



B Benedictine University

**Student
Handbook
Benedictine.**

Student Handbook

Introduction

The Benedictine University Student Handbook ("Student Handbook") covers and includes the Code of Conduct, the Registered Student Organization Manual, and University Housing & Residence Life Policies and Procedures. This Student Handbook 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 Student Handbook at any time. Proposals to amend policies and procedures can be submitted to Dean of Students.

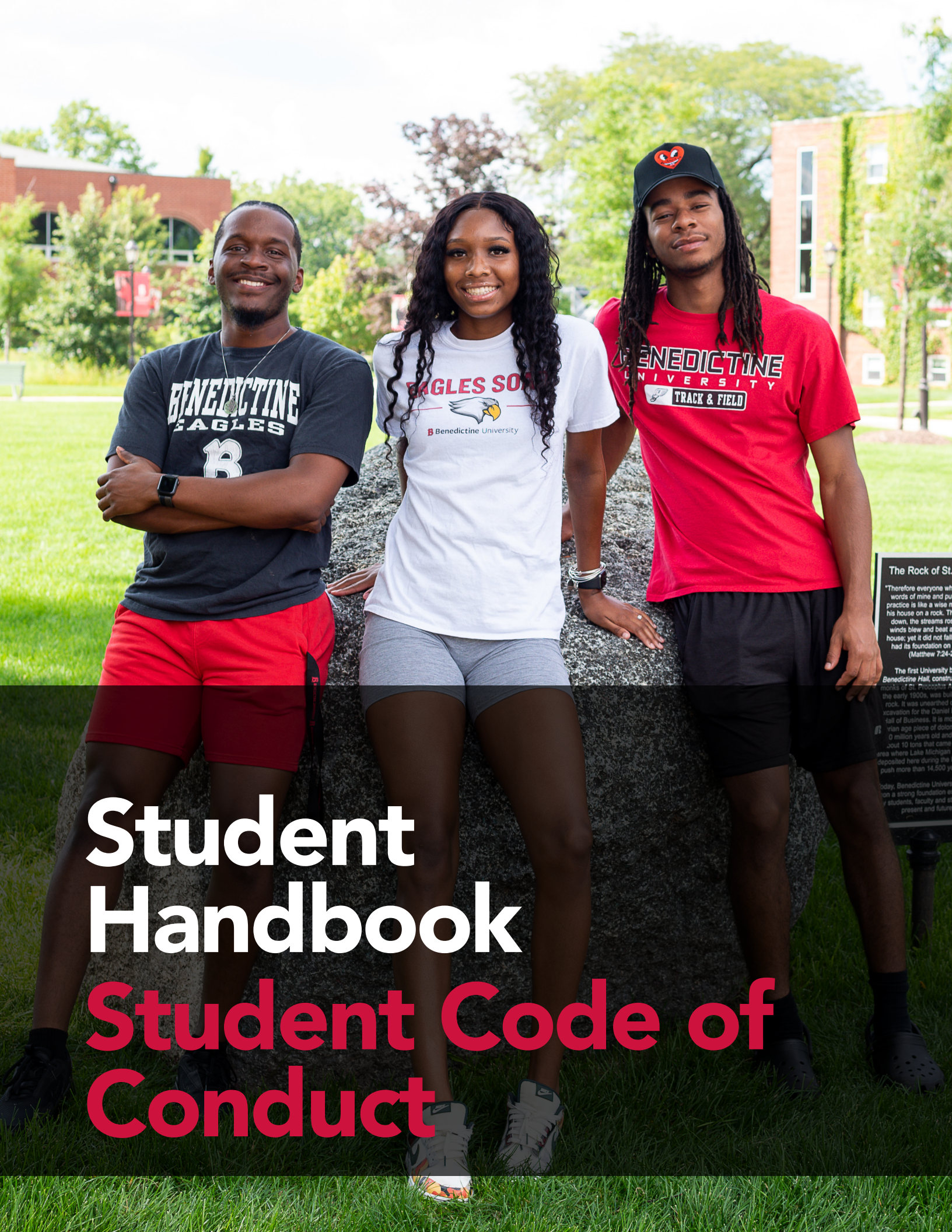
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Student Handbook

Student Code of Conduct

Introduction

The Benedictine University Student Conduct section covers community-wide and individual student expectations and responsibilities. Failure to abide by these responsibilities and any Benedictine University (“University”) policies and procedures will be resolved through the Student Conduct Process. This process is 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. The University 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. Therefore, 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 University community at the Lisle campus, cohort off-site locations and online, or Mesa campus. Community members are also expected to observe all current local and county ordinances as well as federal and state laws.

The University has established a climate that encourages the assumption of responsibility by students for their individual and collective actions with minimum regulation. Given that responsibility, our expectation is for each student to comply with the appropriate standards of conduct and decorum befitting members of our 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: to the educational process, to oneself, to colleagues and the community, and to the University. Within this first section Handbook, you will learn more about these responsibilities, as well as more about the Student Conduct Policies, Procedures, and Processes.

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, etc.), 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 the University 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. Students with self-esteem feel called to live in ways that exhibit leadership, ethics and values. The University's expectation is that all students pursue their academic studies to the best of their abilities. Therefore, students who do not perform to their fullest potential may lose privileges (on-campus housing, parking, etc.), if they do not maintain their commitment to their coursework. The following includes, but is not limited to, specific student conduct prohibited by the University:

1.2.1 All forms of dishonesty are prohibited, including but not limited to 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. Required papers may be submitted for review to detect plagiarism.

1.2.2 Misuse of alcohol and tobacco products is prohibited. The legal age for the possession and use of all alcoholic beverages 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 the [Alcohol and Drug Policy](#).

1.2.3 Unauthorized gambling is prohibited 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 are prohibited. The University has an obligation to uphold federal, state, and local laws regarding 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 the [Alcohol and Drug Policy](#).

1.2.5 Failing to immediately leave the building in which a fire alarm is activated is prohibited and may result in the issuance of a civil citation according to the University's [Fire Safety Action Plan](#).

1.3 Responsibility to Colleagues and Community

One must treat other members of the University community with respect to allow them to fully engage in the pursuit of their own education. This involves a commitment to engage in conduct that makes the community a better place for all to live and learn and refrain from harmful conduct. 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 to harm any person are prohibited. This includes physical contact and, the use or possession of lethal and less-than-lethal weapons/ammunition. Please refer to the University's Hate Crime Policy, Student Sexual Misconduct Policy and Procedure, 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. The 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 the University's 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 15, and [Title IX Policy](#).
- 1.3.4** Promotion of self-inflicted activities on the Internet is prohibited, including harming others and underage drinking.
- 1.3.5** Failure to comply with directions of University officials acting in performance of their duties is prohibited.
- 1.3.6** Students 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, the 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 always have their University Student I.D. Card (Bencard) and that the Bcard

1.4 Responsibility to the University (cont.)

has the correct information and is valid while the student is at the University. 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.

