7. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

3.2.3 Honesty and Sportsmanship (per NCAA Bylaw 10.01.1)

Student-athletes who participate in intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions, and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

3.2.4 Sports Wagering Activities (per NCAA Bylaw 10.02)

A student-athlete shall not knowingly participate in sports wagering activities or provide information to individuals involved or associated with any type of sports wagering activities concerning intercollegiate, amateur, or professional athletics competition. Sports wagering includes placing, accepting, or soliciting a wager (on a student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any

intercollegiate, amateur, or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering (including daily fantasy sites like DraftKings and FanDuel); auctions in which bids are placed on teams, individuals, or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

3.2.5 Banned Substances (per NCAA Bylaw 10.2)

A student-athlete is responsible and held accountable for any substance that enters their body. A student-athlete is required to be knowledgeable of NCAA banned substances and what constitutes a banned substance. The NCAA bans the following classes of drugs.

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers.
4. Diuretics and other masking agents.
5. Street drugs.
6. Peptide hormones and analogues.
7. Ant-estrogens.
8. Beta2-agonists.

3.2.6 Use of Tobacco Products (per NCAA Bylaw 17.1.9)

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

3.2.7 Amateurism (per NCAA Bylaw 12.1.4)

Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport. A student-athlete is required to adhere to NCAA rules regarding amateur status. All student-athletes will be subject to complete a Student-Athlete Amateurism Authentication Form each academic year. Following initial full-time collegiate enrollment, the following

3.2.8 Outside Competition (Per NCAA Bylaw 14.7)

A student-athlete will become immediately ineligible if they participate as a member of any outside team in any noncollegiate, amateur competition during the academic year in their sport. A student-athlete in their identified playing season shall only represent Benedictine University in athletic activities and/or competition. It is permissible for student-athletes to participate in outside competition during the academic year in the student-athlete's sport

(other than basketball), as long as the student-athlete represents only himself or herself in the competition and does not engage in competition as a member of or receive expenses from an outside team. A student-athlete that desires to participate in outside competition is subject to gain approval from the Associate Director of Athletics–NCAA Compliance before doing so by completing a Student-Athlete Amateurism Authentication Form.

3.2.8 Outside Competition (Per NCAA Bylaw 14.7)

An extra benefit is any special arrangement by an institutional employee, booster, or anyone that the student-athlete is not legally dependent upon who provides the student-athlete, or the student-athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit, or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible. Student-athletes are permitted to receive expenses from the institution that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Department of Athletics is not permitted

Extra Benefits (per NCAA Bylaw 16.02.3)

A student-athlete shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletic interests to provide the student-athlete, or his or her relatives or friends, with a benefit not expressly authorized by NCAA legislation. A student-athlete may not receive a special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., laundry, dry cleaning) from an institutional employee or a representative of its athletic interests. Receipt of a benefit by student-athletes, their relatives, or friends is not a violation of NCAA rules if it is demonstrated that the same benefit is generally available

3.2.10 Student-Athlete Employment

A student-athlete is allowed to hold employment at Benedictine University or outside of Benedictine University. All student-athletes that have a job at Benedictine University are required to adhere to hiring and employment procedures as identified by the office of human resources. All student-athletes that have a job outside of Benedictine University will be subject to complete the Amateurism Certification Form.

Compensation to Student-Athletes

Compensation may be received by a student-athlete in accordance with the following:

1. Only for work actually performed.
2. At a rate commensurate with the going rate in that locality for similar services.
3. An employer shall not use the athletic reputation for hiring.

3.2.11 Medical Hardship Waiver

The NCAA Compliance Officer will work to make sure that a student-athlete is maximizing their seasons of participation if a student-athlete suffers a season-ending injury. If a season-ending injury is suffered by a student-athlete, NCAA Compliance will work with the athletic training staff to determine if the season-ending injury suffered by a student-athlete would meet the criteria for a medical hardship waiver. To be eligible for a medical hardship waiver, a student-athlete must meet the following requirements per NCAA Bylaw 14.2.5:

1. The injury occurs prior to the first competition of the second half of the playing season that concludes with the NCAA championship in that sport.
2. The injury or illness results in incapacity to compete for the remainder of the playing season.
3. The injury or illness occurs when a student-athlete has not participated in more than three contests or dates of competition, or 30 percent of the maximum permissible number of contests or dates of competition.
4. The student-athlete has contemporaneous medical documentation from an MD or DO.

Student-Athlete Eligibility Requirements

General Principles

A student-athlete must meet general eligibility and academic eligibility requirements to be considered eligible for participation per NCAA and Conference rules and regulations. Failure to adhere to general eligibility requirements and academic eligibility requirements can result in a student-athlete being declared ineligible for practice and/or competition.

3.3.1 General Eligibility Requirements

Along with academic eligibility requirements, a student-athlete is required to complete and adhere to the following by the start of their championship segment or September 1 (whichever occurs first) before being deemed eligible by the Associate Director of Athletics–NCAA Compliance for practice and/or competition at Benedictine University:

3.3.1.1 Student-Athlete Statement (per NCAA Bylaw 14.1.3)

A student-athlete is required to sign the Student-Athlete Statement form in which the student-athlete will submit information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization, and involvement in organized gambling activities related to intercollegiate or professional athletics competition under NCAA legislation.

3.3.1.2 Drug-Testing Consent Form (per NCAA Bylaw 14.1.4)

A student-athlete is required to sign this NCAA form in which a student-athlete consents to be tested for the use of drugs prohibited by NCAA legislation.

3.3.1.3 Buckley Amendment Consent Form/HIPPA Disclosure of Protected Health Information (per NCAA Bylaw 14.1.5)

A student-athlete can voluntarily sign this NCAA form in which the student-athlete will authorize/consent to the institution's physicians, athletic trainers, and health care personnel to disclose the student-athlete's injury/illness and participation information to the NCAA.

3.3.2 Academic Eligibility Requirements

Benedictine University student-athletes are required to adhere to academic eligibility requirements per the NCAA, the Conference Affiliate, and the Department of Athletics to participate in sports-related activities (practice and/or competition). Failure to adhere to identified eligibility requirements and processes can cause a student-athlete to be ruled ineligible for practice, and/or competition in intercollegiate athletics.

3.3.2.1 Good Academic Standing

To be eligible to represent an institution in intercollegiate athletic competition, a student-athlete shall be in good academic standing as determined by the academic authorities who determine the meaning of such phrases for all students of the institution, subject to controlling legislation of the conference(s) or similar association of which the institution is a member. The definition of good academic standing applied to student-athletes shall be a standard at least as demanding as the minimum standard applied to all students in order to participate in extracurricular activities at the institution. Benedictine identifies good academic standing as maintaining a 2.0 cumulative grade point average at the conclusion of each academic semester enrolled. In addition to maintaining a 2.0 cumulative grade point average, a student-athlete must earn 24 credit hours in his/her last two semesters. Summer credit hours can be used to count toward this total. All student-athletes in their first semester at Benedictine must pass at least 9 credit hours in order to be eligible.

3.3.2.2 Admission and Enrollment

A student-athlete shall not represent an institution in intercollegiate athletic competition unless the student-athlete has been admitted as a regularly enrolled, degree-seeking student in accordance with the regular, published entrance requirements of that institution.

3.3.2.3 Full-Time Enrollment

To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution. Benedictine University defines full-time enrollment for a traditional undergraduate student as twelve (12) credit hours per semester. Benedictine University defines full-time enrollment for a traditional graduate student as nine (9) credit hours per semester.

3.3.2.4 10-Semester Rule

A student-athlete shall complete his or her seasons of participation during the first ten (10) semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

3.3.2.5 e Progress-Toward-Degree Requirements

To be eligible to represent an institution in intercollegiate athletic competition, a student-athlete shall maintain progress toward a baccalaureate or equivalent degree at that institution.

Athletic Training

3.4.1 General Principles

The Benedictine University Athletic Training Staff is committed to providing comprehensive, high-quality medical services to every student-athlete. This is accomplished by the full-time staff of four (4) certified athletic trainers who coordinate all aspects of student-athlete health care, including physician referrals, determining participation status, and the counseling and education of athletes. On-site medical services provided include, but are not limited to, prevention, evaluation and treatment of athletic-related injuries, and rehabilitation services. The Athletic Training Staff responsibilities also include determination of athletic medical clearance, development and implementation of emergency action plans, medical record maintenance, establishing medical coverage, staffing policy as it relates to practices and events, and budget management.

3.4.1.1 Athletic Training Staff

The Athletic Training Staff is made up of four (4) Athletic Trainers who are assigned to specific sports throughout the academic year, as well as a staff that includes a Team Orthopedic Surgeon and Team Chiropractor.

3.4.1.2 Athletic Training Room Location and Hours

The Athletic Training Room is located in Room 156 of the Dan and Ada Rice Center. It is on the lower level of the northwest corner of the Rice Center, located just past the fitness center and directly below the weight room. The athletic training room is open one (1) hour prior to all practices and two (2) hours prior to all competitions, as well as thirty (30) minutes after each practice and competition. In addition, each athletic trainer will have rehabilitation hours available for the athletes on the teams they cover. These hours will be communicated to each team individually.

3.4.1.3 Athletic Training Room Rules and Policies

All student-athletes are expected to read and understand the rules and policies for the Athletic Training Room. The following rules are in place to assure we provide a healthy environment to all athletes.

Expectations for Use of the Athletic Training Room.

1. A shower is required before all treatments/evaluations. NOTE: Towels are not provided by the Athletic Training Room.
2. Begin all visits by signing in. There is a touch-screen kiosk located just inside the door of the Athletic Training Room. Athletes can either swipe their Benedictine ID Card or enter their ID number manually.
3. No food is allowed in the Athletic Training Room.
4. All shoes and bags are to be left outside the Athletic Training Room.
5. No cellphone use in the Athletic Training Room.
6. Dress modestly at all times in the Athletic Training Room.
7. Posts on social media sites are not permitted from the Athletic Training Room due to possible FERPA and/or HIPPA violations.

Expectations for Use of the Athletic Training Rehabilitation Tubs.

1. You must shower with soap and water prior to using the rehabilitation tubs.
2. You must wear clean clothes, preferably a swimsuit with a liner.
3. No open wounds. Blisters, cuts, and scrapes are not allowed.
4. No cellphones are allowed in the whirlpool.
5. Recommended treatment time is 10-12 minutes for both the hot and the cold whirlpools.
6. The whirlpool closes one-half hour after practice/competition ends.

Expectations for Receiving Athletic Training Treatment.

1. If you are injured, you should inform the Athletic Training Staff immediately.

3.4.1 General Principles (cont.)

2. For the highest chance of a successful outcome, student athletes need to fully commit to the rehabilitation program established for them.
3. Student-athletes are expected to keep all appointments with Athletic Training Staff and doctors. It is very important that you are on time for any appointments.
4. Treatment can frequently take time, and the student-athlete is responsible for his or her own time, so please plan ahead. Do not anticipate "rushing through" your treatment.
5. Receiving care in the Athletic Training Room is not an excuse to be late for practice.

3.4.2 Special Expectations Related to Emergency Medications

It is imperative that student-athletes carry any emergency medications with them to all practices, games, and while

travelling with the team. It is highly recommended that they also provide the Athletic Training Room with any emergency medications as a backup to personally carrying some (EpiPen, inhaler, specific snack, etc.). Federal law restricts who may carry certain medications for you across state lines.

