

# Student Handbook



Quincy  
University

2019-2020



Quincy  
University

Office of the President

QUINCY.EDU



*President McGee*

Dear student:

By the time you read these words, I expect you will have been warmly and repeatedly welcomed to Quincy University, whether you are a returning student or are new to QU. As a Catholic university in the Franciscan tradition, hospitality is one of our core values. I hope you always will feel included and help others feel included by this caring community.

The Student Handbook provides an explanation of an array of campus resources, along with many of our policies and procedures. Your personal safety and four-year graduation will require you to follow these policies and take advantage of the many opportunities on our campus for academic and personal support.

We want you to seek out our faculty and staff and get whatever help you need to thrive as a QU student and alumnus. We are here to help you to succeed, to thrive, and to get ready for a life of joy and achievement.

If you are new to QU, rest assured you will find natural beauty and plenty to do at Quincy University and in Quincy. I hope I will soon see you walking on Friars' Field, enjoying concerts and exhibits on campus and elsewhere in Quincy, doing homework in Brenner Library, exercising at the HFC, eating a great meal at The Cafe, and cheering on your Hawks.

Let's have another year of achievement in and out of the classroom and the laboratory. It's always a great day to be a Hawk!

Warmly,

Brian R. McGee, Ph.D.



# Introduction

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

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

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



## Mission Statement



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

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The Quincy University Student Handbook applies to all students of Quincy University, regardless of College or program affiliation. This publication of the Student Handbook contains the most current information available as of the date of publication. This publication supersedes all previous editions of Student Handbooks. The University reserves the right to modify the policies of this Student Handbook at any time, and those policies become effective immediately upon the publication date.

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# The Bonaventure Program

Quincy University's educational mission in the Catholic, Franciscan tradition has two parts: who we want our students to be and what we want our students to know. Accordingly, we seek to instill in our graduates, values which will enable them to pursue wisdom and to transform the world, and to impart the knowledge and skills essential for educated persons to live successful and productive lives.

The common educational experience provided for our students is known as the Bonaventure Program, named after St. Bonaventure, who was a 13th century Franciscan scholar. The program includes knowledge in the traditional liberal arts and sciences, where students use disciplinary and interdisciplinary modes of inquiry to investigate aspects of the natural and human world. This investigation requires reflection on ultimate questions and intellectual exploration of multiple perspectives and cultures. In the Franciscan tradition, such a journey expresses openness to the truth of the other and is founded in respect for persons and the integrity and goodness of creation. This journey is undertaken in community and towards action in the world. The goals of a liberal arts education--academic breadth, civic engagement, critical reading, writing and thinking--are supplemented by the Franciscan values of respect, justice, peace and service.

Students create an e-portfolio of significant assignments in Bonaventure Program courses. In the senior year, students review their portfolios and reflect on the relationship between what they learned in their majors and what they learned in the Bonaventure Program. We believe it is important to integrate the Quincy University learning experience.

The Bonaventure Program intends to set students on the path of lifelong learning and guide them to become thoughtful, moral individuals. The learning outcomes of the Bonaventure Program include knowledge, skills, and dispositions. Learning outcomes in the arts and sciences disciplines are assessed at the program level. The following learning outcomes are assessed at the university level:

## Written Communication

- Students will demonstrate skill in writing by following generally accepted standards for clear, coherent, audience-centered writing.

## Oral Communication

- Students will demonstrate skill in speech by following generally accepted standards for clear, coherent, audience-centered speaking.

## Information Literacy

- Students will access needed information, critically evaluate information and its sources, and use information effectively, ethically and legally for specific purposes.

## Critical Reasoning

- Students will explore, analyze, and synthesize information in a comprehensive manner prior to coming to a conclusion.

## Problem-Solving

- Students will utilize appropriate strategic planning processes to answer questions and/or reach desired goals.

#### Global Perspective

- Students will demonstrate an understanding of global issues, conflicts and decisions, including the worldviews of other societies, and their impact on individuals and the global community.

#### Knowledge of Diversity

- Students will demonstrate an understanding of multiple forms of discrimination, the perspectives of groups and individuals affected by discrimination, poverty and/or other inequities, and the contributions of underrepresented or marginalized social groups.

#### Ethical Reasoning

- Students will apply ethical reflection to a variety of personal, professional, and social issues, using knowledge of multiple ethical theories and perspectives.

#### Knowledge of Franciscan Values

- Students will demonstrate knowledge about St. Francis and key Franciscan values.

#### Creativity

- Students will utilize imagination and original thought to synthesize and/or create innovative results such as concepts, arguments, works of art, activities, etc.

#### Inquiry

- Students will investigate issues, questions, works, and/or things and pursue knowledge independently.

#### Civic Engagement

- Students will integrate civic engagement into their participation in civic activities.

#### Leadership

- Students will apply knowledge of effective leadership to their participation in leadership activities.

#### Critical Self-Reflection and Personal, Intellectual, and Spiritual Growth

- Students will practice critical self-analysis as reflective, educated and ethical persons who pursue wisdom.

# Co-Curricular Plan

Quincy University's educational mission in the Catholic, Franciscan tradition has two parts: who we want our student to be and what we want our students to know. Accordingly, we seek to instill in our graduates values which will enable them to pursue wisdom and to transform the world, and to impart the knowledge and skills essential for educated persons to live successful and productive lives.

Using the Bonaventure Programs which intends to set students on the path of lifelong learning and guides them to become thoughtful, moral individuals, Quincy University's co-curricular plan aids in students making connections between the classroom experience and out of classroom experience.

Each area is based on our Franciscan values, our Bonaventure Outcomes and our Dimensions of Wellness, all skills that will enhance the student experience.

## Co-Curricular Outcome #1: Community and Civic Engagement

Students will demonstrate the ability to engage the QU community, their local community and beyond in purposeful and constructive ways, through intentional activities and programs that will guide them in becoming an active and engaged citizen that promotes social change.

Program examples: service learning, participation in Social Justice Week, participating in Constitution Day activities, various social issue movement, residence life programs, athletic programs, clubs and organizations, Greek life, multicultural programs

## Co-Curricular Outcome #2: Healthy Habits and Balanced Living

Students will demonstrate the ability to develop a holistic self, through intentional activities and programs which will assist students in maintaining health and balance leading to the development of lifelong well-being habits.

Program examples: Intramurals, wellness activities in the residence halls, attending a mass or any church service, self-care activities

## Co-Curricular Outcome #3: Transformative Servant Leadership

Through a variety of programs and activities students will develop their leadership skills, focusing on using those skills to make a difference in the lives of others and impacting the organization positively in which they are involved in.

Program examples: SAAC, Greek Life, Spiritual Mentors, Clubs and Organizations, CAB, RA/RD, Mentoring

## Co-Curricular Outcome #4: Integrative Knowledge and Reflection

Through the lens of their own life experience students will be able to reflect critically on their decisions and actions while recognizing their strengths and limitations.