1.4.6 Violation of Policies and Procedures enacted by University Departments.

1.4.7 Violation of local, state or federal laws.

1.4.8 Non-payment of Student Accounts

1.5 Alcohol Policy

The University requires that all students abide by current local ordinances, state law and University policies related to the possession, distribution, and/or consumption of alcohol and alcoholic beverages. Students should be aware whether possession of alcohol occurs inside or outside the University, legal sanctions under applicable law for unlawful possession, distribution and/or consumption of alcohol and

alcoholic beverages may include fines or imprisonment. Alcohol education programs are conducted routinely at the University. Students experiencing difficulties with alcohol or drug use are encouraged to talk with the Counseling Center, Health Services, the Office of the Dean of Students, or other members of the University staff. Please refer to the [Alcohol and Drug Policy](#).

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 University Smoking/Tobacco Policy changed to prohibit smoking, vaping, and the use of tobacco products, in consideration of the health risks to community members, environmental impact and community member feedback. Our students, faculty and staff members and guests shall abide by the Smoking/Tobacco 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

Smoking/Tobacco Policy. This Smoking/Tobacco Policy will be enforced like any other student conduct and/or employee violation.

Individuals desiring to smoke may do so in their car or off University campus or property.

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

1.8 Non-Discrimination Policy

In administering its affairs, the 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 the University include constitutional and statutory protections of the University's rights as a religiously sponsored institution.

The University does not discriminate on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic in its; (1) admissions or educational policies, programs, or activities; (2) scholarship and loan programs; (3) athletic and other University administered programs or (4) employment practices. In addition to meeting nondiscrimination obligations under federal and state laws, the 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 everyone, regardless of economic status, ethnic background, political views or other personal characteristics and beliefs.

The University is also committed to providing all 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 or submit an incident for confidential review using the [Hate/Bias Reporting Form](#).

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

The 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 activities, 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. Elaine L. Davies, Title IX Coordinator, and resources in Lisle and Mesa. The full text of the Title IX Policy and additional information about reporting sexual harassment on campus and Title IX can be found at [here](#).

The 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 Support Center. Special accommodation services are available for students with disabilities on a case-by-case basis, if 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, but are not limited to, 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 contact the Academic Support 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 Student Code of Conduct. A person commits hate crime when by reason of the actual or perceived race, creed, color, national/ethnic origin, sex, age, disability, military/veteran status, marital status, citizenship, or any other characteristic protected by applicable law. 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 Campus Safety Department (630) 829-6122, a residence hall staff member, the Dean of Students, Student Health Services, Counseling Center or an outside community agency. You may also submit an incident for confidential review using the [Hate/Bias Reporting Form](#). 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 victim of hate crime. 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 the University's stated goals is to maintain an environment that is healthy and safe. Sexual misconduct and gender-based violence are 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 or gender-based violence will not be tolerated. For purposes of this Section 1/10, "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), and/or 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; make a reasoned decision concerning the sexual act; and communicate that decision in an unambiguous manner.

There are several 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 of, unconsciousness, fear, or coercion. For purposes of this section 1/10, "gender-based violence" also includes dating/ domestic violence and stalking as defined in our University Title IX Policy.

Persons accused of sexual misconduct or gender-based violence will be subject to disciplinary action in accordance with 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 or gender-based violence may be immediately suspended or restricted from campus pending final disposition of any disciplinary proceedings. Individuals found to have committed sexual misconduct or gender-based violence will be subject to sanctions, up to and including dismissal from the University.

In addition to student disciplinary action, persons accused of sexual misconduct or gender-based violence 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, the

1.10 Sexual Misconduct Policy and Procedure (cont.)

University may choose or may be required to provide information and records related to its disciplinary proceedings involving the same act. However, University's student disciplinary process is independent of and not dependent upon any criminal process. The decision of any outside agency to prosecute or not prosecute and the ultimate outcome of any criminal proceedings do not affect or influence the University's student conduct proceedings. A person who has been a victim of sexual assault may report the crime to the Lisle or Mesa Police Department (911), the Benedictine Campus Safety at (630) 829-6122, Dr. Elaine L. Davies, Title IX Coordinator, (630) 829-6495; a residence hall staff member, the Dean of Students, the health/counseling office or an outside community agency such as the YWCA Hotline at (888) 293-2080 (call or text). The University provides support services for persons who have been victims of sexual assault, domestic violence, dating violence, or stalking. 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 are available in Lisle and Mesa, both on campus and in the community.

Amnesty Policy: The health and safety of Benedictine University students is our top priority. University officials understand students may be hesitant to seek assistance during times of need due to fear of getting in trouble. Students that seek assistance for themselves and/or others should be able to do so without having to worry about repercussions of seeking help. A student who reports, in good faith, an incident of sexual assault will not be charged with an alcohol or drug violation of the Student Code of Conduct.

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. The 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 are prohibited;

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 are prohibited; 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 is prohibited.

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, report the alleged conduct immediately to the Dean of Students, Human Resource Office, the compliance officer or any other senior University official. The University prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

1.12 Responsible Use of University Technology Resources Policy

The Department of Information Technology maintains the *Acceptable Use of Technology Resources Policy* (AUP) for all members of the campus community. This document outlines the permissible use of university-owned technology and covers your responsibility to abide by all laws in the use of technology. This includes laws that protect copyright and other intellectual property.

As a student, you are expected to abide by the basics of Internet etiquette regarding communication via text, chat room, online forums, or email. Your online behavior is evaluated in the same way as if the behavior is in person. For example, please respect other people's time and bandwidth, use appropriate upper and lowercase punctuation, and respect people's privacy. Your university assigned email address (ending with @ben.edu) is the address used by university faculty and staff to communicate with you. Because email is the official method of communication for students at Benedictine University,

you are expected to read and, when required, respond to official University email. The University recommends that you check your university email daily. Please note that faculty may, based on course requirements, require you to check your university email at designated times.

If you choose to auto-forward email from your official University email address to another email account (Gmail, Office 365, etc.), you do so at your own risk. If any correspondence from your official University email account gets lost when it was auto forwarded, you are still responsible for any action or obligation that was contained in that original email. The University is not responsible for the handling of email by outside vendors or unofficial servers.

To read the full *Acceptable Use of Technology Resources Policy*, please download the [PDF file](#).

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 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 the 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 Campus Safety as soon as possible. A copy of the Campus Safety 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 as an attachment to your claim.