3.4.3 Athletic Training System (ATS) Expectations

All student-athletes will have an account created for them in ATS. Athletes can login at ben2.atsusers.com. Your username will be your school ID number (without the initial "b"), and your password will be the name of the sport you play. At initial login, we encourage you to change your password. ATS will be used to complete all pre-participation paperwork, as well as to view rehabilitation exercises created for you by your athletic trainer.

3.4.5 Pre-Participation Paperwork and Insurance

A student-athlete is required to complete the following athletic training paperwork:

1. Medical History
 2. Medical Payment Policy
 3. Consent to Medical Treatment
 4. Assumption of Risk and Waiver of Liability
 5. Authorization/Consent for Disclosure of Protected Health Information
 6. Sickle Cell Waiver
 7. Concussion Awareness Waiver
 8. Drug Testing Awareness
 9. Bill for Service Consent form
 10. Physical examination signed by MD or DO
 11. Copy of insurance card.
 12. Completion of Sway Concussion Baseline Test.
- 3 Student Health Form and immunization records.

Primary Insurance Information

All student-athletes at Benedictine University must have a primary health insurance policy. The cost associated with treating injuries or illness is paid by your primary insurance and is on record at the medical provider's office as your financial responsibility. We provide a secondary insurance policy, which will cover all injuries that occur during official athletic activity. This policy will not cover pre-existing conditions or non-athletic related injuries. Benedictine University Athletic Insurance is not your primary insurance.

Secondary Insurance Information

The university maintains athletic injury insurance, which pays benefits for injuries received while participating in official practice sessions or in actual intercollegiate competition. This insurance is a secondary policy requiring that the primary (student-athlete's) policy must first be applied to any medical costs. All claims must be filed first against the student-athlete's insurance policy by the student-athlete. The secondary policy pays on the amount not covered by your primary insurance after the secondary insurance deductible has been met. There are guidelines that must be followed in order for the secondary

3.4.5 Pre-Participation Paperwork and Insurance (cont.)

insurance to pay for your injury. It is your responsibility to read and understand this policy before becoming hurt. The Athletic Training Staff or Athletic Insurance Representative will answer any questions you have about the secondary insurance policy.

Guidelines for Secondary Insurance.

1. The student-athlete must be on the official roster and have completed all pre-participation requirements.
2. The student-athlete must have sustained the injury while participating in organized and official competition, practices, conditioning sessions, or travel to and from events.
3. Medical attention should not be obtained until after notifying the Athletic Training Staff (unless in an emergency).
4. Medical attention must be sought within 60 days of the injury.
5. Secondary insurance benefits are 104 weeks (2 years) from the date of injury.

3.4.6 Procedures for Reporting Athletics Injuries or Illness

Athletic Injury during an Athletic-Sponsored Practice or Event

It is the student-athlete's responsibility to immediately inform the Athletic Training Staff if an injury is sustained during an athletic-sponsored practice or event. This injury must be documented and an exact date of injury recorded. Always make sure the Athletic Training Staff has your current primary insurance on file at all times. If your insurance changes, it is your responsibility to provide us with a copy of your new insurance card. If you were ever seriously injured and unable to provide this information on your own, Benedictine University will rely on the information in your personal file. Always carry your identification and insurance card with you. Please keep your identification and insurance card close to you while at practice or competition. (In your car or dorm room does not constitute close.)

Seeing a Doctor for an Athletic-Related Injury

The Athletic Training Staff at Benedictine University has medical providers we regularly refer to. Please let the staff know before you see our doctor if you wish to see a certain doctor or type of doctor. Do not seek medical attention (unless an emergency) without first notifying the Athletic

Training Staff. The Athletic Training Staff will give you a form to bring to your doctor's appointment so that your doctor can notify us of their plan of treatment and any restrictions they may have for you.

HMO Plans. Athletes covered under an HMO will be required to see their primary physician first. The Athletic Training Staff will not send you to our regular providers if you have an HMO. If you have an out-of-area HMO, then it is recommended you change your primary care physician to a local physician. Consult your HMO's website for doctors in their network in the Lisle area.

Second Opinions. If you would like a second opinion on your medical condition, please contact the Athletic Training Staff and efforts will be made for you to see another doctor. Please understand that if you seek a second opinion on your own or seek continued care from an unauthorized medical provider, your secondary insurance policy will become void.

3.4.7 Concussion Management Plan

In accordance with the standards of the National Collegiate Athletic Association (NCAA), the Benedictine University Sports Medicine team has set forth the following guidelines and protocols in an effort to prevent, educate, identify, evaluate, and manage traumatic brain injuries and concussions. These guidelines are set with the accordance and commitment to providing the highest level of health care for the student athlete, keeping their safety and well-being at the forefront of their experience at Benedictine University.

Definition of a Concussion

In athletics, the most common form of traumatic brain injury (TBI) is a concussion. These injuries can be further explained as a complex pathophysiological process affecting the brain, induced by traumatic biochemical forces.

Characteristics of a Concussion

The following can be identified as characteristics of a concussion.

- 1) Caused by a direct blow to the head or other body structures that results in a massive force transmitted to the head.
- 2) Results in a rapid onset of neurological impairments that are often short-termed and resolves within a quick manner of time.
- 3) Acute symptoms largely reflect functional disturbances rather than structural brain injuries.
- 4) A result in a graded set of clinical symptoms that may or may not involve loss of consciousness
- 5) Clinical and cognitive symptoms and functions resolve following a sequential progression, keeping in mind, that post-concussive symptoms may be prolonged.
- 6) No evidence of abnormality is present on a standard neuroimaging studies.

Once a student-athlete is diagnosed with a concussion, the following procedures will occur:

- 1) Removal from athletic participation for that calendar day
- 2) Assessment of student-athlete every 10 minutes until it is decided the student-athlete can be released with a teammate/roommate/parent (unless symptoms worsen - activate the EAP)
- 3) Release of the student-athlete with a teammate/ roommate/parent with written home instructions that are reviewed with the student-athlete and teammate/ roommate/parent by the athletic trainer
- 4) Athletic trainer provides contact information and appointment time for the following day to the student-athlete
- 5) Notification sent to the Head Athletic Trainer
- 6) Head Athletic Trainer sends the concussion awareness letter to the following individuals
 - a. Student-Athlete
 - b. Coordinator of Special Services
 - c. Associate Director of Athletics-NCAA Compliance

It is the responsibility of the student-athlete to discuss academic accommodations with the Coordinator of Special Services. Daily evaluations of symptoms and functioning will be recorded by the athletic trainer. A Referral to team physician for evaluation may occur.

3.4.8 Return-to-Play

Once the student-athlete is asymptomatic, he/she must complete and meet or exceed his/her baseline scores on post-injury Sway concussion testing. Once completed and asymptomatic, the student-athlete can begin the graduated return-to-play protocol. The graduated return-to-play protocol is followed in a step wise fashion over multiple days. No steps can be completed on the same

day. When the student-athlete completes a step and remains asymptomatic, he/she can move on to the next step. If any post-concussion symptoms return, the student-athlete will regress to the previous asymptomatic level and begin to progress again after reporting no post-concussion symptoms.

3.4.9 Emergency Action Plan

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to all student-athletes in emergency and/or life-threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided to all student-athletes, coaches, athletic personnel, and spectators. Since accidents and injuries are an inherent part of sports participation proper coverage of events, maintenance of emergency equipment and supplies, utilization of

appropriate emergency medical personnel, continuing education of emergency medicine, and proper preparation on the part of the sports medicine team will enable each emergency situation to be managed appropriately. The role of the student-athlete in the Emergency Action Plan is to stay clear of the site of the emergency in order to allow the first responder to provide care without interference. The student-athlete may be asked to assist the first responder as needed at the instruction of the first responder.

Strength and Conditioning

3.5.1 General Principles

The strength and conditioning staff provide the ability to enhance student-athletes' athletic success while preventing injury through preparing student-athletes for the rigor of competition by the following:

- 1) Design and administer programs that encompass strength, mobility, speed, agility, power, and other tools that decrease the risk of injury and increase athletic performance
- 2) Work together with Athletic Training to implement individualized programs with exercises to decrease deficits found during injury evaluations and functional assessments
- 3) Educate student-athletes on the importance of proper nutrition and its role in health and performance
- 4) Educate student-athletes on policies and health concerns regarding performance-enhancing substances

3.5.2 Orientation

When student-athletes report to campus at the start of each academic semester, all teams are required to have a meeting with the athletic training staff and strength and conditioning staff. During this meeting, all policies and procedures will be reviewed regarding strength and conditioning.

3.5.3 Expectations

Following are the expectations of student-athletes with regard to strength and conditioning:

- 1) A student-athlete shall show up on time, follow all rules and regulations of the Benedictine University Fitness Center, adhere to the program he or she has been prescribed by the Strength and Conditioning Staff, while staying compliant with Athletic Training injury protocol, record all weights/times to measure improvements for personal use
- 2) A student-athlete will come prepared to work as a team dressed in Benedictine University athletic apparel and proper footwear,
- 3) A student-athlete will report any injuries to the Strength and Conditioning Staff and Athletic Training

Student-Athlete Development

3.6.1 General Principles

Inspired by the 10 Benedictine Hallmarks and the Rule of St. Benedict, the Department of Athletics is committed to creating a distinctive *Benedictine Intercollegiate Athletics Experience* for its more than 500 student-athletes. Providing a *distinctive Benedictine Intercollegiate Athletics Experience* is done through the progressive development of character and integrity of a student-athlete through Service, Opportunity, Accountability and Respect (SOAR). The following statements have been developed and are a focus in achieving character and integrity of student-athletes through SOAR.

3.6.2 Sexual Assault and Title IX Statement

The Department of Athletics shares a responsibility to ensure all student-athletes are treated with respect, dignity, and concern for their welfare. The Department of Athletics works to empower student-athletes through education, training, and prevention efforts to effect positive culture change with their peers, on their teams, in athletics, and across campus regarding issues of sexual assault and Title IX.

3.6.3 Drug and Alcohol Awareness Statement

The Department of Athletics shares a responsibility to support student-athletes holistically and recognizes the connections between academic, competitive, and social aspects of their lives. The use and abuse of drugs and alcohol can have a significant detrimental effect on all aspects of a student-athlete's life. Drugs and alcohol undermine the core philosophy of the Department of Athletics by impairing the student-athlete's ability to train and perform to their full potential. In addition to affecting the individual student-athlete, the use and abuse of drugs and alcohol can have a negative impact on the character and integrity of individual teams, the Department of Athletics, or the Benedictine Community as a whole.

3.6.4 Mental Health Statement

The Department of Athletics shares a responsibility to create an environment that supports the mental health and well-being of student-athletes. The Department of Athletics will help normalize and destigmatize mental health help seeking for student-athletes. It is our belief that by raising awareness and creating opportunities for education, student-athletes will have the available resources to be prepared to endure academic, competitive, and social settings of their lives.

3.6.5 Diversity and Inclusion Statement

The Department of Athletics shares a responsibility to help create an environment that contributes positively to the university's principles of diversity and inclusion. It is our belief that when the collective talents of Benedictine student-athletes, coaches, and administration are united in a manner that is open, inclusive, and respectful, it results in success for all of our programs academically, competitively, and socially.

3.6.6 Bystander Intervention Statement

The Department of Athletics shares a responsibility to develop a culture of leadership where student-athletes act with personal responsibility, integrity, and conviction while remaining committed to the greater good in both principle and action. Through a culture of leadership, all student-athletes will inherently contribute to excellence in their academic, competitive, and social aspects of their lives. The Department of Athletics will instill in student-athletes that they practice pro-social behavior, overcome the bystander effect, and safely and effectively intervene for themselves and their peers.