Program examples: self-evaluations, work study, accountability process, formal leadership role on campus, athletics

<b>Co-Curricular Outcome</b>	<b>Franciscan Value</b>	<b>Bonaventure Outcome</b>	<b>Dimension of Wellness</b>
Community & Civic Engagement	Servant Leadership, Service, Pursuit of Knowledge, Justice & Peace, Inclusiveness, Respect	Communication, Knowledge of diversity, Creativity, Leadership, Self-Reflection, Global Perspective	Emotional, Environment, Intellectual, Occupational, Physical, Social, Spiritual
Healthy Habits & Balanced Living	Pursuit of Knowledge, Justice & Peace, Accountability, Respect	Self-Reflection, Leadership, Problem-Solving, Inquiry, Communication	Emotional, Environment, Intellectual, Occupational, Physical, Social, Spiritual, Financial
Transformative Servant Leadership	Servant Leadership, Service, Pursuit of Knowledge, Justice & Peace, Inclusiveness, Respect, Accountability	Communication, Self-Reflection, Leadership, Inquiry, Critical Reasoning, Problem-Solving, Knowledge of Diversity, Creativity	Emotional, Environment, Intellectual, Social, Spiritual
Integrative Knowledge and Reflection	Pursuit of Knowledge, Justice & Peace, Inclusiveness, Accountability, Respect	Communication, Inquiry, Critical Reasoning, Problem-Solving, Creativity, Self-Reflection, Leadership	Emotional, Environment, Intellectual, Occupational, Physical, Social, Spiritual, Financial



# University Departments

## **Academic Affairs** *FRH 124/Ext 3300*

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

## **Admissions** *FRH 109/Ext 3400*

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

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

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

## **Athletics** *HFC/Ext 3500*

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

## **Bookstore** *Student Union/Ext 3600*

The Quincy University Bookstore is located in the Student Center and sells both textbooks and school supplies in-store as well as online and also offers apparel and alumni collectibles.

**Brenner Library** *Ext 3800*

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

**Campus Ministry** *FRH 114/Ext 361*

The Campus Ministry program encourages the development and strengthening of the spiritual character of the individual. A schedule of Masses and spiritual programs is available on the QU Campus Calendar. In addition to regularly scheduled religious events, Campus Ministry sponsors a variety of events and programs that encourage community building and spiritual growth. These programs and events are open to all students, regardless of religious affiliation. Additional information including programs, Mass times, mission trips and involvement opportunities can be found at <http://www.quincy.edu/spiritual-life>

**City Bus Service**

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

**Club Sports** *HFC/Ext 3572*

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

**Dining Services** *SC/Ext 3651*

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

**Facilities** *20th & Oak Street Ext 3846*

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

**Health & Fitness Center** *Ext 3574*

The Health & Fitness Center provides a wide variety of recreational and intramural activities. The Center features 3 multi-purpose gymnasium courts, a 3,600-square-foot fitness room, 17 cardio machines, an aerobics room, an indoor walking/running track, 2 racquetball courts, and a 6-lane intercollegiate pool, and whirlpool. Students, faculty, and staff must present their ID to enter; equipment is available for checkout at

the front desk. For information visit <http://www.quincy.edu/student-life/student-resources/health-and-fitness-center> or call 217- 228-5032.

### **Human Resources *Ext 3670***

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

### **Information Technology Services *FRH 134/Ext 3690***

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

### **Mailroom *FRH B-11/Ext 3727***

The University Mailroom is located in the lower level of Francis Hall in room B10. The University receives letters, documents, and packages from the United States Postal Service (USPS), FedEx, United Parcel Service (UPS), and DHL. Students, faculty, staff, and departments are assigned campus mailboxes. These mailboxes are available to you 24 hours a day.

All resident student mail is normally delivered to student mailboxes by 11AM on weekdays. There is no delivery Saturdays and Sundays. Recipients are notified they have an oversized package by a *package pick-up slip* that will be placed in their mailbox. Recipients will need to show their slip and student ID to the mailroom personnel during mailroom hours to claim their package. Resident students having difficulty with receiving mail should notify the Mailroom.

Mail should be addressed to you as follows:

**YOUR NAME  
QUINCY UNIVERSITY  
1800 LIND ST., BOX#\_\_\_\_  
QUINCY, IL 62301**

Stamps are available, as well as, postal services such as weighing and shipping letters/packages.

The mailroom will remain closed when the university is closed.

## **Office of Student Development SSC/ Ext. 3788**

Located in the J. Kenneth Nesbit Student Success Center, the Office of Student Development advocates for students and assists students with housing, meal plans, campus involvement, emergency funds, Student Accountability Process, multicultural programs, New Student Orientation, Greek Life, Intramurals, academic advising, student registration and withdrawal, ADA compliance, academic support courses, book loan program, tutoring and supplemental instruction. Security and the Health and Well-Being Clinic, located in Friars are also part of the Office of Student Development.

### **Accessibility Services**

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

### **Events SSC/Ext. 3788**

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

### **Health & Well-Being**

#### **Clinic Counseling FRI**

*113/Ext 3785*

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

#### **Health & Well-Being Clinic**

##### **Nurse Practitioner FRI 114/Ext 3790**

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

### **Security** *FRI 115/Ext 5600*

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

### **Shuttle Service**

The University, in partnership with the City of Quincy, provides free shuttle bus service between the Main and North campuses when classes are in session. The shuttle also provides free transportation to and from the Amtrak station for University breaks and vacations.

### **President's Office** *FRH 128/Ext 3900*

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

### **QUEST SSC** *(Lower Level, Brenner Library)/Ext 3355*

QUEST Center provides current students and alumni with career counseling, development and placement services. A career counselor works individually with students to help them discover their areas of interest and match those interests with careers and majors. Students may also enroll in Career Development 110 to further explore career development and placement opportunities. To provide additional assistance with the job search process, the Center brings employers from business, industry, governmental and non-profit agencies to campus to interview students and hosts Speed Networking events.

#### *Service Learning*

All QU Students are required to participate in service learning opportunities during their academic career. Specific requirements can be found by speaking to a member of Quest Center Team.

#### *Study Abroad*

Quincy University encourages students to enrich their education with an international study experience. Opportunities are available for all majors and include short-term faculty-led trips and semester-long independent study abroad.

### **Registrar** *FRH 130/Ext 3970*

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

### **Student Financial Services** *FRH 104/Ext 3750*

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

# University Policies

## General University Policies

### Academic Policies

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

### Alcohol & Other Drugs

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

#### *Other Drugs*

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

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

#### *Medical Marijuana*

Although Illinois' Compassionate Use of Medical Cannabis Pilot Program Act (H.B. 1) allows patients to possess and consume limited amounts of marijuana for certain medical conditions, this state law conflicts with federal laws governing marijuana. Quincy University is subject to the federal Drug-Free Schools and





Communities Act Amendments, which mandates campus communities, be free of controlled substances (including marijuana). Therefore, the use, possession, manufacture, cultivation, dissemination, or being under the influence of medical marijuana on University property or at University-related activities is and shall remain prohibited.

All students will be required to complete alcohol and drug education yearly through a medium provided by the university. A registration hold will be placed on a student's account if not completed during a designated time.

For information regarding alcohol and drug violation sanctions and accountability, please refer to the Student Accountability Process section of this handbook. Quincy University provides alcohol and drug education and resources.

### *Alcohol Use at University Events*

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

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

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



15. The Office of Student Development for any event in which alcohol will be served must approve a security plan.

## **Animal Policy (Service Animals and Emotional Support Animals)**

### **Service Animal Statement**

Quincy University is committed to creating a diverse, welcoming, and equitable campus that recognizes the important partnership that exists between an individual with a disability and his or her service animal.

Access rights afforded to users of service animals come with the responsibility of the individual with a disability to ensure compliance with all requirements of this policy. The individual assumes full personal liability for any damage to property or persons caused by their service animal, and QU shall not be responsible for any harm to a service animal while on campus, including but not limited to injury to the animal caused by pest management or lawn care products.

### **The definition of a service animal (28 CFR Part 35.104)**

- A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- With the possible exception of miniature horses, other species of animals, whether wild or domestic, trained or untrained, are not service animals.
- The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:
  - assisting individuals who are blind or have low vision with navigation and other tasks,
  - alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
  - providing non-violent protection or rescue work,
  - pulling a wheelchair,
  - assisting an individual during a seizure,
  - alerting individuals to the presence of allergens,
  - retrieving items such as medicine or the telephone,
  - providing physical support and assistance with balance and stability to individuals with mobility disabilities,
  - helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Animals not covered under the service animal definition can be asked to leave a QU program or facility. [Note: emotional support/ therapeutic animals that are not within the service animal definition may be entitled to reside in QU housing as an appropriate accommodation under the Fair Housing Act as determined on a case by case basis].