1.15 Accommodations Procedures

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

Students needing accommodations should contact the Academic Support Center to discuss requesting accommodations. When accommodations are approved, the ASC staff will contact the student and provide them with the Student Academic Accommodations Approval (SAAA) form, which the student will send to their professors

to notify them of the approved accommodations.

Each semester students will receive an updated SAAA forms sent to their Benedictine University email from the Academic Support 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 Academic Support Center.

Please read the Benedictine University Accommodations Handbook for additional details.

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

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy and integrity of a student's education records by prohibiting the disclosure of personally identifiable information from education records

maintained by the institution, and by granting the student the right to review their education records and to request the addition, correction, or deletion of information in their education records. The policy is [here](#).

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 any unauthorized individual whether such person be a member of the Benedictine community or not unless the disclosure is made 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 disclosed absent the affected student's authorization made consistent with the requirements of this policy. An exception to confidentiality requirements regarding counseling records may exist if 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 by a recognized court or other official body, or 4) evidence is disclosed of child abuse or neglect that is required by law to be reported to appropriate authorities. 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.

1.18 Demonstrations Procedures

People 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. Demonstrations shall not be allowed to take place on the Benedictine campus that serve to disrupt educational activities or regular business operations of the institution.

The Director of Campus Safety or their designee, in consultation with University officials, will determine the point at which the normal operations of a specific building or area are disrupted, should such a disruption occur. In such an event, 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 is subject to arrest and prosecuted. Just as the 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 to be appropriate in the context of the circumstances and undertake with due care. 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. These procedure are 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, informal process and agreed by both parties.

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 (including

but 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 can expect to receive further details within 10 days if they require them to 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 for a Title IX hearing and 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

1.19 Student Conduct Process (cont.)

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 assistance from the Student Affairs office. The administrator or Hearing Panel 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 student's entire disciplinary record at University will be considered when designing an appropriate sanction.

1.19.4 Appeal Process

A student may appeal a decision made by a hearing panel concerning the finding of a violation of University policy or the remedy imposed within five days of notification of a decision. To initiate an appeal, 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

In accordance with the final decision, the Office of Student Affairs may deem sanctions appropriate. The following includes some, but not all sanctions, which students may be subject to. 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.

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 and appropriate, a student may be required to provide a release of information form to verify psychological and/or 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 period 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, or 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. After the suspension period, the student is automatically eligible for readmission.

1.19.5.10.2 Conditional: suspension may be stipulated

1.19 Student Conduct Process (cont.)

for an indefinite period of premised on the student's accomplishment of certain specified conditions.

1.19.5.10 .3 Interim: Suspension may be 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 the stipulations stated above 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 University property, themselves 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 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 this process, a "Complaint" is an expression of dissatisfaction concerning a University employee, department, service, or process, or a University administrative action, and which requires University clarification, investigation and/or resolution.

A complaint must occur in writing and within fifteen (15) business days of 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 will confirm receipt of the student complaint through an email response.

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

Within ten (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 twenty (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 <https://complaints.ibhe.org/>.

1.21 Student Complaint Process (cont.)

Note for students residing in Arizona:

If the complaint cannot be resolved after exhausting the University's Student Complaint Process, the student may file a complaint with the Arizona State Board for Private 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: <https://ppse.az.gov/>.

Note for online students:

If the complaint cannot be resolved after exhausting the University'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 <https://complaints.ibhe.org/>.

Note for online students residing in California:

If your complaint cannot be resolved after exhausting the University'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:

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



Student Handbook

Registered Student Organization Manual

Section 2.1: General Information

2.1.1 Purpose of the Registered Student Organization Manual

The Registered Student Organization Manual is 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 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 numerous 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, you can 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 Activities may update, edit and create policies and procedures at any time. The student organization manual will be available on the University website and linked to the Student Handbook.

Contact Information (Lisle):

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

2.1.2 Impact of University Mission and Identity Statement

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

statements as articulated on The Sister Judith Ann Heble, OSB Center for Benedictine Values web page: <https://ben.edu/center-for-benedictine-values/>.

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.

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. Organizations are open to all students without regard to actual or perceived 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. Once registered with the Office of Student Activities, the registered student organization becomes eligible for certain privileges.

2.2.2 Student Organization Review

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

A constitution is an organization's foundational document that articulates its mission, structure and fundamental principles that guide and govern the organization. Bylaws establish specific procedures that the organization must follow in its operations consistent with the constitution.

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 12:30 p.m. 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 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. 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>).

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 Activities 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

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

belongings.

- Support from Student Activities 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 Expo 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.

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

2.4.1 Process for Starting a Student Organization (cont.)

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 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 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 Senate Executive Board

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.

2.4.2 Student Organization Review Committee (SORC) (cont.)

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 or policy which may result in the loss of Registered Student Organization status.

2.4.2.5

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. .

2.4.2.6

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 Activities 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

2.5.1 Responsibilities and Expectations of Registered Student Organizations (cont.)

- 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 Office of Student Activities.

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, polices 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 Office of Student Activities.

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 Office of Student Activities.

2.7.2 Event Planning Timeline

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 Office of Student Activities.

2.7.4 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 Office of Student Activities in Lisle or the Dean

of students in Mesa 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 Office of Student Activities.

2.7.5 Online Event Registration:

Any events that need an online registration page and/or online ticket sales will be created through I-Modules by the Office of Student Activities. 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.

2.8.3 Dining Service

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

Lisle

- 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.

Mesa

Student organizations should receive prior approval to bring food onto campus to serve to students, faculty or staff. Only professional restaurants, bakeries or stores should provide food services for meals.

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 Office of Student Activities 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 from the Office of Student Activities in Lisle or the Dean of Students in Mesa.
- Students or their guests must comply with all behavioral guidelines outlined in the Student Handbook.
- 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 or the City of Mesa as appropriate.

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

- 2.8.7.2** The registered student organization is responsible for paying required license fees.

- 2.8.7.3** Following the raffle, the registered student organization is responsible for submitting required reporting to the municipality as needed.

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 (Lisle) or the Dean of Students (Mesa) will assist registered student

organization with the event license paperwork.

- 2.8.8.2** The paperwork must be completed no less than 14 days prior to the event.

2.8.9 Bonfires

Lisle

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

- 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.

Mesa

The area maintains certain 'no-burn days' due to atmospheric conditions that can affect air quality. Bonfires require advanced planning with the Student Affairs Office as well as approval from appropriate municipal departments. The Dean of Students can assist students who wish to plan for a bonfire.

2.8.10 Travel Policy

All off campus travel by recognized student organizations are required to obtain approval from the Student Activities Office.

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").

2.8.10.3 Benedictine University Support

A Benedictine University faculty/staff 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 Campus Safety at (630) 829-6122 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.