3.6.7 Sportsmanship Statement

The Department of Athletics shares a responsibility to develop a healthy game environment for competition of all student-athletes. Student-athletes will understand that they are visible representatives of Benedictine University and will honor the responsibilities that accompany the privilege of representing Benedictine University by behaving with dignity and class on and off the competition court, field, course, or track.

3.6.8 Community Engagement Statement

The Department of Athletics shares a responsibility to give back to both the campus and surrounding community. Through opportunities for student-athletes to serve, student-athletes make meaningful contributions to society that allow them to gain fulfillment as part of their academic, competitive, and social endeavors of life.

Expectations. Student-athlete through the guidance of the Department of Athletics and their sport will engage in internal and external community engagement opportunities each academic semester.



Student Handbook

University Housing & Residence Life

Section 4.1: General Information

4.1.2 Welcome

Benedictine University maintains and operates residence halls and apartments as an integral part of academic life in the belief that educational experiences are not solely contained to the classroom, laboratory or library. Through the various Student Engagement initiatives we will help you to grow richer in spirit and larger in impact through opportunities that turn personal interest into personal achievement.

Student Engagement dedicates itself to the education of the whole person by providing opportunities and experiences that support academic and personal goals, as expressed through the core principles of community, diversity, leadership and faith.

You are joining a community where these initiatives form the basis of the University Housing & Residence Life's programming and services. It provides students a campus living and learning experience reflective of our Benedictine values: inclusive, service-focused, experience-driven and rich in the development of relationships that students will share throughout their time at the University to prepare them to make a lasting impact as purposeful and engaged citizens of their communities and the world.

It is your responsibility to become familiar with the resident policies and procedures set forth in the University Housing & Residence Life Handbook, as well as the Student Code of Conduct and Student Handbook. The Housing staff is available to assist you with interpreting the various policies enclosed in this Handbook, learning about your new surroundings, and becoming an active community member on campus.

Best wishes for a successful and meaningful academic year.
University Housing & Residence Life

Liz Velez
Liz Velez, Director
evelez@ben.edu
(630) 829-6496

Assistant Director

Section 4.1.2: University Housing & Residence Life Statement

The University Housing & Residence Life staff is dedicated and responsible for fostering a living environment that promotes and supports Benedictine's Missions, priorities and values. The residential community embodies the Benedictine hallmarks and traditions.

On-campus living provides an opportunity for students to combine academic life with social development. Students must establish and test their own values, develop social skills, determine priorities and learn to organize their time. Daily living with others encourages the development of a cooperative attitude, respect for individual rights and a sense of group responsibility.

As a result, on-campus living develops diverse communities which meet the needs of its members both individually and collectively, and create attitudes and skills necessary to progress toward the realization of those conditions which make up a healthy community.

Scope and Responsibilities of the office:

- Support students in their academic pursuits.
- Guide students in developing healthy life skills (i.e., conflict resolution, commitment to community, welcoming diversity and leading with purpose, etc.).
- Provide opportunities that will assist residents in becoming acclimated to living in a community setting.

- Provide co-curricular programs that support academic success, the core principles, wellness, and the development of life skills.
- Engage in appropriate and timely responses to circumstances that are deemed crisis in nature.
- Educate students about the Student Code of Conduct and the importance of being accountable for their behavior.

Learning Outcomes -

Services offered in support of your education:

- Through various programs residents will learn that collaboration and working together in community promotes success.
- Through the on-going development of various life skills, students will learn that civility among community members is paramount to personal growth and the healthy development of the community.
- Opportunities will be provided for students to develop their leadership skills.

Section 4.1.3: Housing Staff

Housing & Residence Life Team

The housing team consists of 2 professional staff, 3 Head Residents, and 13 Resident Assistants under Student Engagement. Collectively the team is tasked with helping to ensure that facilities receive proper attention and community building initiatives to enrich the student residential experience.

Resident Assistants (RAs)

Resident Assistants are student leader staff members responsible for building community for the residents, keeping residents informed on department and campus wide events and procedures, confronting policy and documenting policy violations, mediating roommate issues, and participate in nightly duty to ensure safety and security in campus housing.

Head Residents (HRs)

Head Resident Assistants are responsible for direct supervision of Resident Assistants, assist in large scale programming, community development and participating in on-duty rotation for emergency and crisis management response in campus housing.

Assistant Director

The Assistant Director, Monica Ragusa plays an integral role at the University and is responsible for all aspects of student staff including selection process, recruitment training, and supervision. Monica is responsible for the training, development, oversight and mentorship of the Head Resident and Resident Assistant staff in all of the University's residential communities and leads the conduct process for the department.

Director

The Director, Liz Velez leads the department and ensures that the Student Engagement Mission is carried out. Liz is responsible for the operations of campus housing administration, occupancy management, departmental initiatives and strategic planning. In this role, Liz is also involved in assisting with resolving a variety of student issues, conduct and contract management.

Section 4.1.4: Housing Options & Spaces

Benedictine serves as a second home to nearly 600 students, occupying nine residence halls. Benedictine University maintains and operates campus housing as an integral part of academic life in the belief that educational experiences are not solely contained to the classroom, laboratory or library.

Jaeger

Jaeger Hall is an all-female residence hall with a capacity 145 students located adjacent to the Krasa Student Center. The residence hall offers traditional dorm-style living arrangements double and single occupancy living options on four floors. Amenities include five computer terminals, an entertainment lounge, washers and dryers on the lower level, and community bathrooms on each floor. Rooms are tiled and measures approximately 11 by 15 feet, and can accommodate a 90-by-60 inch rug. Furniture includes twin XL-size bunk-able beds, double-drawer wood wardrobes,

maple desks and upholstered two-position chairs. Jaeger is equipped with 24-hour surveillance and a resident assistant on each floor to ensure the safety of students.

Ondrak

Ondrak Hall is an all-male residence hall with a capacity of 190 students located on the south end of campus. The residence hall offers traditional dorm-style living arrangements double and single occupancy living options on three floors. Amenities include five computer terminals, an entertainment lounge, washer and dryers on the lower level, and community bathrooms on each floor. Rooms are carpeted and measure approximately at 11 by 14 feet. Furniture includes twin XL-size bunk-able beds, double-drawer wood wardrobes, maple desks and upholstered two-position chairs. Ondrak is equipped with 24-hour surveillance and a resident assistant located on each floor to ensure the safety of students.

Section 4.1.4: Housing Options & Spaces (cont.)

Founders' Woods

Founders is a co-ed living community with a capacity of 275 students located on the western edge of campus. Units are assigned by gender and features one-, two- and four-bedroom apartment-style living options. Founders' Woods consists of seven individual Residential Halls: Anderson,

Becker, Kucera, Roman North, Roman South, Thomas, and Valentine. Units range from 447 to 1,190 square feet and fully furnished. Furnishings include a full kitchen, microwave, dishwasher, full size bed, desk and chair, and in unit washer and dryer.

Section 4.1.5: Services & Resources

Section 4.1.5.1: Cable TV

Cable television service is provided in all residence hall rooms and apartments. Residents must bring cable-ready televisions. Problems with reception should be reported to Xfinity Customer Support at (844) 790-6935.

Section 4.1.5.2: Campus Ministry

Section 4.1.5.3: Counseling Center

The Counseling Center, located in the Krasa Student Center is dedicated to providing confidential services to help guide and support Benedictine students toward their personal, social and academic goals. Individual and group counseling, outreach programming and referrals are offered. Every student who seeks counseling will be treated with dignity and respect. The counseling center staff utilizes a holistic and inclusive approach when assisting students. Additional information and resources can be found at <http://www.ben.edu/student-life/counseling-center/index.cfm>.

Section 4.1.5.4: Dining Services – BenUeats

BenUeats campus eateries include Bennys, Coal Ben, #Coffee and Concessions at Sports Complex (coming soon) are brought to you by Benedictine staff and Chartwells Higher Education through partnership. For more info regarding meals, hours and menu's offered, visit the Dining Services website at www.dineoncampus.com/benu

- **Benny's Dining Center –
Located in the Krasa Student Center**

Benny's is our state-of-the-art dining hall located in Krasa Student Center. Benny's offers all-you-care-to-eat style dining with menus that change daily and offer a fantastic variety of options. Benny's serves as the campus' main dining facility. Open 7 days a week, serving Breakfast, Lunch and Dinner during designated times, while academic classes are in session. Hours are subject to change. For more information on Benny's visit Dining Services at www.dineoncampus.com/benu

- **#Coffee - Starbucks –
Located on 2nd floor of Goodwin Hall**

Starbucks located in Goodwin Hall, offers an assorted variety of fresh pastries, bottle beverage, snacks and a variety of grab n' go entrees. Residents can use Meal Plan BBuck\$ towards purchases. Open Monday-Friday from 8:00 a.m – 3:00 p.m while academic classes are in session. Hours are subject to change. For menu and hours of operation information on Starbucks visit Dining Services at www.dineoncampus.com/benu.

- **Coal Ben –
Located next to Goodwin Hall (Closed Fall 2020)**

Coal Ben is our campus' pub-like eatery, connected to a beautiful outdoor patio. On the other side, you have open seating which is perfect for watching the big game or joining one our many special events. Residents can use Meal Plan BBuck\$ towards purchases. Open 7 days a week during designated times while academic classes are in session. Hours are subject to change. For menu and semester related information on Coal Ben visit Dining Services at www.dineoncampus.com/benu.

Section 4.1.5.5: Facilities Management

Facilities Management (FM), located on the first level of the Parking Garage structure and works behind the scenes, 24-hours a day, to serve Benedictine University as a partner in excellence. The office is open during the hours of 8:30 a.m. – 4:30 p.m. Monday-Friday. The FM team's role is to serve for the University by taking care of the physical environment and ensure operations for students, faculty and staff. FM can be contacted at (630) 829-6420 for non-emergencies. University Police should be called for emergencies at (630) 829-6666.

Section 4.1.5.7: Health Services

Student Health Services, located in the Krasa Student Center is nurse-directed under the guidance of a licensed physician. The office is open to all undergraduate registered students during the hours of 9:00 a.m. - 4:30 p.m. Monday-Friday during the academic year. Students do not need to make an appointment and all office visits are confidential. Additional information and details of services provided can be found at <http://www.ben.edu/student-life/student-health-services/index.cfm>. Additional inquiries can be made by calling Health Services at (630) 829-6046.

Section 4.1.5.8: Housekeeping and Event Services

Housekeeping and Event Services personnel provide custodial services and clean assigned interior spaces except student occupied rooms and apartments. For health reasons and proper care of University property residential spaces must be kept clean and in good condition throughout the year. Students are expected to maintain their space in a safe and sanitary condition. Student occupied spaces that pose a safety or health risk may require Housekeeping Service. This Housekeeping Service will be charged to the student. Additional inquiries can be made by calling Facilities Management at (630) 829-6420.

Section 4.1.5.8: Laundry

CSC Service Works is the university vendor for campus washer and dryer machines. Washers and dryers are available free of charge. Residents of Jaeger and Ondrak halls have the ability to monitor their loads and check status of equipment through the CSCPay Mobile App via a smart phone. Additional Support: Instruction Video, Android Phone App Apple Phone App. For all questions, please contact CSC's customer service center at (844) 272-9675. Telephone numbers are also available on machines and in hall laundry rooms.

Section 4.1.5.9: Mail Room – Office Services

Office Services, located in the Krasa Student Center, Room 123 serves as the University's campus solutions center for mail/packages (Postal Services Center), print and other office related services. The office is open during the hours of 8:00 a.m. – 4:00 p.m. Monday-Friday. The mail room can be reached at (630) 829-6426. Additional information on services provided can be found online at <http://www.ben.edu/facilities-management-planning/print-mail-center/index.cfm>.