### **Determining if a dog meets the definition of a service animal** **(28 CFR Part 35.136(f))**

- If it is not readily apparent that the animal has been trained to perform work or a task for a person with a disability the ADA allows two inquiries; please be discreet and non-threatening
  - You may ask if the animal is required because of a disability.
  - You may ask what work or task the animal has been trained to perform.
- You may not ask about the nature or extent of a person's disability.
- You may not ask for proof that the animal is certified, trained or licensed as a service animal.

### **The behaviors expected of a service animal and individual with a disability**

- The animal will remain under the direct control of the individual and performs the required behavior.
- The animal will respond to commands, cues, and corrections from the individual (voice command, hand signal, laser light, sound cue, and behavioral cues).
- The animal will not initiate interaction with other animals or people unless released by the individual.
- The animal will maintain a controlled position, in appropriate proximity and position to the individual, on cue by the individual and/or as appropriate to the behavior.
- The animal should not bark, howl, whine, growl, snarl or display bared teeth or gums (unless panting). These behaviors may be considered a direct threat. Note that some alert dogs are trained to bark to get their individual's attention.
- The individual's commands and/or cues are given in a manner that is understood and consistently responded to by the dog, and in a manner appropriate for a public setting.
- The individual is responsible for the care and supervision of the dog including anticipating the dog's need to relieve itself, cleaning up after the animal, and maintaining the grooming, health and local license of the dog.

### **Exclusion of service animals**

(DOJ, Title II, Amended Regulation, 28 CFR Part 35.136(b))

- A public entity may ask an individual with a disability to remove a service animal from the premises if:
  - The animal is out of control and the animal's individual does not take effective action to control it, or
  - The animal is not housebroken.
  - The owner is not taking care of the animal.

### **Areas of Safety**

There are certain instances when it may be considered unsafe or unhealthy for animals in places such as sterile environments, certain laboratories, mechanical rooms, food preparation areas or any other place where the health or safety of the dog, individual with a disability or others may be threatened. Evaluation of such a situation is conducted on a case by case basis. When it is determined unsafe for the service animal or individual to be in one of these areas, reasonable accommodations may be provided to assure the individual has equal access to the activity.

### **Applicable Procedures for Service Animals**

Service Animals shall be permitted at and/or in QU facilities, in accord with the ADA, CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Vice President for Student Development at 1800 College Avenue, Quincy, IL 62301, and must contain required documentation of vaccinations. This written request must be delivered to the Vice President for Student Development's office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, and Strangles.
4. All service dogs must be spayed or neutered.
5. All service animals must be treated for, and kept free of, fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal."
9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the individual with a disability.
11. Removal of a Service Animal: A QU administrator may ask an individual with a disability or their parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
  - a. The animal is out of control and the animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.

12. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

13. QU is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.

a. QU is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

b. Students with service animals are expected to care and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.

### **Emotional Support Animal Policy**

An Emotional Support Animal (ESA) is an animal that provides emotional support which alleviates one or more identified symptoms or effects of an individual's disability. Appropriate documentation is required to establish that the ESA is needed for the student to use and enjoy University housing and fully engage as a student at QU.

Unlike a service animal, an Emotional Support Animal does not perform a task for a person with a disability relating to activities of daily living or accompany that person at all times. As a result, ESAs approved for the residential setting are not permitted in other buildings, and are subject to restriction from any area with a no-pet policy. ESAs can be a reasonable accommodation to a No Pet Policy. To establish reasonable accommodations, contact the Vice President of Student Development at the Office of Student Development in the J. Kenneth Nesbitt Student Success Center ([tracych@quincy.edu](mailto:tracych@quincy.edu)).

All students who wish to have a service animal will need to have a letter secured from mental health professionals specifically trained in human-animal bond counseling techniques. "It is the recommendation of the HAIC {Human Animal Interventions in Counseling Interest Network} that professional counselors do not engage in the practice of writing letters for their clients, unless the counselor has specialized training and experience in working with human-animal bond in counseling such as would be outlined in the ACA AAT-C Competencies for Emotional Support Animals (ESAs) due to the potential risks involved for clients, the public, the counselor, and the animal. The ACA Code of Ethics C.2.a Boundaries of Competence states that counselors only work within their boundaries of competence based on education, training, supervision, experience and credentials. As Licensed Professional Counselors, the assessment of DSM 5 diagnoses for human clients is within the scope of practice; however, the added practices of animal behavior, behavior assessment or Human Animal Interventions are (most often) not. Emotional Support Animals may, in some specific circumstances, provide benefits to humans to minimize identified symptoms often associated with a DSM 5 diagnoses; however, because of the potential risks and unanticipated outcomes, the HAIC strongly suggests that counselors abstain from writing letters for persons seeking counseling or assessment for the sole purpose of obtaining an ESA recommendation letter." (Advocate, Vol. 41/No. 3, Fall 2018).

Furthermore the student must be able to demonstrate an "ongoing therapeutic relationship" as part of the ESA certification process. The letter from the mental health provider must include the date of initial treatment and if a plan has been established for further treatment (yes/no question- no details about treatment plan required).

Students must recertify annually and must provide evidence that they have been in continued treatment since the last certification date.

The student must complete the care plan form each year for their animal, which will include copies of vaccination records and a plan on how the animal is cared for when the student is available and when the student is not available.

Animals are NOT permitted in any building other than residence hall unless the animal is a certified service animal.

Animals that are considered dangerous under IL state law are not permitted on campus. This includes big cat species, wolves, jaguars and poisonous life-threatening reptiles.

### **Reasonableness Guidelines**

The University, in consultation with the student and other parties, as appropriate, may consider the criteria below in determining whether the presence of the ESA is reasonable in making housing assignments for students:

- Whether the animal poses (or has posed in the past) a direct threat to the individual or others;
- Whether the animal causes (or has caused) excessive damage to housing beyond reasonable wear and tear;
- Whether the size of the animal is too large for available assigned housing space;
- Whether the animal's presence would force another individual from assigned housing (e.g. serious allergies);
- Whether the animal's presence violates other residents' right to peace and quiet enjoyment;
- Whether the animal is housebroken or is unable to live with others in a reasonable manner.

### **Owner's Responsibilities for an Emotional Support Animal**

Students granted the accommodation of an ESA in University housing are subject to the following rules and expectations, in addition to any other University rules and regulations.

- The animal must not be unruly, disruptive, or a direct threat to the health and safety of others.
- The animal must be under the owner's control at all times (defined as harnessed, tethered, on a leash, or held by the student).
- The student must establish a care plan that discusses various concerns and issues which include the health and safety of the animal and the cleanliness of the animal.
- The student must follow all local and state laws in regards to pet ownership.
- The ESA is only permitted in the student's room and must be under the owner's control at all times. The animal is excluded from other areas, such as dining halls, Francis Hall, HFC/Pepsi Arena, Brenner Library, North Campus, Hawk's Nest or other areas that prohibit animals.
- ESAs need to be removed so as not to be left unattended during breaks and extended residence hall closures. In general, when the student is gone for an extended period of time the animal should be gone as well. During repairs to the residence, the student must either be present to manage the animal or make arrangements to have it removed during the period of repair. Housing will notify the student of any such repair schedules to determine what is necessary.