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 the Office of Student Activities, 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.

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 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)

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.

- New, exciting event ideas that will enhance the student experience
- Traditional events with success that are bringing enhancement to previous years.

2.9.1.4 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 (Lisle Campus).
- 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.

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.

2.9.3 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 Office of Student Activities.

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 referenced 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 Office of Career and Personal Development 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 Office of Student Activities.
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:
Lisle:
 - 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.

Mesa:

- a. Gillett Hall: In plastic bulletin holders, the bulletin board at the bottom of the stairway to the 2nd floor or by submitting them to the dean of students for inclusion in digital screen advertising.
 - b. Mesa Center for Higher Education: On table tops and bulletin boards on the main floor of the building only.
 - c. Residence Halls: A member of the residence life team can post on behalf of an organization. Flyers should be brought to student affairs and will be delivered to residence life.
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:
 - a. Benny's or Goodwin 2nd floor (Lisle)
 - b. The Perch in Gillett Hall (Mesa)
 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. Mesa has limited availability to post banners.

Note:

Any announcements found in violation of this policy will be removed and discarded. In 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 Activities 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 Activities, their specific registered student organization and themselves at all times. Registered Student Organizations 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 Office of Student Activities.
- 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: 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.

2.11.1 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.

2.11.2 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.

2.11.3 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.

2.11.4 Review of Group Conduct

Actions of a student organization considered potentially harmful to the institution or others, but do not pose

Section 2.11: Conduct (cont.)

an immediate threat may be referred to the Student Organization Review Committee (SORC) for the purpose of determining whether the student organization should 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.

2.11.5 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.

2.11.6 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 of his decision.

Section 2.12: Resources

2.12.1 Event Planning Guide and Tips

2.12.1.1 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?

2.12.1.2 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

2.12.1 Event Planning Guide and Tips (cont.)

- 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 Office of Student Activities in Lisle or the Dean of Students in Mesa.
- Once you receive an event approval email from the Office of Student Activities (Lisle) or the Dean of Students (Mesa) you can move forward with planning and marketing your event.

2.12.1.3 Marketing

- How will you advertise your event to make it successful?
- Request printed flyers and a banner through the Office of Student Activities (Lisle) or the Dean of Students (Mesa).

- Have flyers stamped for approval by the Office of Student Activities (Lisle) or the Dean of Students (Mesa.)
- Post on Social Media

2.12.1.4 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!

2.12.1.5 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 Office of Student Activities (Lisle) or the Dean of Students (Mesa).
- Turn in and complete any necessary tasks such receipts, reimbursements, thank you letters, etc.

2.12.2 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.

2.12.2 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

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

5.2.1.1 Lead all Executive Board meetings and discussions

2.12.2 Constitution and Bylaws Template (cont.)

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

2.12.2 Constitution and Bylaws Template (cont.)

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.

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

2.12.2 Constitution and Bylaws Template (cont.)

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.
 - 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.

2.12.2 Constitution and Bylaws Template (cont.)

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

2.12.2 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.

2.12.2 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.

2.13: Forms

2.13.1 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.

Non-Event Fundraising Form

<p>Organization Name</p> <input style="width: 90%;" type="text"/>	<p>Contact Person</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%;"><input style="width: 90%;" type="text"/></td><td style="width: 50%;"><input style="width: 90%;" type="text"/></td></tr><tr><td>First Name</td><td>Last Name</td></tr></table>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	First Name	Last Name
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>				
First Name	Last Name				
<p>Contact Email</p> <input style="width: 90%;" type="text"/>	<p>Contact Phone</p> <input style="width: 90%;" type="text"/>				
<p>Requester (If different than contact person)</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%;"><input style="width: 90%;" type="text"/></td><td style="width: 50%;"><input style="width: 90%;" type="text"/></td></tr></table>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<p>Requester Email (If different than contact email)</p> <input style="width: 90%;" type="text"/>		
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>				

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

2.13.2 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"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	Advisor Name
<input type="text"/>	<input type="text"/>
Estimated Meeting Attendance	What building would you like to reserve your meeting in?
<input type="text"/>	<input type="text"/>
What room would you like to reserve within your requested building (please provide TWO options)	Beginning time of meeting
<input type="text"/>	<input type="text"/>
End time of meeting	Select your meeting frequency
<input type="text"/>	One-time
	Weekly
	Every other week
	Other:
	<input type="text"/>
Beginning Date	End Date
<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

2.13.3 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

2.13.4 Non-Event Fundraising Form

Non-Event Fundraising Form	
Organization Name <input type="text"/>	Contact Person <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) <input type="text"/> <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? <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) <input type="text"/>	
How does this fundraiser relate to your organizations mission and how will it enhance campus life? <input type="text"/>	

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

2.13.5 Donation Request Form

Donation Request Form Student Organizations

Student Organization/Club * <input type="text"/>	Advisor * <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	

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.

Business/Vendor Name 1 * <input type="text"/>	Business/Vendor Address *
	<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 * <input type="text"/>	Requested donation * <input type="text"/>
---	---

Business/Vendor Name 2 <input type="text"/>	Business/Vendor Address 2
	<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 <input type="text"/>	Requested donation 2 <input type="text"/>
---	---

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

2.13.6 Tabling Request Form

Tabling Request Form

Organization Name <input type="text"/>	Contact Person <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) <input type="text"/> <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	
<p>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</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
*1 table and 4 chairs will be provided per tabling session.	
Tabling Date <input type="text"/> <input type="text"/> <input type="text"/>	Tabling Backup Date <input type="text"/> <input type="text"/> <input type="text"/>
Start Time <input type="text"/> : <input type="text"/> <input type="text"/>	End Time <input type="text"/> : <input type="text"/> <input type="text"/>
Additional time required for set-up/clean up? Yes No	
Building/Location <input type="text"/>	Room/Location <input type="text"/>

Submit Form

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

2.13.7 Event Evaluation Form

Event Evaluation Form

Event Information

Name of Organization *

Name of Event *

Name of Person Completing Evaluation *

Email *

Event Date/Time *

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](#)

2.13.8 Travel 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, students should contact Campus Safety by calling (630) 829-6122 and asking for the Dean of Students.

2.13.9 Student Travel Contact Form

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 2.14: Reference

2.14.1 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 Life and/or Campus Safety 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.

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

University Housing & Residence Life

Section 3.1: General Information

3.1.1 Welcome

Benedictine University (the "University") maintains and operates residence halls and apartments as an integral part of academic life. Through the various Student Life initiatives we strive to help you to grow richer in spirit and larger in impact through opportunities that turn individual interest into personal achievement.