Section 4.1.5.10: Mail Room – Sending and Receiving – Jaeger

Prior to move in, all residents must complete the postal mail card to receive mail delivery on campus. All mail, including packages for Jaeger and Ondrak residence halls are received and distributed from the Postal Services Center, located in Krasa Room 121. Residents will be only be notified via email when packages are received and ready for pick up. It is the responsibility of the residents to check periodically for mail. There is no notification for mail.

To avoid delay of mail service, all residence hall residents should have mail and packages addressed as shown below:

Name – Last two digits of Student ID

Benedictine University
5700 College Rd.
Lisle, IL 60532

Section 4.2 Community Living

Section 4.2.1: Residents' Rights & Responsibilities

Residents' Rights

Since student housing is made up of a group of individuals in a "living-learning environment," each person possesses certain rights that must be held in high regard. Mutual respect and consideration coupled with an awareness of and a sensitivity to the needs of other individuals must be the standard for group living. This statement is intended to suggest minimal expectations of rights of residents, in actualizing their freedom, without placing constraints upon such rights of other residents within University Housing & Residence Life. The following is offered as a framework for discussion and consideration:

- The Right: To read, study and/or sleep free from undue interference in or around one's room.
- The Right: To recreation in or around housing.
- The Right: To personal privacy.
- The Right: To a physical environment that is clean, healthy, safe and orderly.
- The Right: To recourse according to prescribed judicial procedures against anyone who unduly infringes upon one's rights or property.
- The Right: To participate in the process of self-governance, i.e., through the Student Senate.

Residents' Responsibilities

In line with any other system of rights is the responsibility, then, to not infringe and violate others' rights. Thus, in accordance with the aforementioned rights, come the following responsibilities:

- The Responsibility: To control noise and other distractions that inhibit the exercise of study or sleep by another person.
- The Responsibility: To modify recreation so that it does not interfere with the rights and safety of others in or around housing.
- The Responsibility: To respect the personal privacy of others within housing. To also recognize and respect the personal privacy of roommate(s).
- The Responsibility: To assist in the keeping of the University environment clean, healthy, safe and orderly.
- The Responsibility: To conduct oneself in a manner that does not infringe on the rights of others.
- The Responsibility: To be active in the process of self-governance and to ensure voicing of one's opinion or ideas.

Section 4.2.2: Roommates

Living with another individual is as much of a learning experience as the classroom. Many students have found living with roommates to be beneficial in the development of personal growth, community building and life skills. Ultimately, the road to roommate success and healthy relationships begin with honest, open dialogue, respect, compromise and courtesy to one another.

Section 4.2.3: Roommate Conflict

Within relationships come conflicts of many kinds. The first step to resolving conflict is to have a conversation with your roommate. If you and your roommate(s) encounter a conflict that you are unable to resolve, please seek assistance from your RA. RAs are a great resource! Please note that your RA will first mediate this conflict to ensure that all parties' voices are heard, and efforts to resolution are made. In the event additional assistance is required, Head Residents and professional staff are available to assist in further mediation. We are aware that there may be times when the conflict is such that mediation may not resolve the conflict and a room change may be necessary.

Section 4.2.4: Room Change

If no solution is reached after extensive efforts to resolve roommate conflict on the part of the roommates and staff, a room change may be considered. All room changes are subject to availability and are approved by University Housing staff.

Section 4.3 Policies and Procedures

The policies below are set forth to ensure that all members of the community are aware and informed of the standards that help to enhance our community. University Housing staff is always available to assist you with interpreting these policies. Please become familiar with them; failure to adhere to these policies may result in removal from the student housing and possibly the University.

Section 4.3.1: Alcohol/Controlled Substances

Policy Statement: The University Housing & Residence Life Alcohol Policy (the "Policy") is intended to further the objectives of the Benedictine University Alcohol and Drug Policy. The purpose of the University Housing & Residence Life (Housing) Alcohol Policy is to establish appropriate guidelines to exercise the privilege of the use of alcohol within Student Housing consistent with state law and University policy and which assure the safety and well-being of both students and guests. The policy also reflects the Student Handbook's student conduct standard entitled "Responsibility to Ourselves," which encourages personal integrity, accountability and personal health, as well as a deliberate effort to avoid practices which harm the body and mind, including the excessive consumption of alcohol.

Relationship of Policy to the Benedictine University Alcohol and Drug Policy:

The Housing Alcohol Policy is incorporated by reference into the Benedictine University Alcohol and Drug Policy. All definitions, references to relevant state and federal laws and standards of conduct contained therein apply to the Housing Alcohol Policy. Nothing in this policy should be

construed in such a way as to conflict with the University's Alcohol and Drug Policy.

Definitions:

- **Student Housing:** Any residential building, and adjacent exterior areas, or Residence Hall owned or operated by Benedictine University for the purpose of providing housing for students enrolled at the University.
- **Designated Student Housing:** A Student Housing residential building, where the University has approved the issuance of alcohol use permits. Designated Student Housing on the Lisle Campus is the Founders Woods Apartments and specific rooms in residence halls occupied by students aged 21 or older.
- **Premises:** The interior, private living space, apartment or dorm room. Does not include any staircase, hallway, or balcony immediately adjacent to, but outside of the private living space.
- **Residents:** Students with a current, valid Student Housing contract.

Section 4.3.1: Alcohol/Controlled Substances (cont.)

I. Standards of Conduct:

All students are expected to comply with standards of conduct for the use of alcohol within Student Housing. The consumption, possession, sale and distribution of alcoholic beverages in or on any Benedictine University Student Housing property are strictly prohibited, except as provided for in this policy. Any student who violates this policy or the Benedictine University Alcohol and Drug Policy will be subject to disciplinary sanctions and/or referral for prosecution.

The following conduct is not permitted in, on or around any Benedictine University Student Housing property:

- A. Posting of signs that advertise or promote events or products related to alcohol or the Consumption thereof.
- B. Drinking games, contests or activities that encourage excessive or irresponsible consumption of alcohol.
- C. Possession or use of any device that is commonly used for the purpose of promoting binge drinking or excessive consumption of alcohol including, but not limited to, kegs and funnels.
- D. Possession of drinking "trophies," collections or displays of any containers that once held or currently contain alcoholic beverages.
- E. Improper disposal of containers that held alcoholic beverages.
- F. Damage to property related to the possession, consumption or disposal of alcoholic beverages or containers that held alcohol.

II. Residence Halls (Jaeger and Ondrak Halls) for Residents Under Age 21:

- A. The possession, consumption, sale and distribution of alcoholic beverages by students under the age of 21 are strictly prohibited in the residence halls.
- B. Alcoholic beverages found in the possession and/or control of students under the age of 21 are subject to confiscation and disposal by University staff.
- C. Any person under the age of 21, including student residents, nonresident students and visitors, who possesses, consumes, distributes or sells alcoholic

beverages in the residence halls will be issued a citation by University Police and subject to associated fines. Underage students are also subject to University Housing sanctions up to and including removal from campus housing and suspension from the University.

- D. Visitors who possess, consume, distribute or sell alcoholic beverages in the residence halls will be issued a municipal code citation or arrested and referred to the State's Attorney for prosecution. They may also receive a no-trespass order from the University Police, prohibiting them from entering or remaining in the residence halls or the entire campus.
- E. In addition to the sanctions outlined above, any person may be cited for behavior violating criminal law and/or University policy arising out of the possession, consumption, sale or distribution of alcohol and may be subject to criminal prosecution and/or University disciplinary sanctions up to and including dismissal from the University and referral for prosecution.

III. Designated Student Housing (Founders Woods Apartments/Designated Residence Hall Rooms):

- A. The possession and moderate consumption of alcoholic beverages is permitted in Designated Student Housing under the following circumstances:
 - 1. Students residing in designated student housing must apply for and receive an alcohol use permit pursuant to the specific steps outlined in the Procedures for University Housing & Residence Life Alcohol Use Permit document. The application for the permit is available online.
 - 2. Residents with a permit assume responsibility for their own actions, the actions of their roommates, as well as the actions of other persons on the premises, whether invited or uninvited.
 - 3. Residents limit their consumption of alcohol and that of their guests to a responsible level.
 - 4. Residents do not serve, sell or distribute alcohol to any person under the age of 21, and do not allow any person under the age of 21 to

Section 4.3.1: Alcohol/Controlled Substances (cont.)

possess or consume alcoholic beverages on the premises.

5. Use of alcohol is confined to the premises. Alcohol consumption is not allowed in any area outside the premises including, on the balcony, stairways, exterior passageways or the area immediately outside the main door to the premises.
 6. Residents do not allow the number of occupants in the apartment at any time to exceed the maximum occupancy.
 7. In the event that any of the Residents in designated student housing vacates the premises, the permit will continue to be valid with respect to the remaining Resident(s), if any. However, if a new Resident is added to the premises, the residents must renew their permit within 15 days of the new Resident's occupancy or the permit will be automatically revoked.
- B. Residents of Designated Student Housing are accountable for the presence and consumption of alcoholic beverages in the apartment or room in which they reside. Each student residing within the space is accountable to his/her roommate(s) with respect to the presence and consumption of alcohol and may, through his/her own actions, subject his/her roommates to the loss of their permit privilege.
1. Residents of legal drinking age who provide alcoholic beverages to any person under the age of 21; or who permit, or through a lack of diligence, allow persons under the age of 21 to possess or consume alcoholic beverages on the premises, on the balcony or immediately outside the door of the space, will be cited by University Police and subject to associated fines. In addition, Residents will be subject to University Housing sanctions up to and including removal from campus housing and suspension from the University. Further:
 - a. If a permit exists for the apartment or room, it will be automatically revoked. Residents may reapply for a permit only after observing conditions set forth by University Housing.
 - b. If a permit does not exist at the time of the infraction, all residents of the apartment or room will receive an administrative citation for lack of permit and will be required to pay the associated fine, and may not substitute the fine with community service or educational programming. Once the fine is paid in full, residents may apply for a permit through outlined procedures.
 2. For the purposes of this section, "persons under the age of 21" includes residents, guests of residents, other students who do not reside in the apartment or room and their guests.
 3. For purposes of this section, "permit" and "allow" include circumstances under which persons under the age of 21 bring alcohol into the apartment or room from an outside source.
 4. Students under the age of 21 who are found in possession of or to have consumed alcohol on the premises will be cited by University Police and subject to associated fines. Further:
 - a. Resident students will be subject to University Housing sanctions up to and including removal from campus housing.
 - b. Non-resident students will be subject to disciplinary sanctions up to and including suspension from the University.
 5. Visitors who possess, consume, distribute or sell alcoholic beverages will be cited for a violation of the appropriate provision of the municipal code. In addition, they may receive a no-trespass order from the University Police, effectively prohibiting them from returning to the Student Housing or the entire campus community.
 6. In addition to the sanctions outlined above, any student or non-student may be cited for behavior violating criminal law and/or University policy arising out of the possession, consumption, sale or distribution of alcohol and may be subject to criminal prosecution and/or University disciplinary sanctions up to and including dismissal from the University.

Section 4.3.1: Alcohol/Controlled Substances (cont.)