- The student is responsible for any damage(s) caused by the animal. A toileting area and receptacle may be established outside the building if appropriate for the type and size of animal. Students should check with the Office of Residence Life & Housing for disposal directions. The student is responsible for picking up their animal's feces and cleaning up after any incident.
- As with Service Animals, the owner is responsible for the care and supervision of the animal, which includes toileting, grooming, feeding, and veterinary care. Housing/Res Life is not obligated to care for or otherwise supervise the animal. In addition, if the ESA is out of control and the student is unable to control/manage it, or if it is not housebroken, the animal may be removed from University housing.
- The ESA will be held to the same behavioral standards as residents (i.e., noise, disruption, destruction). The student will be held responsible for the animal's behavior and subsequent consequences. The ESA may be removed and prohibited from University housing if the student is unable to control the animal's behavior.
- The owner must abide by any applicable local or state ordinance, law or regulation pertaining to licensing, vaccination, and other requirements for animals residing in housing. The University may require documentation demonstrating compliance with such regulations.
- The animal must be on a leash at all times when outside the student's personal living space.
- The student is responsible for any damage caused by the Emotional Support Animal to University property or to the property of others. The University has the right to bill the student's account for any unmet obligations. QU is held harmless to any damages that animal cause to others.
- The student should request that others avoid petting or addressing his/her Emotional Support Animal, feeding the ESA, deliberately startling the ESA, or separating or attempting to separate the student from the ESA. To the greatest extent possible, the animal should not
  - Make contact with others or their personal belongings;
  - Display any behaviors or noises that are disruptive or aggressive to others; and
  - Block an aisle or passageway for fire and/or emergency egress.

### **Removal of an Emotional Support Animal**

The University may require the Owner to remove the ESA from University housing if:

- The animal's behavior is disruptive, threatening, aggressive, or not under control;
- The animal poses a direct threat to the health or safety of others;
- The animal causes substantial property damage to others, including University property;
- The owner does not comply with the Owner's Responsibilities set forth above; or
- The animal or its presence creates an unreasonable disturbance or interference with the University community.

If a request has been granted for an emotional support animal, the approval is applicable only for that specific animal and housing assignment. Requests for another animal or subsequent housing assignments must follow the same procedures, as outlined in this policy, and will be determined following the same guidelines.



## **Applicable Procedures for Emotional Support Animals**

To be allowed to have an ESA reside in campus housing, the student must complete these steps:

1. Have a documented disability on file with the Office of Student Development
2. File an Emotional Support Animal Request: Provide a letter from a physician and/or mental health professional verifying the ESA as a strategy of on-going treatment and the connection between the disability and need for the ESA.
3. Sign QU's contractual agreement for an ESA
4. Provide updated vaccination report from ESA's veterinarian
5. Provide proof of liability insurance with liability limits of no less than \$1,000,000 for bodily injury and property damage combined. Proof of liability insurance should be current in force and ongoing while student attends Quincy University.

Once the request form and necessary documentation has been received by Office of Student Development, QU will review the request and documentation to confirm both the necessity of the ESA and the appropriate accommodation with regard to campus housing.

**Title XII Public Safety & Welfare Section 167-D:8 II.** It is unlawful for any person to fit an animal with a collar, leash, vest, sign, or harness of the type which represents that the animal is a service animal, or service animal tag issued under RSA 466:8 or to request a service animal tag issued under RSA 466:8 if in fact said animal is not a service animal.

### **Business and Finance**

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

### **Computer Policy and Use of Information Technology Resources**

The use of information technology resources owned or operated by Quincy University is a privilege and imposes certain responsibilities and obligations. The privilege is subject to University policies, and local, county, state, and federal laws. University computers as well as University technology resources are intended for "business use" which specifically deals with advancing the business and mission of Quincy University.

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

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

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

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

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

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

1. Give another person his/her university computer account information.
2. Access or view any pornography related material.
3. Install games, plug-ins, chat programs, P2P, or any other non-business related software on University systems. Install any software in the computer labs without authorization from Information Technology Services.
4. Attempt to circumvent or subvert system or network security measures.
5. Engage in any activity that is intentionally harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to University data.
6. Use a University system or a system connected to any portion of the University network for any illegal or criminal purpose.
7. Use the University's systems for commercial purposes.
8. Download file-sharing programs. Make or use an illegal copy of copyrighted software, store such copies on University Systems, or transmit them over University networks.
9. Use email or messaging services to harass or intimidate another person.
10. Send unsolicited mass mailings.
11. Use the University systems or networks for personal gain; for example, by selling access to your University account or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.

Use the University systems or networks for purposes or material that would violate University Policies.

12. Use the University systems or networks for purposes or material that would violate state or federal laws.
13. Disclose any confidential data.



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

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

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

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

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

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

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

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

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

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

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

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

### **Discrimination Policy**

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

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

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

### **Drone Policy**

#### *Recreational Use*

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

#### *Educational or Employment Related Use*

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

#### *Non-Compliance*

Any UAV use other than as permitted by these guidelines will be referred for Student Accountability Process adjudication.

### **Electronic Bullying**

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

**Failure to Comply**

Failure to comply with the directions of University officials (including Resident Advisors/Directors) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so; refusal or failure to leave premises because of conduct prescribed by this code could result in suspension or expulsion.

**Family Educational Rights and Privacy Act (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day Quincy University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Quincy University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Quincy University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Quincy University to comply with the requirements of FERPA. Formal complaints may be filed at Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202- 4605.

### *Directory Information*

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

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

### **Films on Campus**

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

### **Firearms, Explosives, Fireworks, and Inflammables**

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

### **Fire Safety**

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

#### **Fire Safety Tips:**

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

**Fire Safety Reminders:**

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

**Tampering with Fire Equipment**

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

**Fundraising**

The Office of University Advancement with collaboration from the Office of Student Development has administrative responsibility for the approval of group fundraising activities. All fundraising efforts on the part of Registered Student Organizations must be coordinated through those offices. For purposes of this policy, fundraising is defined as: the collection of money through donations or sales and/or the collection of goods or services for an event or program. Only recognized student groups in good standing are permitted to engage in fundraising activities. All RSO's must apply for fundraising by obtaining the fundraising form from Office of Student Development.

The Office of Student Development in collaboration with the Office of University Advancement maintains administrative responsibility for the approval of group fundraising activities.

For purposes of this policy, fundraising is defined as:

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

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

## *PROCESS*

1. Before approaching a business to request donations, please note the following process:
2. Complete a Donation Request Form. The form can be obtained from the Administrative Assistant for the J. Kenneth Nesbitt Student Success Center.
3. Submit a completed form to the Office of Student Development at least two weeks before you wish to solicit.
4. The Office of Student Development in collaboration with the Office of University Advancement will review the list of businesses/organizations on the Donation Request Form.
5. After it has been confirmed that your student organization can solicit the businesses listed, you will receive a phone call or email with consent to approach the businesses. Please do not begin soliciting for your donations before you have heard from our office.

## *HELPFUL HINTS*

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

## *REGULATIONS*

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

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

## *THANK YOU PROCESS*

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



## **Gramm-Leach-Bliley Act**

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

## **Graphics Design Policy**

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

## **Harassment**

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

## **Hover Board Policy**

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

## **Inclement Weather**

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

## **Immunization Policy**

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

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

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

## **Involuntary Withdraw**

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

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

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

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

The Vice President of Student Development or designee may place the student on Temporary Suspension until a University Student Accountability Process Board Hearing when a student exhibits behaviors that may be an immediate threat to the student or the University community.

## **Meal Plan**

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

Commuter students and residents of campus houses, Woods, and the SLC are able to make changes to their meal plan until the end of the add/drop period each semester, but prorated fees and adjustments may apply. No refunds will be given on meal plan cancellations or changes after the add/drop period. All meal plans expire at the end of the school year and no credits or refunds are issued. Unused Gold and Bronze Plan meals expire at the end of each semester.

Unused flex dollars carry over from the fall semester to the spring semester, but expire at the end of the school year. Additional flex dollars can be added at the financial services office at any time. Students with special dietary



needs should contact Dining Services as soon as possible.

### **Official Notices**

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

### **Offenses against Others**

Any acts or course of actions aimed at specific persons in order to disgrace, threaten, intimidate, restrain or injure them, whether the harassment be physical, verbal, or visual whatever the medium used (such as electronic, telephonic, mail, etc..), and whatever the reason for the harassment (such as race, religion, sexual orientation, gender).