Student Life dedicates itself to the education of the whole person by providing opportunities and experiences that endeavor to 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 inform the basis of the Residence Life's programming and services. The programming and services offered are centered on providing 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 Residence Life Handbook, as well as the Student Code of Conduct and Student Handbook. The Residence Life staff is available to assist you with interpreting the various policies enclosed in the Residence Life Handbook, learning about your new surroundings, and becoming an active community member on campus.

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

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

Joshua Williams
Joshua Williams, Coordinator
jwilliams15@ben.edu
(630) 829-6603

3.1.2 Residence Life Statement

The Residence Life staff is dedicated to and responsible for fostering a living environment that seeks to promote and support the University's Missions, priorities, and values. The residential community serves to embody 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 helps develop diverse communities which meet the needs of its members both individually and collectively facilitate the cultivation of 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 generally 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 critical 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.

3.1.3 Residence Life Staff

Residence Life Team

The Residence Life team consists of professional staff, Head Residents, and Resident Assistants under the division of Student Life. 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 participating in nightly duties to ensure safety and security in campus housing.

Head Residents (HRs)

Head Resident Assistants are responsible for direct supervision of Resident Assistants, assisting in large scale programming, fostering community development and participating in on-duty rotation for emergency and crisis

management response in campus housing.

Coordinator

The Coordinator is a professional live-on staff member who plays an integral role at the University and is responsible for all aspects of student staff including the selection process, recruitment training and supervision. The designated staff member 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 leads the department and ensures that the Student Life's Mission is carried out. The designated staff is responsible for the operations of campus housing administration, occupancy management, departmental initiatives and strategic planning. In this role, the Director is also involved in assisting with resolving a variety of student issues, conduct and contract management.

3.1.4 Housing Options & Spaces

The University serves as a second home to more than 600 students, occupying nine residence halls.

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.

Founders' Woods (Lisle)

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,

3.1.4 Housing Options & Spaces (cont.)

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.

Alhambra (Mesa)

This recently renovated building offers Benedictine University students at the Mesa campus a one-of-a-kind

living experience complete with dormitory style rooms and suites near the Mesa Art Center. Located two blocks from Gillett Hall, residents of the Alhambra can enjoy all that downtown living has to offer. Rooms are furnished with a TV, ceiling fan, air conditioning and community amenities include gas grills, laundry room, a community kitchen and enclosed, private and safe outdoor spaces for resident use.

3.1.5 Services & Resources

3.1.5.1: 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.

3.1.5.2: Campus Ministry

Campus Ministry, located on the 4th floor of Kindlon Hall (Lisle) or in Gillett Hall (Mesa), dedicates itself to pastoral care, faith formation, and furthering the common good through practice of the Benedictine hallmarks in our community. Additional information and resources can be found at <https://www.ben.edu/campus-ministry/index.cfm>.

3.1.5.3: Student Wellness Center (Lisle)

The Wellness 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>.

3.1.5.4: Dining Services – BenUeats (Lisle)

BenUeats campus eateries include Benny's, The Pub at Coal Ben, #Coffee, Stonzza and Concessions at Sports Complex are brought to you by University staff and through partnerships with Chartwells Higher Education. For more information 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.

- **Stonzza – Located in Benny's Dining Center**

Students can use their Dining\$ to order a variety of pizzas.

- **The Pub at Coal Ben – Located next to Goodwin Hall**

The Pub 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 of our many special events. Residents can use Meal Plan Dining\$ towards purchases.

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

#Coffee proudly serves Starbucks Coffee and offers an assorted variety of fresh pastries, bottled beverages, snacks and a variety of grab n' go entrees. Residents can use Meal Plan Dining\$ towards purchases.

3.1.5 Services & Resources (cont.)

3.1.5.5: Facilities Management

Facilities Management (“FM”) is located on the first level of the Parking Garage structure in Lisle and works behind the scenes, 24-hours a day, to serve the University as a partner in excellence. 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. Campus Safety should be called for emergencies at (630) 829-6122.

3.1.5.6: Fitness Center

Lisle

The Benedictine Fitness Center in the Rice Center is an 11,000-square-foot facility open to faculty, staff and students on the north side of campus. It features a 7,500-square-foot cardio center, which includes elliptical trainers, treadmills, stationary bicycles, a private dance/exercise studio and a 4,200-square-foot strength training mezzanine, which includes both free weights and strength training machines that cater to a variety of users. Fitness Center membership is free for all current students. The Fitness Center is open 7 days per week during designated hours. Fitness Center hours will be adjusted due to weather related issues and campus closings. Hours will also be adjusted during holidays and summer/winter breaks. Hours can be found at <http://www.ben.edu/student-life/fitnesscenter.aspx>

Mesa

All students currently enrolled at the Mesa Campus are eligible to receive a free membership to Planet Fitness. The classic membership will provide students access to all equipment at the University Drive facility including unlimited access, Planet Fitness workout apps and free fitness training.

3.1.5.7: Health Services

Student Health Services, located in the Krasa Student Center is nurse-directed under the guidance of a licensed physician. 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 inquires can be made by calling Health Services at (630) 829-6046.

3.1.5.8: 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. As such, 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 inquires can be made by calling Facilities Management at (630) 829-6420.

3.1.5.9: 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 the status of equipment through the CSCPay Mobile App via a smartphone. Each student’s account is programmed and loaded with 500 cycles or \$5.00. The machines are programmed to charge \$0.01 per load. If students require additional funds may do so by contacting the customer service number. For features and information on the laundry app, please visit www.vimeo.com/428504630 or click the [Instruction Video](#). Apple users can download the app [here](#). Android users can download the app [here](#).

Students may inquire directly with CSC’s customer service center at (844) 272- 9675 if additional funds are needed. Telephone numbers are also available on machines and in hall laundry rooms.

3.1.5 Services & Resources (cont.)

3.1.5.10: Mail Room – Office Services (Lisle)

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 mail room can be reached at (630) 829-6426. Additional information on services provided can be found online at <https://ben.edu/facilities-management/>.

3.1.5.11: Mail Room – Sending and Receiving – Jaeger and Ondrak Residence Halls

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

3.1.5.12: Mail Room – Sending and Receiving – Founders' Woods Residence Halls (FW)

Prior to move in, all residents must complete the postal mail card to receive mail delivery on campus. The Lisle Post office delivers FW postal mail directly to FW's mailboxes.

To avoid delay of mail service, FW's residents should have mail addressed as shown below:

Name – Last two digits of Student ID

Apartment # (Only the last three digits and letter, i.e. 1104D; use 104D)

5600 College Rd.

Lisle, IL 60532

All packages must be delivered to the Postal Services Center in Krasa Room 121. FW's residents will be notified via email when packages are received and ready for pick up.