IV. Penalties:

- A. University Police may issue an administrative citation for actions that violate the terms of this Policy, state and local law. In addition, the University Police may issue citations for conduct related to or resulting from the consumption of alcoholic beverages, including damage to property, injury to others, and sexual misconduct.
- B. Administrative citations which carry monetary sanctions include:
 - 1. Underage Possession
 - 2. Underage Consumption
 - 3. Delivery of Alcohol to a Minor
 - 4. Solicitation of Alcohol by a Minor
 - 5. Social Hosting
 - 6. Possession of Excessive Amounts of Alcohol
- C. The University Police may also issue citations for actions that violate this Policy, local ordinance, or state law. Citations issued for local ordinance violations carry sanctions that include monetary fines, court supervision and community service. Citations issued for violations of state law include the potential for incarceration.
- D. In addition to police-issued citations, students may receive sanctions from University Housing, which may include:
 - 1. Revocation of the Alcohol Use Permit
 - 2. Participation in alcohol awareness and/or bystander intervention programs
 - 3. Community Service
 - 4. Monetary Fine and/or alcohol program fee
 - 5. Temporary suspension or weekend suspension from campus housing
 - 6. Removal from campus housing
 - 7. University suspension

V. Appeal Procedures:

Students have the right to appeal any University Housing sanction imposed as a result of the enforcement of the provisions of this policy. To exercise the right of appeal, the student has five business days from the date of notification of the sanction to submit a written letter of appeal to University Housing.

The Director of University Housing will conduct an administrative review and issue a written decision. If the sanction is upheld upon review, the student has a further right of appeal to the Dean of Students.

VI. Student Reporting and Intervention:

The Student Handbook establishes that students have a responsibility to their colleagues and community. This includes a "commitment to refrain from harmful conduct," among which is the act of underage drinking. To further the intent of this section of the Handbook, this Policy encourages the following actions:

A. Student Reporting:

Students who suspect a violation of this policy are encouraged to report concerns to the Resident Assistant on duty or directly to the University Police, either in person or using the non-emergency number. Students may also use the Anonymous Report feature on the University Police web page to report a suspected violation.

B. Student Intervention:

Students are encouraged to speak with their peers about actions that may result in potential harm, including:

- 1. Possession or consumption of alcohol in areas prohibited by this Policy
- 2. Consumption of alcohol by students under legal drinking age
- 3. Excessive consumption of alcohol
- 4. Providing alcohol to students under legal drinking age
- 5. Engaging in potentially dangerous behavior while under the influence of alcohol

Section 4.3.1: Alcohol/Controlled Substances (cont.)

To empower students to speak with their peers about these issues, Student Affairs and/or the Diversity, Equity & Inclusion provides periodic bystander intervention training. Interested students may inquire about training schedules and opportunities.

Good Samaritan Exemption:

The University encourages students to seek assistance from University officials in circumstances where the consumption of alcohol results in, or has the potential to result in bodily harm, injury, or sexual misconduct. Students seeking such

assistance who are themselves under the influence and the student who is in need of assistance will not receive a sanction under this Policy. Students are encouraged to contact University Police to provide assistance and/or arrange for emergency transport when necessary.

Prescription drugs should be used for their intended purpose by the person to whom they were prescribed. Sharing or selling of prescription medication is a violation of this Policy.

Section 4.3.2: Annoying or Harassing Phone Calls

Any calls of an obscene or nuisance nature should be reported to University Housing staff. University Housing & Residence Life, with the assistance of University Police, can arrange to have incoming calls screened as they come in. If the calls persist or are threatening, University Police may intervene.

Section 4.3.3: Bicycles

Bicycles may not be stored in common areas (sidewalks, under stairs, etc.) of the apartments. Students are encouraged to take bicycles home during winter. Under no circumstances may bicycles be chained to stairwells or be stored in hallways, stairwells, etc. Such violations will lead to immediate impounding of the bicycle and possible disciplinary action.

Section 4.3.4: Break Periods

Housing charges for students in campus housing apply to times when the University is officially in session. Students wishing to stay in campus housing during holiday breaks will be required to complete a document and may be required to pay an additional fee, as determined by University Housing. The amount of the fee will be communicated by University Housing prior to the break period. University Housing also retains the right to impose additional conditions as it deems appropriate to accommodate any student requests to remain in campus housing over any break (or other extended period) when the University is not in regular session. All University Housing residents are not permitted to remain in campus housing during break periods and are expected to follow

the break vacate procedures outlined by University Housing.

* As a result of COVID-19 and precautionary measures, all residents will need to vacate University Housing for the virtual campus period that follows Thanksgiving Break. University Housing will officially conclude on Saturday, November 28 at 12:00 p.m. University Housing will officially close beginning Sunday, November 29 through Winter Break. All residential students, including Founders' Woods residents, are required to leave housing by no later than 12:00 p.m. on Saturday, November 28. The modified dates supersede any and all break stay accommodation requests.

Section 4.3.1: Alcohol/Controlled Substances (cont.)

While it is highly desirable to obtain maximum publicity for campus events, materials should be posted in appropriate locations and in a manner that is pleasing and effective as a communication item. All announcements should be submitted to University Housing for approval before being posted and may only be placed on authorized bulletin boards. Please see the Student Handbook for more information on these policies.

Section 4.3.6: Check In and Check Out

The check in and check out (also known as move in/move out) must involve proper room inspection planning with RA staff. This applies to room changes and official housing move outs during the academic year. This does not apply to break period arrival and departures when housing is closed.

The condition of your room/apartment and its furnishings will be inventoried prior to your arrival. You will have an opportunity to review and confirm this inventory when you move into the room/apartment. If you have any discrepancies with the inventory, discrepancies must be noted in on the inventory room condition form within 48 hours of arrival via the Housing Portal.

Furnishings and/or fixtures that originally come with the unit may not be removed. Take good care of your room and its furnishings. You will be financially responsible for any loss or damage beyond normal wear and tear.

Prior to checking out you must make an appointment with your RA who will assist you with completing a proper check out.

At the time of check out, all of your belongings must be removed from the unit and the space must be clean, including the common areas, which will be assessed as well. Your RA will collect all keys. You will be charged a fee for improper checkout (e.g., when a University Housing staff member did not approve the checkout, or if you are not present at your scheduled appointment with the RA). A \$150.00 fee will be assessed and additional fees if keys are not returned, and if there are damages beyond normal wear and tear including but not limited to paint chips and wall damage.

Residents will be required to make necessary arrangements with their RA in order to move out properly. It is the expectation of University Housing that the condition of your room upon check out is the same as when you moved in. To avoid damage charges please adhere to the policy.

When a student moves out of a room within Housing, (either at the end or in the middle of a term) a check out appointment must be made with your Resident Assistant for a walk-through inspection of your room condition. Residents will be responsible for any damages and/or item condition changes from original inspection. Keys should not be left with another student.

At the end of the academic year, each student must check out within 24 hours of their last final exam. Students must have all of their belongings removed from the room prior to the scheduled check-out appointment with the resident assistant. Failure to observe check-out procedures will result in a \$150 fine.

Students who have withdrawn from the University or who have been asked to leave for disciplinary reasons must follow proper check out procedures and leave within 48 hours (or earlier, if specified).

Section 4.3.7: Cohabitation

Cohabitation is defined as two un-married persons of opposite gender physically living together. It does not matter whether either party is a student or a nonstudent. Benedictine University does not support cohabitation and thus is not allowed within the residence halls or Founders' Woods apartments.

Section 4.3.8: Damages

Facilities Management is responsible for the upkeep of University Housing. Every effort is made to ensure that the facilities are properly maintained. Residents will be held responsible for any damages they or their guest(s) cause. Damages may result in a fine to the resident(s) responsible for the damage, as well as a judicial sanction.

Damages found within a shared room/suite/apartment will be calculated and divided between all the room's residents if no one claims responsibility for the damages. During the end of year checkout process, Facilities Management and

University Housing staff completes an assessment of each space. Damages deemed beyond the normal wear and tear assessment will result in related fines added to the student account.

Persons responsible for vandalism within University Housing will face disciplinary action, possible financial restitution, and possible removal.

Section 4.3.9: Damages – Common Area

Common area (including but not limited to hallways, laundry rooms, lounges, living rooms, kitchens, bathrooms and balconies) damage is the responsibility of all residents. Prevention is the first step and all residents are urged to be aware of happenings within their assignment, floor and assigned building. Be alert to intruders or residents who may damage your assignment, floor and assigned building. When damage occurs in common areas of your assignment, the individual responsible will be billed for the cost of repairs. If the damage is the result of an act of vandalism, the person responsible might also be assessed a fine and/or be subject to additional disciplinary action, including removal from on-campus housing. If the University is unable to determine who is responsible for the damage, the residents sharing the common area will be billed for the repairs.

The procedure will be as follows:

- When damage is discovered, a verbal or written notice will be issued to the residents describing the problem.
- The residents will then have 72 hours to identify the person(s) responsible. If, at the end of the 72-hour period, no responsible party has been identified, the cost of repairs and/or replacement will be assessed appropriately among the population affected.
- All residents will receive a notice of the amount due. Charges will be applied to the resident's bill and can be paid through the Business Office.
- If at some point in the future, the responsible party is identified, the person(s) responsible will be asked to provide restitution to those residents who were charged for the damage.

Section 4.3.10: Decorations

Decorations to help personalize your living space are encouraged as long as they are in good taste and are not considered a safety hazard. Housing reserves the right to ask students to remove decorations deemed offensive, unsafe or as viewed as damaging to University property.

Adhesives may be used to attach decorations as long as they can be fully removed without damaging walls upon check out. Students should be cautious when placing items on room and apartment main doors and ceilings because they might present a fire hazard or remove the finish. No device which penetrates or damages the door, walls or furniture may be used in any way.

Decorations on room doors and windows should also be in good taste (i.e., not lewd, indecent or obscene). Holiday decorations are permitted so long as they do not present a fire hazard. Real trees are not permitted in the halls. Decorative lights, such as string or battery operated lights, must be low wattage or LED.

Section 4.3.11: Drugs

Drugs are strictly prohibited in University Housing. The possession, use, sale or distribution of illegal drugs is a violation of state and federal law as well as the regulations of the University. Students who are found to be involved with illegal drugs will face an immediate two-week suspension, severe disciplinary action and the possibility of removal from on-campus housing and/or expulsion from the University. In some cases, information and evidence may be turned over to local law enforcement agencies. For more information, consult the Student Handbook.

Section 4.3.13: Electrical Appliances

Only full-time students (at least 12 credit hours for undergraduates and 6 credit hours for graduates) at Benedictine University may live in housing. Students may be denied housing for appropriate reasons as determined by University Housing.

Section 4.3.12: Eligibility for Housing

Residents may not have appliances with exposed heating elements (open-coil). Only electrical appliances with self-contained heating units (irons, corn poppers, coffee makers, microwaves) are allowed. Residents are asked to use CFLs (compact fluorescent light bulbs) in any lamps that they may bring in order to reduce the risk of fire.

Section 4.3.14: Emergency Information, Preparedness & Procedures

The University strives to reduce the impacts of emergencies and increase the effectiveness of the campus community in responding to and recovering from their inevitable occurrences. Doing so will provide continuity of campus operations in furtherance of the University's mission. The University's Emergency Response and Recovery Team (ERRT) encourages everyone to read the Emergency Response Plans and be familiar with your roles and responsibilities in preparing for an emergency. Please visit www.ben.edu/emergency to view all emergency related campus plans, communication methods, information, latest news and brochures.

Section 4.3.15: Evacuation Procedures

Whether it is a drill or an actual fire, every resident and guest is required to evacuate the building immediately. Please know safety is our highest concern. Any resident who does not comply with the evacuation procedures will result in disciplinary action and can result in a fine and/or removal from housing. If you have any questions regarding evacuation procedures please contact University Police or University Housing.