### **Parental Notification**

Quincy University is an academic community dedicated to intellectual and personal growth. In keeping with this mission, students are encouraged to take responsibility for their own physical, emotional, and academic well-being. However, we also recognize that parents/guardians often play a crucial role in students' ongoing development and education. Thus, it is our hope that parents/guardians will partner with us in responding to significant issues that may arise.

The University grants to the Vice President of Student Development or Vice President of Enrollment Management or a designee the authority to determine when, and by what means, to contact parents/guardians when students are claimed as a financial dependent on the tax forms of a parent/guardian.

Quincy University is aware that students have rights and expectations in terms of their privacy, as explained under the Family Educational Rights and Privacy Act (FERPA). FERPA, however, permits QU officials to disclose, without student consent, educational records which may include personally identifiable information, in order to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. In addition, the Department of Education interprets FERPA to permit institutions to disclose information from education records to parents/guardians if a health or safety emergency involves their student FERPA (34 CFR 99.31).

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University may notify parents/guardians in the following circumstances:

- Serious concern for the health and safety of a student
- Serious or repeated offenses related to alcohol or drug use
- Serious risk of losing financial aid
- Removal from residential housing
- Missing persons concerns
- Certain student conduct violations when warranted under policies in the Code of Student Conduct

This sharing of information is also permissible among University employees where there is a “need to know,” such as sharing updates between departments with whom the student interacts.

### **More information regarding FERPA can be obtained from:**

Family Policy Compliance Office - U.S. Department of Education  
400 Maryland Ave. S.W., Washington, DC 20202-5920 - (202) 260-3887

### **Parking Policy**

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

### **Personal Property Responsibility**

The university encourages all students to obtain insurance for their belongings, either through their parent's insurance or a renter's policy. Should students have questions on how to obtain insurance please contact the Vice President of Student Development. The university is not responsible for any lost or stolen personal belongings.

### **Posting Policy**

All postings on the Quincy University campuses, whether by student groups or University departments, must be approved and stamped by the Administrative Assistant for the J. Kenneth Nesbitt Student Success Center. Postings must contain all information that is relevant to the event. Postings cannot be libelous or contain any material that is inconsistent with the mission and Student Accountability Process of Quincy University, including any references to alcohol, drugs, or sexual innuendos.

All postings must:

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

### **Posting Approval Procedure**

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

### Posting Policy Violations

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

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

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

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

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

### Posting Locations

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

### Publicity Posting Policy Non-Quincy University Community

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

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

## **Refunds**

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

### *Housing Refunds*

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

Cancellation during the add/drop period of each semester-100% refund

Cancellation past the add/drop period of each semester-No Refund

### *Meal Plan Refunds*

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

## **Registered Student Organizations**

Registered Student Organizations have policies and procedures specific to the function on campus.

Organization leaders and members are expected to abide by policies and procedures outlined in the Registered Student Organization Handbook.

## **Residence Policy**

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

The Vice President of Student Development will determine transfer student eligibility for meeting the criteria above by reviewing a) student's birthdate; b) student's high school graduation year, and/or; c) the year in which they first enrolled in an institution of higher education. Students choosing to live off campus that do not meet the University's criteria for off campus living will not be in good standing with the University and therefore ineligible for institutional financial aid. This policy only impacts aid provided directly by Quincy University; not federal, state or private loans or scholarships. Students choosing to live off campus that do meet the University's criteria for off campus living will be awarded institutional dollars up to the established level of institutional funding for nonresident students. This policy only impacts aid provided directly by Quincy University, not federal, state or private loans or scholarships.

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

## **Solicitation**

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

& Residence Life.

### **Tobacco/Smoking Policy**

In compliance with the Illinois Clean Indoor Air Act of 1990 (as amended in 2006), smoking is not permitted on any campus property, inside or outside. Smoking of any kind (hookahs, e-cigarettes, and vape/vapor/vaporizer pens) and the use of tobacco products (e.g. chew, snuff, etc.) are not allowed in any area of the campus. This includes study rooms, restrooms, hallways, stairways, lobbies, elevators, lounges, student rooms, outside of buildings, fields etc....

A fine of \$200 or more could be sanctioned for violating this policy.

### **Violence**

Violence of any kind perpetrated on another person including rape, such as various sorts of physical assaults or interference of other's legitimate movement.

Generally, it is university policy to remove alleged violent offenders until a hearing can be conducted. Removing a student from campus will be made by the appropriate university representatives/authorities with the totality of the circumstances considered. The university will not be responsible for housing or feeding a student removed from this campus.

# Quincy University's Title IX Policy on Sexual Misconduct and Sex-Based Discrimination

## Introduction

Quincy University has adopted institutional policies specific to sexual misconduct and sex-based discrimination in compliance with the Higher Education Amendments of 1972, otherwise known as Title IX, the Illinois Human Rights Act (775 ILCS 5/5A-101, et seq.), the Illinois Preventing Sexual Violence in Higher Education Act (110 ILCS 155/1, et seq.), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as well as all other applicable Federal, State, and local laws. These policies relate to sexual misconduct and sex-based discrimination. As stated by the U.S. Department of Education's Office of Civil Rights, Title IX prohibits discrimination based on sex in education programs in federally funded schools. Title IX protects students, employees, and other individuals from all forms of sexual discrimination, regardless of the sex of the alleged perpetrator or complainant, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other individuals) at the University are protected by Title IX in all aspects of the University's educational programs and activities. **The University does not discriminate on the basis of sex in the educational programs or activities it operates, and the University is required by Title IX not to discriminate in such a manner. Questions regarding Title IX may be referred to the University's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights.** Quincy University's Title IX Policy on Sexual Misconduct and Sex-Based Discrimination will be referred to herein as "Title IX Policy."

This Title IX policy applies to sexual misconduct and sex-based discrimination committed by students, faculty, staff, volunteers, and third-parties when the misconduct and/or discrimination occurs: (1) on the University's property; or (2) off the University's property when the misconduct and/or discrimination is in connection with a University sponsored activity or event, or the conduct creates a hostile educational environment for a member of the University.

It is against the University's policy to subject any person to separate or different rules of behavior, discipline, or other treatment based on the individual's sex.

## Definitions

The following are definitions of some of the terms used under the Title IX Policy. If you have a question regarding any of the terms or provisions contained in this policy, please contact the Title IX Coordinator.

- **Complainant.** The Complainant is an individual who identifies as a victim of prohibited conduct under the Title IX Policy.
- **Respondent.** The Respondent is an individual who is alleged to commit prohibited conduct under the Title IX Policy.
- **Parties.** The parties are the Complainant and the Respondent collectively.
- **Reporting Party.** The Reporting Party is an individual who reports an alleged violation of the Title IX Policy.



- **Sex Discrimination.** Sex discrimination committed by a University employee or student, or third party against a student is a violation of the Title IX Policy. Sex discrimination is an adverse action or harassment based on sex (the status of being male or female), which is not necessarily sexual in nature, including, but not limited to, being harmed or disfavored on account of one's gender while a person of another gender has been treated better in a similar situation and harassment that expresses a bias or hostility about an individual's gender. Sex discrimination includes an adverse action that is pregnancy-related.
  
- **Sexual Misconduct.** Sexual misconduct committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Sexual misconduct covers a range of behaviors including electronic sexual misconduct, sexual violence, sexual harassment, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person to engage in a sexual act. Sexual misconduct can include behaviors that are student-to-student, employee-to-student, student-to-employee, and non-campus-affiliate-to-student. Someone of the opposite or same sex may perpetrate sexual misconduct. The following are examples of sexual misconduct under the Title IX Policy:
  - **Electronic Sexual Misconduct.** Electronic sexual misconduct committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Electronic sexual misconduct includes creating photographs, videos, or other visual or auditory recordings of a sexual nature of another person without consent, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of electronic sexual misconduct.
  