To avoid delay of mail service, FW's residents should have mail addressed as shown below:

For Packages:

Name – Last two digits of Student ID

Benedictine University

5700 College Rd.

Lisle, IL 60532

3.1.5.13: Sending and Receiving Mail – Mesa Campus

Residents mail can be delivered to Gillett Hall for pick up. Packages are stored in a locked cabinet until a student arrives to pick it up. Perishable mail (food deliveries or other items) must be picked up immediately upon receipt. Students will be notified when a package is available for pickup.

Note: Pick up is available at Gillett Hall Monday–Friday from 8:00 a.m.– 9:30 p.m. with campus safety.

Mail can be delivered to:

Name – Last two digits of Student ID

Benedictine University

225 East Main Street

Mesa, AZ 85201

3.1.5 Services & Resources (cont.)

3.1.5.14: Parking

Lisle

Parking permits are required to park on Benedictine University property. Parking permits are required for parking in all lots, except the Krasa Student Center parking lot and parking garage. Vehicle Registration and Parking Permit application can be found at <https://ben.edu/resources/lisle-campus-safety/>.

Mesa

Parking for the Alhambra residence hall is provided by the City of Mesa and requires a separate permit. You must complete the parking application to register your car with parking enforcement and park in assigned parking to avoid ticketing. There are no additional fees for parking. Parking violations are managed by the municipal courts. See your resident assistant for a copy of the permit application.

3.1.5.15: Room Repairs – Non-Emergency

To report non-emergency general maintenance and repair issues, as well as appliance, or furniture issues within campus housing, Residents should submit a workorder request at workorder.ben.edu. to Facilities Management.

3.1.5.16: Safety – Campus Safety

Campus Safety encourages students to take some basic safety precautions to protect yourself, your fellow students, friends and property. Questions about residence hall regulations should be directed to Residence Life.

Safety precautions:

- Lock your door when you are not in your room even if you are only a few doors down.
- Be suspicious of unknown persons loitering around the residence hall.
- Never prop or leave exterior doors to residence halls open.
- Keep a record of all your valuables.

- Call Campus Safety to answer any questions you may have regarding safety.
- Do not allow unescorted strangers inside (or to remain inside) the building. Call Campus Safety immediately if subjects are unresponsive to your request for them to leave.

Campus Safety are available 24 hours per day, seven days per week and can be contacted at (630) 829-6122 in Lisle or (602) 888-5516 in Mesa.

3.1.5.17: Student Activities

Student Activities helps students reach their full potential by getting involved on campus and pursuing leadership opportunities. We encourage students to get involved in extra-curricular programs, activities or student clubs of interest to them. Doing so helps students grow personally and professionally and builds community. The office is open during the hours of 9:00 a.m.–4:30 p.m. Monday–Friday. Additional information and student leadership opportunities can be found at <https://ben.edu/student-life/student-activities/>.

3.1.5.18: Wi-fi/Internet

Lisle

Xfinity provides Wi-Fi and Ethernet connections in all the residence halls. Prior to move in, all residents will receive an activation email with credentials to connect. Residents can connect their desktop, laptop, phone, gaming system, tablet or other device via an Ethernet cable or University Wi-Fi. Please see the Student Handbook for the statement of Responsible Use of University Technology Resources. Wifi Support is available to help 24/7 with any internet problem. Please contact Support at (844) 790-6935 or xcsupport@comcast.com for any issue.

Mesa

Students will create an online profile to utilize wifi at the Alhambra for all wifi enabled devices. Please see the statement of responsible Use of University Technology at <https://benu.zendesk.com/hc/en-us/>

Section 3.2 Community Living

3.2.1 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.

3.2.2 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.

3.2.3 Roommate Conflicts

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.

3.2.4 Room Changes

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 Residence Life staff.

Section 3.3 Policies and Procedures

3.2.1 Residents' Rights & Responsibilities

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. Residence Life staff are 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.

3.3.1 Alcohol/Controlled Substances

Policy Statement: The Residence Life Alcohol Policy (the "Policy") is intended to further the objectives of the Benedictine University Alcohol and Drug Policy. The purpose of the 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

3.3.1 Alcohol/Controlled Substances (cont.)

halls occupied by students aged 21 or older. Students aged 21 or older must attend an educational information session for use of alcohol. There is no designated housing at the Mesa campus.

- **Premises:** The interior, private living space, apartment or room. Does not include any staircase, hallway or balcony immediately adjacent to, or outside of the private living space.
- **Residents:** Students with a current, valid Student Housing Agreement.

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, distribution and in the presence of alcoholic beverages by students under the age of 21 are strictly prohibited.
- B. Alcoholic beverages found in the presence of 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, including in the presence of 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 attend a university sanctioned informational/education session for alcohol use on campus. which encourages personal integrity,

3.3.1 Alcohol/Controlled Substances (cont.)

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.

2. Residents limit their consumption of alcohol and that of their guests to a responsible level.
 3. 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 possess or consume alcoholic beverages on the premises. This policy extends to having alcohol in the presence of any person under 21.
 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.
- 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 Campus Safety and subject to associated fines and loss of privileges. In addition, Residents will be subject to Residence Life sanctions up to and including removal from campus housing and suspension from the University. 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.

2. 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.
3. Students under the age of 21 who are found in the presence of, possession of or to have consumed alcohol on the premises will be cited by Campus Safety and subject to associated fines. Further:
 - a. Resident students will be subject to Residence Life 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.
4. 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 Campus Safety, effectively prohibiting them from returning to the Student Housing or the entire campus community.
5. 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.

IV. Penalties:

- A. Campus Safety may issue an administrative citation for actions that violate the terms of this Policy, state and local law. In addition, Campus Safety 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:

3.3.1 Alcohol/Controlled Substances (cont.)

1. Underage Possession
 2. Underage in the Presence of
 3. Underage Consumption
 4. Delivery of Alcohol to a Minor
 5. Solicitation of Alcohol by a Minor
 6. Social Hosting
 7. Possession of Excessive Amounts of Alcohol
- C. In addition to Campus Safety-issued citations, students may receive sanctions from Residence Life 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 Residence Life 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 Residence Life.

The Director of Residence Life 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 Campus Safety, either in person or using the non-emergency number. Students may also use the Anonymous Report feature on the Campus Safety 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

To empower students to speak with their peers about these issues, Student Affairs and/or Multicultural Affairs 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 Campus Safety 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.

3.3.2 Annoying or Harassing Phone Calls

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

3.3.3 Bicycles

The University provides bicycle racks on campus. Bicycles may not be stored in common areas (sidewalks, hallways, under stairs, etc.) within Residence Life. 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 disposal of the bicycle and possible disciplinary action.