Section 4.3.16: Failure to Act

It is the student's responsibility to intervene or notify staff of behavior that is not consistent with University's mission and values, including policy violations to appropriate authorities.

Section 4.3.17: Failure to Complete

Students must complete assigned disciplinary sanctions issued by the University. Failure to complete outstanding sanctions may result in a fine and/or loss of privileges.

Section 4.3.18: Failure to Comply (Non-Compliance)

Students must comply with orders from University personnel at all times. Failure to do so will result in the violation of both the non-compliance policy and any suspected violations involved with non-compliance.

Section 4.3.19: Fire System

The University has established a system of monetary fines for policy violations in an effort to deter negative behavior. Please also note that providing alcohol to minors will result in addition fines. University Housing has the discretion to issue sanctions in addition to fines. The following is a list of incidents and fines:

- **Underage consumption/possession of alcohol:** \$100 fine for each offense. After the third offense, there will be a physical arrest. All alcohol incidents will involve a meeting with Housing and/or Student Affairs staff. This meeting is an effort to help curb behaviors that may be considered hurtful, unhealthy, and/or dangerous.
- **Littering:** When excessive trash is spotted outside a residence, a fine will be issued. The initial fine is \$10 per resident. The resident(s) will be fined \$25 each day that the trash is not removed after the first fine is issued. University Housing has the discretion to issue additional fines if deemed necessary.
- **Excessive noise/over occupancy:** When deemed prudent, a warning will be issued. Severe and/or repeated disruptions will result in an incremental fine system of \$100 for each disruption.
- **Guests of the opposite gender (Jaeger and Ondrak Only):** When deemed prudent, a warning will be issued. Meetings with Housing staff will be scheduled

for regular violations. Severe violations (guests staying for several 24-hour periods) will result in a \$10 fine per night, as well as a meeting with Housing staff.

- **Smoking:** Illinois law prohibits smoking in virtually all public places and workplaces, and educational institutions and their properties. This includes all of University Housing buildings. If a student is spotted smoking within 15 feet of a prohibited area (including Founders' Woods public balconies), a warning will be issued for the first offense. The student will be charged \$75 for each subsequent offense. If the violator is not a student, then the resident responsible for them will be fined.

Fines will be automatically assessed to the student's account.

Money collected from these fines can be used for various projects, but must be used to better the lives of students living on campus or the mission of University Housing. Should the monies be assigned to a project that is viewed in violation of the mission of University Housing or believed to be misused in other forms, the designation may be overturned by Student Affairs conduct administrator staff.

Section 4.3.20: Fire Safety

All of the University's on-campus residential housing facilities are completely covered by integrated automatic sprinkler and hard-wired addressable fire alarm systems, which are monitored 24/7 by University Police. Each resident is given a link to the Resident Fire Safety Brochure or can receive a hard copy from the University Housing office, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. The Emergency Response and Recovery Team, University Police, Lisle-Woodridge Fire District and Facilities Management conduct fire drills during the academic year.

As member of the Benedictine community, it is the responsibility of each member to ensure that their behavior does not compromise the safety of the community. Tampering with any safety equipment (e.g., emergency exit signs, fire alarms, smoke detectors, fire doors, etc.) or failure to evacuate the building when required to do may result in disciplinary actions. If you have any questions regarding evacuation procedures please contact Campus Police or University Housing.

Section 4.3.21: Guests and Visitation (Revised due to Pandemic)

Guests on campus will be limited to Benedictine students. Guests outside of the Benedictine community and are not permitted within University Housing. All visitors must comply with the same guidelines outlined for residents. A wellness check, hand washing, face masks and social distancing are mandatory for all guests. Each resident may have up to one guest visit their assigned room at any one time.

At any time, the University may request or require a resident to leave University Housing if a resident's continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with requests and leave their assigned space due to COVID-19 or other public health emergencies. Failure to do so is a violation of University Housing policies.

Section 4.3.22: Guest Responsibilities

Benedictine guests are permitted so long as they conform to the visitation policy and roommates agree that the frequency and duration of the visits is acceptable.

A resident may host an infrequent and occasional overnight guest (University Housing reserves the right to define "infrequent and occasional"), provided that such does not interfere with the rights of the roommate and does not violate the visitation policy (i.e., Jaeger and Ondrak Halls cannot have overnight guests of the opposite sex).

The host is responsible for the observance of University Housing Policies and the behavior of their guest at all times. The guest must be in the presence of the host at all times.

In the case of a disciplinary issue, action will be taken against the host if the guest is a non-Benedictine student. The University discourages guest during the week because it can become an inconvenience to roommates and other residents.

Section 4.3.23: Housing and Meal Plan Refund Policy

All students entering the fall semester signed an academic year housing agreement, which holds each student financially accountable for the housing costs through May 2022. Any cancellation that occurs at or any time prior to the end of the academic year will incur an early termination fee of \$1000 at minimum, as well as any housing or meal plan charges that apply based upon the refund schedule set forth in Residence Life Handbook and/or the listed Housing and Meal Plan Refund Policy area of the University's web page.

Students no longer attending the University (e.g. financial, graduating, fall only foreign exchange, students withdrawing, or transferring) must notify University Housing and submit a Residence Life Cancellation Request form within 48 hours of enrollment change, and follow the housing check-out procedures. Submissions should include the reason for not returning to the Residence Life and provide supporting documentation (e.g. graduation clearance, university exit form, a recommendation from financial aid). Refer to the university's academic calendar for important semester dates.

Section 4.3.25: Housing Assignments – Temporary Housing Assignment

Role of University Housing and Facilities Management

When maintenance, repairs and/or health and safety issues (not related to pandemic or public health emergencies) that require the temporary relocation of a student, the University, through the University Housing and Facilities Management offices, will make every effort to do the following:

- Provide the student with a [Statement of Student Rights and Responsibilities during a Temporary Housing Assignment](#).
- Identify temporary housing that is similar to that which the student has been regularly assigned and for which the student has been billed. For purposes of this policy, substantially similar refers to “a comparable room or apartment located within the residential community to which the resident is assigned that is of a similar size and containing similar amenities as the regularly assigned space.” If more than one substantially similar location is available at the time of the event, the student will be presented all available options.
- Communicate an anticipated work plan that includes an estimated time for the completion of the maintenance work or repair, based upon the information available at the time of the communication.
- Notify the student when the relocation must be completed to facilitate the maintenance work or repair.
- Offer the student assistance in moving personal articles to the temporary location.
- Provide ongoing communication as to the progress of the work project and the identification of the day and time when the student can return to his/her assigned space.
- Ensure that the area impacted by the maintenance or repair is in a clean and safe condition upon the student’s return.

If the University is able to provide a similar space on campus for circumstances covered by the Temporary Housing Agreement, no form of compensation, billing adjustment, inconvenience fee or other benefit will be provided to the student.

When Similar Housing is Not Available:

If the University is unable to identify a similar space that is available at the time of the necessary repair, one or more of the following courses of action will be discussed with the resident:

1. If available, the student may be offered an upgraded temporary location at the same rate as the student’s regular assignment. For example:
 - If an Ondrak Hall resident cannot be accommodated in another space within the facility, but there is space available in an apartment in Founders’ Woods, the resident may be offered a temporary assignment to the available apartment.
2. If the only space available in campus housing at the time of the displacement is considered a downgrade from the student’s assigned space, the student will be offered a temporary assignment in that space with a reduction in billing to reflect the rate difference for the period of the temporary relocation, or as close as such an arrangement can be made. For example:
 - A resident of Founders’ Woods cannot be accommodated in another apartment within the Founders’ Woods community, but is accommodated in Ondrak Hall for a period of five days or more. A billing adjustment would be made to reflect the difference in cost between the daily Founders’ Woods rate and the double occupancy rate of Ondrak Hall for five days. If additional meals are provided, no adjustment will be made to student’s account.
3. In cases where a student may be temporarily relocated from an apartment with kitchen facilities to a residence hall where no meal preparation facilities are available, the University may provide the student with additional meals through Dining Services at the rate of two meals per day. No additional adjustments will be made to the student’s account.
4. If the University is unable to accommodate a student anywhere in campus housing due to unavailability of gender-appropriate facilities, the student may be offered a room at a local hotel for a time period

Section 4.3.25: Housing Assignments – Temporary Housing Assignment (cont.)

associated with the repair. The arrangements and cost of the room will be covered by the University. The period of the hotel stay will be evaluated based upon facts and circumstances of the repair. The University may provide the student with additional meals through Dining Services at the rate of two meals per day. If the hotel provides courtesy transportation, the University will assist students in working with the hotel to arrange for reasonable transportation accommodations. However, the University will not reimburse a student for the cost of mileage for travel between the University and the hotel during the stay, meals served at the hotel or incidental expenses (including room service, mini bar expenses, pay-per-view movies or personal services) that are not included in the regular room rate.

Note: The University reserves the right to identify options other than those listed above as circumstances merit.

Student Refusal of Housing Options:

The duty of the University is to provide a similar housing arrangement or provide an alternative option in the event that similar housing is not available. If a student is offered a temporary housing accommodation, but either denies the options offered or states a preference to commute from home or make an alternative housing arrangement, the student may not request and will not be provided any form of compensation in exchange for denying the temporary housing assignment.

Student Appeals:

Only students who have been directly impacted by the provisions of this policy may submit an appeal of any term or condition specified herein. Appeals must be submitted in writing to the Financial Appeals Committee at FinancialAppealsCommittee@ben.edu. The University will proceed with completing required maintenance or repairs regardless of the student's intention to appeal.

Statement of Student Rights and Responsibilities during Temporary Housing Assignment

The University maintains the right to temporarily relocate residents for the purpose of conducting maintenance, repairs or in instances where health and safety issues

require temporary relocation. When a temporary relocation is necessary, however, the University is committed to minimizing the impact of the relocation.

Student's Rights

- The student has the right to know the nature of the issue that serves as the basis of the relocation. That information may be conveyed either verbally or in writing by either University Housing or Facilities Management.
- The student has the right to receive an estimated work plan prior to vacating his/her assigned space, either verbally or in writing, which provides a known scope of work and a projected completion date. The work plan is intended as an estimate only; the scope of work and projected completion date may be modified as the work commences and more information is gained.
- The student has the right to a substantially similar temporary housing assignment or to an alternative space in the event that a substantially similar space is not available, according to the Policy on Temporary Housing Relocation due to Maintenance, Repair or Health and Safety Issues. For purposes of this statement, the terms and conditions of that policy are incorporated into this provision.
- The student has the right to assistance in moving personal items to the temporary housing location. Students wishing to exercise that right should speak to a Resident Assistant or a member of the Housing staff.
- The student has the right to ongoing communication about the progress of work being done on his/her assigned space, including notification of any adjustments to the estimated timeframe for the student to be able to return to his/her space.
- The student has the right to return to his/her assigned space in a reasonable timeframe after the work has been completed. The student also has the right to return to a space where the area subject to the maintenance or repair work has been amply cleared of debris and is in a clean and functional condition.

Section 4.3.25: Housing Assignments – Temporary Housing Assignment (cont.)

Student Responsibilities

- The student is responsible for relocating to a temporary housing assignment no later than the instructions provided by University Housing.
- In the event that the student is requested to temporarily submit his/her key to University Housing, the student will do so by the stated date and time.
- The student is responsible for either taking items of value to the temporary location or securing them safely in a locked space that is not involved in the scope of the required work.
- The student is responsible for following any and all verbal or written instructions that apply during the completion of the maintenance or repair. These may include:
 - Requiring the student not to enter the space during the repair process unless accompanied by a member of University Police and/or University Housing staff.
 - Refraining from interfering with the maintenance or repair work being conducted in any way.
 - Acknowledging receipt of any updates or other information provided by Facilities Management or University Housing.
 - The student is responsible for returning the key to the temporary space to the Housing office in a timeframe that the office indicates.
 - The student is responsible for promptly reporting any problems or concerns associated with maintenance work or repair observed or experienced upon moving back to the assigned location.