  - **Sexual Violence.** Sexual violence committed by a University employee or student, or a third party against a student, is a form of sexual misconduct under the Title IX Policy. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual assault.
  
  - **Sexual Assault.** Sexual assault committed by a University employee or student, or a third party against a student, is a form of sexual misconduct under the Title IX Policy. Sexual assault includes any sexual conduct without the consent of the person or where his/her will is overcome by the use or threat of force, the use of drugs or intoxicants, or in any circumstance when a person is unable or incapable of exercising rational judgment. Sexual assault includes the following:
    - **Rape.** Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the other.
  
    - **Sexual Battery.** Sexual battery is defined as the touching of the private body parts of another person (including genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification or sexual abuse without the consent of the other.
  
  - **Sex-Based Harassment.** Sex-based harassment (also known as sexual harassment) committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. In some

circumstances, nonsexual conduct may take on sexual connotations and rise to the level of sexual harassment. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment, including, but not limited to:

1. Any such proposals that are made under circumstances implying that one's response might affect such academic or personnel decisions as are subject to the influence of the person making such proposals. Examples might include: grades, educational progress, or employment decisions made, or are threatened to be made, based on submission to such conduct.
  2. Such conduct that is abusive of others and implies a discriminatory hostility toward their personal or professional interests because of their sex.
  3. Conduct that has the purpose or effect of creating an intimidating, hostile, or offensive environment.
  4. Conduct that is repetitive in nature in the face of previous indications of refusal.
- **Gender-Based Harassment.** Gender-based harassment committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Gender-based harassment refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.
  - **Stalking.** Stalking committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Stalking means engaging in a course of conduct directed at a specific person or group that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Stalking includes unwanted (as indicated by prior notification from the alleged victim to the alleged perpetrator(s)) or obsessive attention by an individual or group toward another person. Stalking behaviors may include, following the victim in person or monitoring their physical whereabouts and/or online presence, sending them unwanted gifts, and/or initiating unwanted communications-directly or indirectly, in person, electronically, or otherwise.
  - **Voyeurism.** Voyeurism committed by a University employee or student, or third party against a student, is a form of sexual misconduct under the Title IX Policy. Voyeurism is intentionally observing others behaviors reasonably believed to be private without the knowledge or consent of the person(s) being observed.
  - **Dating Violence.** Dating violence committed by a University employee or student, or a third party against a student, is a form of sexual misconduct under the Title IX Policy. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. Dating violence involves controlling, abusive, and/or aggressive behavior in a romantic relationship, which may include many physical, sexual, verbal, and emotional abuses.
  - **Consent.** Consent is a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the Complainant resulting from the use of force or threat of force by the perpetrator shall not constitute consent.



The manner of dress of the Complainant at the time of the offense shall not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. A person can withdraw consent at any time. Finally, a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

- The person is incapacitated due to the use or influence of alcohol or drugs;
  - The person is asleep or unconscious;
  - The person is under the age of 17; or
  - The person is incapacitated due to a mental disability.
- **Hostile Environment.** A hostile environment exists when a Complainant is unable to attend or expresses discomfort in attending classes or participating fully in University functions due to the offensive, intimidating, or oppressive atmosphere generated by the alleged perpetrator.
  - **Responsible Employee.** A responsible employee for purposes of the Title IX Policy includes all full-time and part-time employees, including Quincy University adjunct faculty, the Compass Group (Chartwells Dining Services), the Follett Bookstore, and National Facilities Management, unless otherwise designated in their job responsibilities.
  - **Confidential Advisor.** A confidential advisor is a person who is employed by the University to provide emergency and ongoing support to student survivors of sexual violence with the training, duties, and responsibilities defined under the Illinois Preventing Sexual Violence in Higher Education Act.
  - **Title IX Coordinator.** The Title IX Coordinator is an integral part of the University's approach to ensuring that the University complies with the requirements of Title IX. The Title IX Coordinator has knowledge of the Title IX procedures and policies, and ensures that the University complies with Title IX and the University's Title IX Policy.
  - **Preponderance of Evidence.** With respect to the University's Title IX investigation, a preponderance of evidence standard is used. This means that, in order for the Respondent to be held responsible for a Title IX violation, the burden is on the University to show that there is a greater than 50% chance that the allegations of Title IX violations are true. In other words, the University is required to prove that the allegations of a Title IX violation are more likely to be true than not in order for the Respondent to be held responsible for a Title IX violation.

### **Procedure and Investigation**

#### **I. In General**

As stated by the Department of Education's Office of Civil Rights, Title IX prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the University's education programs and activities (*i.e.* creates a hostile environment). Once the University receives notice of alleged sexual misconduct and/or discrimination, the University is obligated to take immediate and appropriate steps to investigate or otherwise determine what occurred and to respond appropriately. In the event a complaint of severe, persistent, or pervasive sexual misconduct (*i.e.*, a hostile environment) is reported to the University, the University must take prompt and effective steps reasonably calculated to end the harassment, eliminate the hostile environment, prevent the harassment from recurring, and, as appropriate, remedy

its effects.

Quincy University is considered to have notice of alleged sexual misconduct and/or sex discrimination if a responsible employee knew of the alleged sexual misconduct and/or discrimination, or in the exercise of reasonable care in completing job responsibilities, should have known about the alleged sexual misconduct and/or sex discrimination. Responsible employees are mandated to report any knowledge of alleged sexual misconduct and/or sex discrimination to the Title IX Coordinator and/or the Title IX Investigator. In the event the allegations involve the Title IX Coordinator and/or the Title IX Investigator, the Complaint can be made to the VP of Finance/CFO

**Title IX Coordinator:**                   **Tanya Moore, Director of Human Resources**  
**1800 College Avenue**  
**Francis Hall B-38**  
**Quincy, IL 62301**  
**217- 228-5415**  
**mooret@quincy.edu**

**Title IX Investigator:**                   **Sam Lathrop, Director of Safety & Security**  
**1800 College Avenue**  
**Friars' Hall, 106**  
**217-228-5432, ext. 3990**  
**lathrsa@quincy.edu**

**VP of Finance/CFO:**                   **Mark Strieker**  
**1800 College Avenue**  
**Francis Hall B-33**  
**217-228-5432, ext. 3722**  
**striema@quincy.edu**

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

Once the University receives notice of an alleged Title IX violation, the burden is on the University to gather sufficient information to reach a fair and impartial decision whether sexual misconduct and/or sex discrimination occurred, and if so, whether the University needs to redress a hostile educational environment.

In the event that allegations of sexual violence are reported, the Complainant may have a medical forensic exam completed at no cost to the Complainant at one of the resources listed below, pursuant to the Sexual Assault Survivors Emergency Treatment Act.