3.3.4 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 Residence Life. The amount of the fee will be communicated by Residence Life prior to the break period. Residence Life 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 residents are not permitted to remain in campus housing during break periods and are expected to follow the break vacate procedures outlined by Residence Life.

3.3.5 Bulletin Boards & Posting

Bulletin Boards posted in the Residence Life communities are managed by the designated Resident Assistant staff and are intended to create and maintain an atmosphere that fosters and promotes personal and educational growth.

Posting - 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 postings should be submitted to Residence Life 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.

3.3.6 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 Residence Life 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.

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

3.3.7 Cohabitation

Cohabitation is defined as two unmarried persons physically living together, whether that person is another student or non-student. The University does not support cohabitation and thus is not allowed within the residence halls. Although the University operates co-ed living in Founders Woods and at the Alhambra residence hall in Mesa, students are assigned based on sex. Only students of the same sex are allowed to live together in these environments. Cohabitation is prohibited. Likewise, students who are involved in a romantic relationship are not allowed to share a room or apartment on campus. Students who violate this policy are subject to disciplinary action up to and including removal from campus housing.

Married Student Housing

The University does not provide housing options specifically designed or designated for married students. Therefore, Residence Life is unable to accommodate

requests for housing for married students, regardless of their circumstances.

Family Housing

The University does not provide housing options for students with children, nor are there any housing options appropriate for students with children. As a result, Residence Life is unable to accommodate requests for housing where one or more of the non-student residents is a minor child. This includes cases involving joint custody, in which the minor child may not be a full-time resident.

Individuals who are under the age of 18 but do not have student status may temporarily reside on campus while participating in a program authorized by the Auxiliary Enterprises Office, under the terms and conditions associated with the program agreement.

3.3.8 Damages

Facilities Management is responsible for the upkeep of Residence Life. 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 Residence Life 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 Residence Life will face disciplinary action, possible financial restitution, and possible removal.

3.3.9 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. Students cannot appeal this decision unless responsibility is determined.

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.

3.3.10 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.

3.3.11 Drugs

Drugs are strictly prohibited in Residence Life. 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.

3.3.12 Eligibility for Housing

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

3.3.13 Electrical Appliances

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.

3.3.14 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.

3.3.15 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. Safety-related fines cannot be appealed. If you have any questions regarding evacuation procedures, please contact Campus Safety or Residence Life.

3.3.16 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.

3.3.17 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.

3.3.18 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.

3.3.19 Fine 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 additional fines. Residence Life 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, temporary removal from housing will occur. All alcohol incidents will involve a meeting with Residence Life and/or Student Life 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. Residence Life 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 sex (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 Residence Life staff.
- **Smoking:** Illinois law prohibits smoking in virtually all public places and workplaces, and educational institutions and their properties. This includes all Residence Life halls. 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. Under the purview of the Student Life conduct administrative staff, the funds collected from these fines will be used to better the lives of students living on campus or the mission Residence Life.

3.3.20 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 Campus Safety. Each resident is given a link to the Resident Fire Safety Brochure (https://ben.edu/wp-content/uploads/2022/08/Lisle_ResLifeSafety_2022.pdf) or can receive a hard copy from the Residence Life 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, Campus Safety, Lisle-Woodridge Fire District and Facilities Management conduct fire drills during

the academic year.

As member of the University 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 so may result in disciplinary actions. If you have any questions regarding evacuation procedures, please contact Campus Safety or Residence Life.

3.3.21 Guests and Visitation

Guests are defined as individuals who are not official occupants of the room, non-resident or current students, former students, alumni, family members or other individuals who have no affiliation with the University. Guests who are active University students are subject to the provisions of the Student Handbook and Residence Life policies and procedures. All guests, regardless of affiliation with the University are subject to state and federal law and any applicable University policies while visiting campus. The following conditions and restrictions pertaining to guests staying in campus housing:

- Guests are expected to conduct themselves appropriately at all times. Consideration for privacy and rights of roommates and other residents must be respected.
- At no time are guests of the opposite sex allowed to spend the night, even if roommates do not object in Jaeger & Ondrak Halls in Lisle and at the Alhambra in Mesa.
- At no time are guests who are involved in a romantic relationship with a resident allowed to spend the night, even if other residents do not object.
- Guests under the age of 18 require approval from Residence Life, unless as part of a sanctioned University event (e.g. Family Weekend, recruitment visit, etc.) with prior notification to Residence Life.
- Guests are expected to remain with the student host at all times.

- The actions of the guest may subject the student host to disciplinary action under the Student Handbook.
- Residents who are hosting guests may be subject to disciplinary action for activities of their guest that may violate state or federal law or institutional policy.
- Guests who engage in inappropriate, offensive, illegal or threatening conduct may be trespassed from the University.
- Where overnight guests are permitted and roommates do not object, guests are not allowed to spend more than two (2) consecutive nights in a two-week period, and no more than six (6) days per month on campus. Frequent overnight visits by the same guest(s) are not allowed.

At no time may the number of guests exceed the occupancy limit per room, including residents.

- Ondrak Hall – maximum for a total of 5 occupants
- Jaeger Hall – maximum for a total of 5 occupants
- Founders Woods', 1 Bedroom – maximum 4 occupants
- Founders Woods', 2 Bedroom – maximum 8 occupants
- Founders Woods', 4 Bedroom – maximum 12 occupants
- Alhambra Residence Hall (Mesa) - maximum of 4 occupants

3.3.22 Guest Responsibilities

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

A resident may host an infrequent and occasional overnight guest. Residence Life reserves the right to define "infrequent and occasional", if such does not interfere with the rights of the roommate and does not violate the visitation policy (i.e., cannot have overnight guests of the

opposite sex). The host is responsible for the observance of Residence Life 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.

3.3.23 Housing and Meal Plan Refund Policy (Lisle Campus Only)

Cancellation at Student's Request without any liability or financial obligation by providing written notice of cancellation to the Residence Life Office within 24 hours of submitting the Agreement or confirmation of room selection, whichever comes first. Early termination fees will be applied to cancellation requests received after this period and charged to the student if Residence Life approves the student's release from the Housing Agreement.

A list of the possible reasons Housing may consider when evaluating any student request for the University to cancel this Agreement:

- Unanticipated financial hardship arising after the beginning of the academic semester.
- Serious medical or health problem that is directly related to residence hall living.
- Marriage during the term of Agreement.
- Affiliation with Benedictine University programs that are away from campus.
- Other reasons as deemed appropriate at the discretion of the Residence Life office.

3.3.24 Housing Assignments

Residence Life accommodates housing to each student via a self-select housing process within the Housing Portal application and contract process. This self-room selection process is available to both current and new students. Specific information and instructions are distributed to returning residents in the spring semester and made

available within the Housing Portal for all students. Although Residence Life will work to accommodate students' requests for specific rooms, only an approved housing agreement can assure a student's space in a residence hall.