Section 4.3.26 Health Insurance

All residents are required to have a health insurance coverage while living on campus. Although not required to subscribe to a plan offered by the university, there is an optional insurance plan available for college students with 1st Agency. Visit 1 stagency.com for more information. Delta Dental of Illinois offers optional [dental and vision coverage](#) for students of Benedictine University. Residents may be asked to provide proof of insurance at any time.

Section 4.3.27: Hospitalization

While students are living on campus, they may experience a hospitalization. Students are required to meet with the Director of Housing and/or Dean of Students prior to their return to campus in order to ensure they have the appropriate resources and support in place. Students can contact the Director of Housing at 630-829-6496 or Dean of Students at 630-829-6006.

Section 4.3.28: Injury & Illness

Any accidents occurring University Housing resulting in injury should be reported to the Resident Assistant who, depending on the circumstances, may help the injured person(s) obtain medical treatment and notify appropriate family and/or University personnel. An accident report will be filled out by the University. Any medical emergencies or extended illnesses should also be reported to the University Housing. Arrangements for students who are confined to their room to receive a sick tray may be made with the Director of Dining Services. Residents are ultimately responsible for their own health care.

Section 4.3.29: Keys

Upon check-in, all residents are issued room keys which lock the resident's main door and bedroom door. Mailbox keys are also distributed. A key replacement fee will be assessed if the keys are lost or not returned at the announced deadline. Residents must notify Housing within 48 hours of losing their keys. A resident's check-out will not be considered complete until the key is returned. Duplicate keys are not permitted and will result in disciplinary action. Legal action may also be taken against the vendor who provides the duplicate key.

Section 4.3.30: Littering

Littering from, in or around University Housing will not be tolerated as it destroys the appearance of our campus and can create a health hazard. Littering carries with it an automatic fine and the possibility of disciplinary actions, including the possibility of removal from on-campus housing.

Section 4.3.31: Lock Outs

If a student is locked out of their room, Benedictine University Police can access a master key to open the room. Resident identification is required and there will be a lockout fee for this service. Unauthorized locks may not be placed on room doors. Any change or addition of locks must be performed by Facilities Management and have prior authorization by the appropriate University personnel.

Section 4.3.32: Meal Plans

All residents are required to carry a meal plan each semester. All residents of University Housing must choose one of the meal plan options available during the 2020-2021 academic year. Should a meal plan not be chosen, the default meal plan will be applied. The default meal plan for Jaeger/Ondrak residents is the Gold Plan. The default meal plan for Founders' residents is the Block 100 Plan. Meal plan descriptions and prices may be found on the Dining Services and Business Office areas of the University's web page. The default (standard) Jaeger/Ondrak hall meal plan is the Gold Plan. Each plan includes a combination of a block of meals and BBuck\$ (dining dollars) that can be used at all on-campus eateries. BBuck\$ are discretionary dollars that lets your BenCard work like a debit card that can be used to purchase coffee, beverages, snacks, additional meals, or groceries. Students can always add more BBuck\$ online at dining.ben.edu or by visiting Benny's located in the Krasa Student Center.

- **Student ID Requirement** – Meals/BBuck\$ are available upon presentation of a valid Benedictine University student I.D. card.
- **Meal Plan Schedule** - The meal plan includes food service for residents only when the University is in session during the academic year. This does not include Thanksgiving Break, Winter Holiday Break, Spring Break or the Easter holiday weekend. Hours of operation are subject to change without prior notice.
- **Meal Plan Credits** - Credit will not be given for unused meals or "BBuck\$". Unused meals from the fall semester will not roll over to the spring term. BBuck\$ will not roll over to the spring semester if the student cancels housing and will not roll over into the following academic year.
- **Meal Plan Changes** - Changes in the contracted meal plan will be allowed only, if requested by the following dates: Fall Semester: August 1, Spring Semester: December 1. After those dates, a meal plan change will only be allowed if the student relocates to a residential community that requires a different meal plan by policy.
- **Meal Plan Exemptions** - Exceptions to the meal plan are only permitted for medical or dietary reasons

Section 4.3.32: Meal Plans (cont.)

through the approved accommodations process facilitated by Academic and Career Enrichment Center (ACE). Before any accommodation is approved, students must first consult with Dining Services to determine whether the dietary concerns can be accommodated through the meal plan. If the exemption is officially approved, meal plan charges

will be prorated for the term in which the approval is granted. Unless the exemption is approved as a temporary accommodation, the exemption will continue to be granted throughout the student's time in University housing without further action from the student.

Section 4.3.33: Missing Student Protocol

The welfare of our students is of utmost importance and have [Benedictine's Missing Student Notification Policy](#) in place to provide for each student's well-being. In addition to registering emergency contacts through the housing application, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact may do so by completing the [Missing Student Contact Information form](#) found on the University Housing webpage under Resources. Students are encouraged update this form annually.

Section 4.3.34: Move Out

When a student moves out of a room, (either at the end or in the middle of a term) a check-out appointment must be made with your Resident Assistant to complete the check-out section of the room condition report. Again, the resident indicates agreement with the information listed on the form by signing the check-out line. Keys should not be left with another student. At the end of the academic year, each student must check-out within 24 hours of their last final exam. Students must have all of their belongings removed from the room prior to the scheduled check-out appointment with the resident assistant. Failure to observe check-out procedures will result in a \$150 fine. Students who have withdrawn from the University or who have been asked to leave for disciplinary reasons must follow proper check-out procedures and leave within 48 hours (or earlier, if specified).

Section 4.3.35: Motorbikes and Motorcycles

Motorbikes or motorcycles may not be brought into or stored near the apartment buildings. Motorcycles are considered motor vehicles and may be operated only on campus roads, not on sidewalks or other areas normally used by pedestrians. Motor vehicles need to be registered with University Police and parked in parking lot areas only

Section 4.3.36: Occupancy

Although University Housing will work to accommodate students' requests for specific rooms, only an approved housing agreement can assure a student's space in a residence hall.

University Housing reserves the right to move any student (if needed) to a different, but comparable space.

Section 4.3.37: Noxious Odors

An offensive/noxious odor is any aroma of such intensity that it becomes apparent and/or offensive to others. Some examples are perfumes, air fresheners, dirty laundry, etc. When a noxious odor can be localized to a particular apartment and/or bedroom, the resident(s) and/or guests of that room may be in violation of this policy and will be asked to improve the situation. If the situation is not improved, disciplinary actions may result.

Section 4.3.38: Personal Property

The University shall not be held liable (directly or indirectly) for any loss of personal property by theft, vandalism or mischief to students or their guests or for the damage or destruction of such property by fire, water or any other cause.* All incidents of personal loss should be reported to University Police. Theft does occur. Valuables and large sums of money should be protected by the owner. Residents are encouraged to keep their apartment door and bedroom door locked at all times when there is no one present.

*Under no circumstances can Benedictine University reimburse students for any losses or damages of personal property. Therefore, residents are strongly urged to obtain personal property insurance. Students are encouraged to review family or personal homeowners/renters insurance and health insurance options and obtain adequate coverage.

Possession of stolen property will result in disciplinary action through the University and possible referral to the Lisle Police Department.

Section 4.3.39: Pets

Pets are not permitted in any student housing with the exception of fish in 10 gallon tanks or smaller. No other pets or animals are permitted in student residences at any time, even for a brief visit. The University has a pet policy because of the health and safety considerations of our students and staff and the challenges presented by adding animals to our already densely-populated residential campus. Students who disregard this policy undermine the legitimate needs of other students and the campus community. \ We ask that if you currently have an unauthorized pet on campus, please remove it from campus and not bring it back. \ If you have any questions, please contact University Housing or the ACE Center.

Students and their roommates who have an unapproved pet or animal found in their University Housing assignment are subject to the following:

First Offense: \$300 fine and referral to the Community Standards Board

Second and Subsequent Offenses: \$500 fine and further judicial action up to and including suspension

Regular follow up visits will be made to ensure the animal has been removed. Fish are the only pets allowed. The maximum tank capacity is 20 gallons. In the event of or in the interest of health and safety, all other animals will be removed and sent to a local humane shelter.

This policy does not apply to Service and Support Animals since animals are necessary as an accommodation for people with disabilities with approval of the Academic and Career Enrichment Center (ACE). Any student requiring Service Animal or Emotional Support Animal must comply with the University's policies and procedures prior to bringing the animal into University Housing facilities.

Section 4.3.40: Posting

All postings in University Housing must be approved by housing staff. Postings not approved can be removed by staff.

Section 4.3.41: Prohibited Items/Objects

For the safety of all residents, anything that could be perceived as a weapon is prohibited. The list below is not an extensive list of prohibited objects, but merely serves as a guideline as to the type and nature of objects that are prohibited: fireworks, explosives, smoke bombs, firearms, ammunition, BB guns, pellet guns, paintball guns, hunting knives, swords, throwing stars, nun-chucks, billy clubs, mace, pepper spray, and laser pointers.

Also prohibited are: incense, incense burners, hookahs, candles, live holiday trees or wreaths, space heaters, waterbeds, fog machines, flammable/combustible liquids

and gases, appliances with open heating elements, metal tip darts (darts with plastic or velcro tips are permitted), local government signs, and/or emergency lights (these items are subject to confiscation and will be considered as stolen property unless the resident can show proof of ownership), motorized vehicles/scooters, and halogen floor lamps (torchiere lamps).

If any of the above items/objects are found on housing premises, the object/item will be confiscated and disposed of when deemed necessary. Confiscated items will not be returned, and a sanction may be imposed.

Section 4.3.42: Quiet Hours

The University has established specific minimum quiet hours in an effort to reduce noise during early and late hours.

Quiet Hours

- 10:00 p.m. - 8:00 a.m. on weekdays (Sunday-Thursday) and 12:00 - 8:00 a.m. on weekends (Friday and Saturday).

Courtesy Hours

- In effect at all times.

Stereos, radios, televisions, musical instruments and conversations should be kept at levels that will not interfere with other residents. Amplifiers and loud musical instruments may not be used in student rooms. Excessive noise at any time of the day in a building where others might require quiet for study or sleep is a serious offense. If you encounter a noise problem, ask the responsible parties to be quiet. If they persist and/or are unresponsive to your requests, contact your resident assistant for assistance. Repeated noise violations may result in loss of equipment use privilege and/or other disciplinary action.

Section 4.3.43: Removal of Furniture

Furniture in the various lounge areas is for the comfort and enjoyment of all residents. It is prohibited to remove furniture from the lounge areas. If lounge furniture is found in a student's unit, a fine will be charged to the student, as well as a disciplinary sanction imposed.

Section 4.3.44: Room Buyout

Students are sometimes required to move for purposes of consolidation. If you are asked to move due to consolidation, subject to available occupancy and approval by Housing staff, you may remain in your current assigned space by electing to buy out the vacant assigned space in your room for an additional \$555 per semester. No student may buy out more than one vacant assigned space. The buyout option is only available to Jaeger and Ondrak Hall residents.