## **II. Complainant and Respondent Rights**

During a Title IX investigation, both the Complainant and the Respondent will receive a copy of the Title IX Policy. In addition, both the Complainant and the Respondent have the following rights:

1. To have prompt, fair, and impartial investigation that proceed in a timely manner;

2. To be advised of and have access to available campus and community support resources, including, but not limited to:

**Campus Resources:**

Quincy University Confidential Advisors  
QUANADA  
1900 Harrison  
Quincy, IL 62301  
217-223-2030  
[info@quanada.org](mailto:info@quanada.org)  
[www.quanada.org](http://www.quanada.org)

Quincy University Counseling Center  
1800 College Avenue  
Friars' Hall, 114  
Quincy, IL 62301  
217-228-5432, ext. 3785  
[qucounselor@quincymedgroup.com](mailto:qucounselor@quincymedgroup.com)  
[www.quincy.edu/student-life/counseling](http://www.quincy.edu/student-life/counseling)

Quincy University Health & Wellness Center  
1800 College Avenue  
Friars' Hall, 113  
Quincy, IL 62301  
217-228-5432, ext. 3790  
[www.quincy.edu/student-life/student-life/wellness-center](http://www.quincy.edu/student-life/student-life/wellness-center)

Quincy University Residence Life  
Brenner Library, Lower Level  
1800 College Avenue  
Quincy, IL 62301  
217-228-5432, ext. 3788  
[qureslife@quincy.edu](mailto:qureslife@quincy.edu)  
[www.quincy.edu/student-life/residence-life](http://www.quincy.edu/student-life/residence-life)

Quincy University Safety and Security  
Friar's Hall 106/115  
1800 College Avenue  
Quincy, IL 62301  
217- 228-5600  
[www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety)

Quincy University Student Success Center  
Brenner Library Lower Level  
1800 College Avenue  
Quincy, IL 62301  
217-228-5432, ext. 3353

mccrubr@quincy.edu  
holtmdo@quincy.edu  
www.quincy.edu/academics/academic-services

### **Community, State, and National Resources:**

Quanada Sexual Assault Program  
1900 Harrison Street  
Quincy, IL 62  
(217) 223-2030  
www.quanada.org

Illinois Coalition Against Sexual Assault (ICASA)  
100 North 16<sup>th</sup> Street  
Springfield, IL 62703  
(217) 753-4117  
www.icasa.org

National Sexual Assault 24-Hour Hotline  
(800) 656-HOPE  
Online.rainn.org (online chat)  
www.rainn.org

Illinois Dept. of Children and Family Services Domestic Abuse 24-Hour Hotline  
(877) —863-6338  
www.dhs.state.il.us/page.aspx?item=75378

National Domestic Violence 24-Hour Hotline  
(800) 799-SAFE  
http://www.thehotline.org/about-us/contact/ (live chat)  
www.thehotline.org/contact

Blessing Hospital  
1005 Broadway Street  
Quincy, IL 62301  
(217) 223-8400  
www.blessinghealth.org

Quincy Medical Group  
1025 Maine Street  
Quincy, IL 62301  
(217) 222-6550  
www.quincymedgroup.com

Quincy Police Department  
110 S. 8th Street  
Quincy, IL 62301  
(217) 228-4470 (non-emergency) or 911  
www.quincyl.gov/public-safety/quincy-police

Adams County Health Department  
330 Vermont Street  
Quincy, IL 62301  
(217) 222-8440  
<http://www.co.adams.il.us/health>

3. To file a complaint with local and/or campus law enforcement, and to request and receive assistance from campus authorities in notifying law enforcement;
4. To not actively participate in the investigation;
5. To electronically report allegations of sexual misconduct [titleix@quincy.edu](mailto:titleix@quincy.edu) or [www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety)
6. To anonymously report allegations of sexual misconduct [www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety).
7. To ask questions and obtain information regarding the Title IX Policy;
8. To have equal access to information during the Title IX investigation, including, but not limited to, witness statements, the identity of witnesses, relevant documents, and other evidence;
9. To request interim protective measures and accommodations, including, but not limited to, changes to academic, living, dining, working, transportation, and working situations, obtaining and enforcing a campus-issued order of protection or no contact order, if such protective measures are reasonably available, and honoring an order of protection or no contact order in State court;
10. To receive assistance, upon request, in accessing and navigating campus and local health and mental health services, counseling, academic and advocacy services; and
11. To request and receive assistance from campus authorities in notifying law enforcement;
12. To receive notice of the name(s) of the individual(s) with authority to: (a) make a decision regarding whether a violation under the Title IX policy has occurred (b) impose sanctions; and (c) make a decision during the appeals process. The Complainant and the Respondent shall have the opportunity to request a substitution if the participation of such an individual poses a conflict of interest.

### **III. Filing a Complaint**

Any Quincy University student, faculty member, or staff who believe they have been a victim of sexual misconduct or sex discrimination or any member of the campus community who has knowledge of alleged sexual misconduct or sex discrimination may file a Complaint with Director of Safety & Security and Title IX Investigator. The Complaint will then be forwarded to the Title IX Coordinator. Title IX Complaint forms are available at [www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety). However, Complaint forms are not required to be used in order to make a Complaint under the Title IX Policy. Complaints can also be emailed to the Title IX Coordinator, Confidential Advisor, or any responsible employee.

As indicated in this Policy, if a Responsible Employee learns of a possible violation of the Title IX Policy, the Responsible Employee is required to report the violation to the appropriate University officials, and the University is obligated to investigate the matter, pursuant to Title IX. The Complainant can make a request of confidentiality with the University's confidential advisor or the Title IX Coordinator or when contacted by the University regarding a Complaint filed by a Reporting Party. The Title IX Coordinator will give consideration to the request.

The Title IX Coordinator will consider a variety of factors, including the severity, persistency, pervasiveness of the alleged conduct, and the risk to the Complainant and the University if the allegations are not investigated. In the event the Title IX Coordinator determines that the University should proceed with the investigation, despite the Complainant's request for confidentiality, the Title IX Coordinator will provide an explanation to the Complainant and offer University resources to the Complainant for support. Regardless, all information that is disseminated by the University regarding the Title IX Complaint will only be disbursed on a "need-to-know" basis. The University will not disclose the identities of the Complainant or the respondent, except as necessary to resolve the Complaint or to implement interim protective measures and accommodations or when provided by State or Federal law. If a request for confidentiality is made to the University's confidential advisor, the confidential advisor will provide the Title IX Coordinator with information regarding the allegations, but will not divulge the names of the parties or Reporting Party (if applicable), unless the Title IX Coordinator decides that the Complaint should be pursued.

In cases involving sexual violence, the University will provide students with access to confidential advisors to provide emergency and ongoing support to survivors of sexual violence. The confidential advisors may not be responsible employees. In the course of working with the Complainant, the confidential advisor will do all of the following:

1. Inform the Complainant of his/her choice of possible next steps regarding the Complainant's reporting options and possible outcomes, including, but not limited to, reporting pursuant to the University's Title IX policy and notifying local law enforcement;
2. Notify the Complainant of resources and services for survivors of sexual violence, including, but not limited to, student services available on campus and through community-based resources, including, but not limited to, sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services, and mental health services;
3. Inform the Complainant of the Complainant's rights and the University's responsibilities with respect to orders of protection, no contact orders, or other similar lawful orders issued by the University or a criminal or civil court;
4. Provide confidential services to and have privileged, confidential communications with survivors of sexual violence in accordance with Section 8-804 of the Illinois Code of Civil Procedure;
5. Upon the Complainant's request and as appropriate, liaise with campus officials, community-based sexual assault crisis centers, or local law enforcement and, if requested, assist the Complainant with contacting and reporting to campus officials, campus law enforcement, or local law enforcement; and
6. Upon the Complainant's request, liaise with the necessary campus authorities to secure interim protective measures and accommodations for the Complainant.

Sexual misconduct against an individual under the age of 18 may constitute child abuse and/or neglect under the Illinois Abused and Neglected Child Reporting Act. In Illinois, state law requires that most professions in education, law enforcement, and social work (among other professions) report suspected abuse. These individuals are called mandated reporters. Mandated reporters include, but are not limited to: medical professionals, social workers, social service administrators, domestic violence program personnel, crisis line hotline personnel, psychologists, law enforcement, and school personnel. In the event allegations of sexual misconduct involving an individual under the age of 18, the mandated reporters are required to disclose this information to the proper state authorities.

The University is prohibited from retaliating against an individual for the purpose of interfering with any right or privilege under Title IX. Retaliation will not be tolerated against individuals who file a Title IX Complaint,



participate in a Title IX investigation or proceeding, or advocate for an individual's Title IX rights. Accordingly, intimidation, threats, coercion, or discrimination for engaging in such activities is strictly prohibited.