3.3.25 Health Insurance

All residents are required to have 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. Visit [here](#) for Lisle students. Mesa students can explore coverage options [here](#). Residents may be asked to provide proof of insurance at any time.

3.3.26 Hospitalization

While students are living on campus, they may experience hospitalization. In the event of hospitalization, students are required to meet with the Director of Residence Life and/or Dean of Students prior to their return to campus to ensure they have the appropriate resources and support in place. Lisle Students can contact the Director of Residence Life at (630) 829-6496 or Dean of Students at (630) 829-6006. Mesa students can contact the Dean of Students at (602) 888-5507.

3.3.27 Injury & Illness

Any accidents occurring in Residence Life 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 Residence Life. 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.

3.3.28 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.

3.3.29 Littering

Littering from, in or around Residence Life 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.

3.3.30 Lock Outs

If a student is locked out of their room, Benedictine Campus Safety can access a master key to open the room. Resident identification is required and there may 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.

3.3.30 Lock Outs

All residents are required to carry a meal plan during the term of their housing agreement. Meal Plan selection occurs within the Housing Portal and often follows the Room-Selection Process. Each plan includes Dining\$ (dining dollars) that can be used at all on-campus eateries. Dining\$ are discretionary dollars that allow plans to work like a debit card that can be used to purchase coffee, beverages, snacks, additional meals, or groceries. Students can always add more Dining\$ online at dining.ben.edu or by visiting Benny's located in the Krasa Student Center.

- **Student ID Requirement** – Meals/Dining\$ are available upon presentation of a valid Benedictine University student I.D. card, also known as "BenCard".
- **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 "Dining\$". Unused meals from the fall semester will not roll over to the spring term. Dining\$ 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** – The meal plan chosen for Fall Semester is for the full year. Students may upgrade their meal plan at any point in the semester, the upgrade amount will be calculated, and the amount will be placed on the students' account. Once payment has been received, the upgrade will be posted to the student ID card. 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 through the approved accommodations process facilitated by Academic Support Center (ASC). 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 Residence Life without further action from the student.

3.3.33 Missing Student Protocol

The welfare of our students is of utmost importance. The [Benedictine's Missing Student Notification Policy](#) is 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 [here](#) or on the Residence Life web page under Resources. Students are encouraged to update this form annually within the Housing Portal.

3.3.34 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 Campus Safety and parked in parking lot areas only.

3.3.35 Occupancy

Max occupancy limits are set for each unit or room and listed as follows:

- Double/Single, Ondrak & Jaeger – 5 persons
- 1 Bedroom, Founders Woods' – 4 persons
- 2 Bedroom, Founders Woods' – 8 persons
- 4 Bedroom, Founders Woods' – 12 persons
- Alhambra, 4 persons

3.3.36 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.

3.3.37 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 Campus Safety. Theft does occur. Valuables and large sums of money should be protected by the owner. Residents are encouraged to always keep their apartment door and bedroom door locked when there is no one present.

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

**Under no circumstances can the 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.*

3.3.38 Pets

Pets are not permitted in any student housing except for 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 Section 4.3.38 or undermine the legitimate needs of other students and the campus community. If you have any questions, please contact Residence Life or the ASC office.

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

First Offense: \$300 fine and referral to the Student Conduct Hearing 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 10 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 approval of the Academic Support Center (ASC). Any student requiring Service Animal or Emotional Support Animal must comply with the University's policies and procedures prior to bringing the animal into Residence Life facilities, See Section 4.3.47.

3.3.39 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 exhaustive 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, nerf/orbee guns, hunting knives, swords, throwing stars, nunchucks, 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). Air fryers and pressure cookers are not allowed in Jaeger and Ondrak Halls.

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.

3.3.40 Quiet & Courtesy Hours

The University has established specific minimum quiet hours 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–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.

3.3.41 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.

3.3.42 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 Residence Life 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 in Lisle and Alhambra residents in Mesa.

3.3.43 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.

3.3.44 Room Consolidation

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

3.3.45 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.

3.3.46 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 Residence Life 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 will 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.

3.3.47 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 Review Team from the Academic Support Center (ASC) at least 45 days prior to move in and/or prior to bringing animal into

Residence Life. All approved SA's or ESA's must adhere to and comply with the policies, agreement and expectations and outlined by the ASC office. (<https://ben.edu/academics/academic-support-center/>). Resident visitors that has a service animal must notify the Residence Life staff 48 hours prior to arrival. See Section 4.3.38.

3.3.48 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 referral to appropriate city, county or state authorities.

3.3.49 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 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.

3.3.50 Solicitation

Solicitation of any kind is not permitted within Residence Life 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 though U.S. mail and be addressed individually to each resident.

3.3.51 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.

3.3.52 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 Residence Life staff, Dean of Students and members of Student Life division through the Student Conduct Process Section 1.19. Resolutions may include warnings, loss of housing privileges, relocation, community services, educational initiatives, or restitution.

3.3.53 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 Residence Life staff or they may complete an official [Student Complaint Form](#).

3.3.54 Student ID - BenCard

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 and campus eateries. 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 Campus Safety to deactivate their BenCard and purchasing a new one for \$50.

3.3.55 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 University Campus Safety.

3.3.56 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.

3.3.57 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, regardless of whether the alleged prohibited conduct occurred on or off of campus and regardless of whether the alleged perpetrator is a 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>.

3.3.58 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.

3.3.59 Visitation

As a Catholic institution, Benedictine University has established visitation standards that reflect the University's mission and identity, as well as the nature of each residential community. The visitation policy is enforced by the Residence Life staff in each area. Students who violate the visitation policy are subject to disciplinary action, with repeat violations subject to action up to and including removal from campus housing.

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.

3.3.60 Weapons

The University prohibits the possession or storage of a deadly weapon*, ammunition, or destructive device on any University-owned property. The University also prohibits any carbon dioxide (CO2) and spring-propelled guns on campus. 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.

- 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, explosives, 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.

Weapons and Ammunition Prohibition:

- No weapon or ammunition shall be worn, displayed, used or possessed in or outside of the residence halls.
- Any non-resident invited to campus with an instructional purpose must obtain permission for weapon possession in writing from the Director of Campus Safety or their designee while on-campus.

3.3.60 Weapons (cont.)

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 Director of Campus Safety 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 Section 4.3.60 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 the Municipal Police Department and may result in legal sanctions.

Call Campus Safety for any violation or suspected violations of this policy.

3.3.61 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 if not removed by the resident(s), such displays will be removed by University staff.