Section 4.3.45: Room Changes

Room changes cannot take place until after the two-week freeze period at the beginning of the semester. Unauthorized room changes (for any reason) will result in a fine of \$100 (for Founders' Woods residents) or \$50 (for residence hall residents) and will require students to move back into their original rooms. Room changes based upon race, color, age, religion, sexual orientation, national origin or disability will not be approved. Room changes are subject to a fee of \$100 (for Founders' Woods residents) and a \$50 (for residence hall residents). Residents may incur additional expenses if the new space is more expensive. Any cleaning, damage, or replacement charges incurred will be assessed applied towards student accounts.

Section 4.3.46: Room Consolidation

University Housing reserves the right to move any student (if needed) to a different, but comparable space.

Section 4.3.47: Room Furnishings

All room furnishings (furniture including, but not limited to, beds, tables, desks, chairs and couches) provided by the University must remain in the residents' assigned room. Beds are provided by the University. Lofts are not permitted. Pressure system bunk beds may not be used. Waterbeds are not permitted in resident rooms due to the possibility of damage from leaks or flooding. If any furniture is removed from the apartment or is missing, damaged or placed out on apartment balconies, the resident will be charged for the entire piece of furniture and may be subject to disciplinary action.

Section 4.3.48: Housing Staff Support and Room Condition

University Housing staff members are available to check residents into their rooms. Along with receiving keys, residents are required to complete a Room Condition Inventory Form via the Housing Portal within 48 hours of move in. (This involves reviewing the room and noting on the form any details regarding the condition of the room. It is important to fill out the form thoroughly, as the resident may be held responsible for any damage other than normal wear and tear not recorded within 48 hours

of check-in.) The resident will be financially responsible for any damages discovered in their room at the time of check-out. The resident is responsible for the room and its contents. Signing the Room Condition Form indicates that the resident is in agreement with the information recorded. This responsibility for the room extends to any damage resulting from a guest or carelessness on the part of the resident; such as leaving the room unlocked and unattended.

Section 4.3.49: Room Entry, Search and Inspection

University staff reserves the right to inspect and/or enter an assigned space when there is reasonable cause (i.e., potential danger to life, safety or health; assistance during an emergency; repairs to property; inspection for compliance with contract terms; violations of the Student Code of Conduct and/or the University Housing Handbook, municipal, county, state or federal laws or ordinances). In most cases a room will not be entered without knocking first. Entry following the knock may be preceded by a time lapse of sufficient duration to provide the occupant(s) ample opportunity to open the door. If it is necessary for authorized University personnel to enter a room when the occupant(s) is/are not present, the student(s) will be

notified regarding the reason for the entry. Your room will be inspected at the beginning and end of each semester and periodically during the year. These inspections are conducted to ensure that maintenance, safety, and sanitation requirements are being followed. Items prohibited by law or Housing policy may be confiscated, and the residents found in violation will be subject to disciplinary action. A 24-hour advance notice will be posted for all planned inspections except for those made during breaks. It is not necessary for residents to be present; nor will a resident's refusal, either verbal or physical, prevent an entry or inspection.

Section 4.3.50: Service Animal and Emotional Support Animals

Service Animals (SA) and Emotional Support Animals (ESA) are not considered pets and are allowed in student housing under certain circumstances and must be approved. Students seeking accommodations must channel requests and seek approval by the Accommodations Team from the Academic and Career Enrichment Center (ACE) at least 45 days prior to move in and/or prior to bringing animal into University Housing. All approved SA's or ESA's must adhere to and comply with the policies, agreement and expectations and outlined in the [Accommodations Services](#)

[webpage](#), including the [Benedictine-University-Service-Animal-Policy](#) and [Benedictine-University-Guidelines-for-Emotional-Support-Animals](#).

Resident visitors that has a service animal must notify the Housing staff 48 hours prior to arrival. Upon request, visitors with service animals should be prepared to provide staff with identification and documentation for their service animal.

Section 4.3.51: Signs

Signs removed from University, city, county or state property are not permitted in resident apartments. Residents in violation of this policy will face disciplinary action through the University, with possible referral to appropriate city, county or state authorities.

Section 4.3.52: Smoking and Tobacco

In consideration of the health risks to community members, environmental impact and community member feedback, all smoking, vaping and tobacco product use is prohibited on Benedictine University grounds effective August 1, 2017. Individuals desiring to smoke may do so in private vehicles only. Cessation programs for employees and students will be announced regularly.

Section 4.3.53: Solicitation

Solicitation of any kind is not permitted within University Housing without specific permission from the person who they are coming to see. No resident may use a room as a base for any personal business, including serving as an agent for any line of products. Any advertisement for a product or event outside the University must be sent through U.S. mail and be addressed individually to each resident.

Section 4.3.54: Storage

Residents may not leave personal belongings during the summer months. The University does not have facilities to store student property. Please make the necessary arrangements to remove all of your belongings before check-out time. Personal belongings left behind will be discarded after 72 hours of the official check-out date. Students who are in violation of this policy will be charged \$200 for the removal of their belongings.

Section 4.3.55: Student Conduct

All students must abide by any and all University policies and Code of Conduct outlined in the Student Handbook. Misconduct that occurs within the residence halls will be addressed and resolved by housing staff, Dean of Students and members of Student Engagement division through the Student Conduct Process (INSERT Referred Section). Resolutions may include warnings, loss of housing privileges, relocation, community services, educational initiatives or restitution.

Section 4.3.56: Student Grievance

Students who feel that a University staff member or someone performing work under supervision of a staff member has unnecessarily or inappropriately entered or accessed their assigned space should notify their Resident Assistant or a member of the Housing staff or they may complete an official [Student Complaint Form](#).

Section 4.3.57: Student ID

The BenCard plays an integral role in the safety and security of students who live on-campus. Each BenCard allows students access to their residence hall only. Students are responsible for their BenCard. Loaning a BenCard out to another student is strictly prohibited as this may compromise the safety of other students. Students who share their BenCard with others may face severe sanctions. If a student loses their BenCard, they are responsible for contacting University Police to deactivate their BenCard and purchasing a new one for \$50.

Section 4.3.58: Theft

In an effort to keep personal belongings safe and protected, all residents are encouraged to lock their room and unit door before sleeping or upon leaving the unit (even for a brief period of time). Any theft (even minor theft) should be reported promptly to a Housing staff member and/or Benedictine University Police.

Section 4.3.59: Throwing Objects

Tampering with or throwing objects from any window, roof or balcony is strictly prohibited and may result in the termination of a student's housing contract.

Section 4.3.60: Title IX –Policy Against Sex-Based Discrimination, Harassment, Sexual Assault and Misconduct

The University prohibits conduct which constitutes sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking as those terms are defined below, regardless of whether the alleged prohibited conduct occurred on or off of campus and regardless of whether the alleged perpetrator is student, faculty, staff or third party. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment. The University will also take steps, if and as appropriate, to remedy the effects of the violation for

the complainant and the University community as may be necessary, and to prevent recurrence of the violation. Finally, the approved policies of academic freedom shall be respected and are understood to be consistent with the implementation of this policy.

To view the Policy Against Sex-Based Discrimination, Harassment, Sexual Assault and Misconduct, Other Forms of Sexual Violence, Dating and Domestic Violence and Stalking in its entirety, go to: <https://www.ben.edu/compliance/upload/TitleIX-Policy.pdf>

Section 4.3.61: Unauthorized Entry

Residents and guests are not allowed in unauthorized areas within the residential facilities. Such areas include but are not limited to any space that is officially closed, any place restricted to designated persons only, mechanical and maintenance rooms, the rooftops of the residential facilities, or any place where the safety and welfare of the students and guests could be endangered.

Section 4.3.62: Visitation

Ondrak and Jaeger residents are permitted to have guests Sunday through Thursday 10:00 a.m. to midnight and Friday through Saturday 10:00 a.m. to 2:00 a.m. Founders' Woods residents have the privilege of 24-hour visitation rights, so long as courtesy is used with respect to roommates and other residents. Residents must also abide all University policies and state and federal laws. Modifications to this policy may be included in the Fall 2020 Opening Housing Plan due to Covid-19 related measures and supersede this policy.

Quiet Hours

The University has established specific minimum quiet hours in an effort to reduce noise in the residence halls and Founders' Woods during early and late hours.

Quiet Hours

10:00 p.m. - 8:00 a.m. on weekdays (Sunday-Thursday) and 12:00 - 8:00 a.m. on weekends (Friday and Saturday).

Section 4.3.63: Weapons

Benedictine University prohibits the possession or storage of a deadly weapon* or destructive device. The University also prohibits any carbon dioxide (CO₂) and spring-propelled guns. Individuals found in possession of such will be subject to disciplinary action, including dismissal from the University and possible criminal prosecution.

*A deadly weapon is defined as an instrument of offensive or defensive combat, something to fight with, and is any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material.

Ammunition: Any material capable of being projected by a weapon and makes the weapon operational.

Deadly weapons include but are not limited to:

- Guns and firearms, whether loaded or unloaded.
- Pellet, flare, tranquilizer, air, stun, spear, paintball and dart guns.
- Hand instruments designed to cut or stab another by being thrown, including but not limited to: knives with a blade larger than that of a folding pocket knife (about three inches), swords and epees (fencing swords), stilettos, bowie knives, switchblades, machetes and daggers.

Courtesy Hours

In effect at all times.

Stereos, radios, televisions, musical instruments and conversations should be kept at levels that will not interfere with other residents. Amplifiers and loud musical instruments may not be used in student rooms.

Excessive noise at any time of the day in a building where others might require quiet for study or sleep is a serious offense. If you encounter a noise problem, ask the responsible parties to be quiet. If they persist and/or are unresponsive to your requests, contact your resident assistant, the Housing staff member on duty or University Police. Repeated noise violations may result in loss of equipment use privilege and/or other disciplinary action.

- Striking instruments including clubs, truncheons, baseball bats, blackjacks, metal knuckles and sap gloves.
- Martial arts weapons including nunchakus, tonfas, staffs and throwing stars.
- Bow and arrow combinations.
- Slingshots.
- Destructive devices including hand grenades, explosive, incendiary and poison gas bombs, mines, rockets, missiles or similar devices and includes the unassembled components from which such a device can be made.

This policy does not apply to the possession and/or use of disabling chemical sprays when used for self-defense. These include such items as mace and pepper spray. (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training as well as Material Safety Data Sheets.)

Weapons and Ammunition Prohibition:

- No weapon or ammunition shall be worn, displayed, used or possessed in or outside of the residence halls.

Section 4.3.63: Weapons (cont.)

- Any non-resident invited to campus with an instructional purpose must obtain permission for weapon possession in writing from the University's chief of police while on-campus.

Exceptions

The University recognizes that there may be activities related to education or research that may appear ship to be in violation of this policy (e.g., physical fitness activities and theatrical productions). In these cases, the department or organization coordinating the activity is then responsible for obtaining written approval (annually) from the University's chief of police or designees in advance before following through with the activity.

Violations

Any person found in possession of deadly weapons on-campus in violation of this policy will be required to remove the weapon and/or themselves from University property. Any University student shall be subject to further disciplinary action in accordance with the University's disciplinary policies and procedures.

Any possession of a deadly weapon in direct violation of federal, state or local laws will be referred to University Police (or any other appropriate law enforcement authority) and may result in legal sanctions.

Call University Police for any violation or suspected violations of this policy at ext. 6122 (emergency: ext. 6666).

Section 4.3.64: Windows and Screens

Window screens may not be removed and must cover the windows at all times. For safety reasons, residents may not lean out of the windows or sit on window ledges. Students may not use windows to exit or access their rooms. Displays in windows which are deemed inappropriate and not removed by the resident(s) will be removed by Housing staff.