Any student who reports an alleged violation(s) under the Title IX Policy, in good faith, to a responsible employee will not receive a disciplinary sanction for a student conduct violation, such as underage drinking or possession or use of a controlled substance, that is revealed in the course of such a report, unless the University determines that the violation was egregious, including, but not limited to, an action that places the health and safety of any other person at risk.

Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding that the complaint was in bad faith.

#### **IV. Interim Measures**

Interim measures are individualized services offered to either or both the Complainant and Respondent parties involved in the alleged Title IX violation, prior to an investigation or while an investigation is pending. Interim measures include counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar accommodations. In the event interim measures are established, the interim measures will be individualized and appropriate based on the information gathered by the Title IX Coordinator, who will make every effort to avoid depriving a student of his/her education. Because the measures needed by each student may change over time, the Title IX Coordinator will communicate with each student throughout the Title IX investigation to ensure that any interim measure is necessary and effective based on the student's evolving needs.

Within 12 hours after receiving a Complaint, the University will respond to the electronic reporting party and provide the reporting party with the aforementioned "Complainant and Respondent Rights," as well as the aforementioned University and community resources.

#### **V. Investigation of Complaint**

The Complaint will be investigated by the Title IX Investigator. The Title IX Investigator will investigate the available evidence, as well as objectively assess the credibility of the witnesses, to determine whether sexual misconduct and/or sex discrimination occurred, and whether a hostile educational environment should be addressed. Should the Title IX Investigator have a conflict of interest, the Complaint will be investigated by an individual appointed by the Title IX Coordinator, who has training in Title IX investigations.

##### **A. Initial Determination**

After receiving a Complaint, the Title IX Investigator will speak with the Complainant and the Reporting Party (if applicable). After speaking with the Complainant and the Reporting Party (if applicable), the Title IX Investigator will determine if the allegations rise to a violation of the Title IX Policy if the allegations are true.

If the Title IX Investigator determines that the allegations – if true – do not rise to a violation of the Title IX Policy, the University will close its Title IX investigation. The Title IX Investigator will provide the Title IX Coordinator with his or her determination. The Title IX Coordinator will then notify the Complainant and/or the

Reporting Party of the Title IX Investigator's Initial Determination and that the University will close the Title IX Investigation.

However, in the event the allegations – if true – could violate another University policy, the potential violation will be handled pursuant to the procedures outlined in the Student Handbook.

If the Title IX Investigator determines that the allegations – if true – rise to a Title IX violation, the University will continue the Title IX investigation.

If the Complainant does not want to participate in the investigation or wishes to withdraw the Complaint, but the University determines that the severity of the allegations warrants further investigation, the Title IX Coordinator will select an unbiased University employee, who will serve as the Complainant.

## **B. Procedures**

The Title IX Investigator will investigate the alleged violations. The Title IX Investigator will gather, analyze and document the available evidence to support reliable decisions, objectively evaluate the credibility of the parties and witnesses, and synthesize all available evidence – including both inculpatory and exculpatory evidence – and take into account the unique and complex circumstances of each case. The Title IX investigator may also contact and cooperate with law enforcement, when applicable, and will provide information regarding information regarding the importance of preserving physical evidence of sexual violence (if applicable) and the availability of a medical forensic exam at no charge to the Complainant (if applicable).

The Complainant and/or the Reporting Party will be notified in writing of the continuance of the Title IX investigation after the Initial Determination.

### **1. Respondent Notification**

If an investigation continues beyond the Initial Determination, the Respondent will be notified in writing of the allegations against him/her and he/she will be provided with a copy of the Title IX Complaint, as well as all supporting documents attached to the complaint, in addition to a copy of the Title IX Policy.

The Respondent will be given notice of the allegations constituting a potential violation of the Title IX Policy, including the identities of the individuals involved, the specific conduct allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged violation.

### **2. Response to Complaint**

The Respondent has the right to file a response to the Complaint. The response must be sent to the Title IX Coordinator within seven (7) days of receiving notice of the allegations, the Complaint, and the supporting documents. The Title IX Coordinator will then forward the Response to the Title IX Investigator.

If the alleged violation could also rise to criminal conduct, the Respondent shall be advised that he or she should consult with an attorney prior to filing a response or making any verbal statements.

In the event the Respondent files a response, the University will provide the Complainant with a copy of the response.

### **3. Further Investigation**

After the time period has passed for Respondent to file a response, the Title IX Investigator will conduct

interviews with the Complainant, Respondent, Reporting Party (if applicable), and witnesses (if applicable).

The parties are entitled to have an advocate present during his or her interview, including, but not limited to, an attorney, faculty member, parent, etc., provided that the involvement of the advocate does not result in undue delay in the investigation. The advocate, however, cannot participate in the interview, other than be present during the interview. Further, the advocate cannot submit anything to QU during the Title IX investigation on behalf of the party, and the advocate may not author any writing for a party. The advocate cannot be a witness to the alleged violation(s). The parties are not entitled to attend any interview other than his or her own interview. The parties may suggest questions to be posed by the Title IX Investigator.

If applicable, the Title IX Investigator will obtain additional documents and perform inspections as part of the Title IX investigation. The parties have the right to submit any documents or items to the Title IX Coordinator that he/she deems relevant, who will then forward the documents and items to the Title IX Investigator. The Title IX Coordinator will send copies of all documents and items submitted by a party to the other party.

#### **4. Draft Report**

After interviewing the parties and witnesses and reviewing relevant documents and evidence, the Title IX Investigator will prepare a draft report, outlining his/her findings of fact, as well as his/her determination of whether a Title IX violation has occurred. The draft report will summarize any relevant exculpatory and inculpatory evidence. The Title IX Investigator will submit the draft report to the Title IX Coordinator. Both the Complainant and the Respondent will receive a copy of the draft report, which will be sent concurrently to the Complainant and Respondent by the Title IX Coordinator.

#### **5. Responses to Draft Report**

Within seven (7) days of the issuance of the draft report, the parties may submit a response to the draft report to the Title IX Coordinator. Such responses may include any information that the party believes has not been addressed or considered in the report or any information that the party believes is incorrect. The Title IX Coordinator will forward any responses received to the Title IX Investigator.

#### **6. Final Title IX Report**

After fourteen (14) days have passed after the issuance of the draft report to the parties, the Title IX Investigator will provide a Final Title IX Report to the parties and the Title IX Coordinator. The Final Title IX Report will be sent concurrently to all parties within seven (7) days of the issuance of the Final Title IX Report, as well as the University's procedures for appealing the findings and conclusions in the Final Title IX Report.

The Title IX Investigator must include the following in the Final Title IX Report:

1. His/her Findings of Fact;
2. Using a preponderance of evidence standard, the investigator's conclusions as to whether the facts support a finding of responsibility for a violation of the University's Title IX policy; and
3. The rationale behind the conclusion.

If the Final Title IX Report indicates that a violation of the Title IX Policy has occurred, the report will address whether any measures should be taken to eliminate misconduct, harassment, and/or discrimination, prevent the recurrence of such acts, and address its effects.

If the Complaint presented more than a single allegation of misconduct and/or discrimination, a decision will be reached separately as to each allegation of misconduct.

## **IV. Disciplinary Sanctions**

### **A. Student as Respondent**

If the Final Title IX Report indicates that a violation of the Title IX Policy occurred, within fourteen (14) days of the issuance of the Final Title IX Report, a Disciplinary Board will make a determination whether any sanctions should be imposed against the Respondent. The Disciplinary Board consists of Vice President Academic Affairs, Vice President Enrollment Management, and Director Institutional Research. In the event an individual on the Disciplinary Board has a conflict of interest, the Title IX Coordinator will select another individual to serve on the Disciplinary Board.

Any disciplinary sanction decisions must be made for the purpose of deciding how to best enforce the University's policies while considering the impact of separating a student from his or her education. Accordingly, any disciplinary decision must be made as a proportionate response to the violation. The following sanctions may be imposed for violating the Title IX Policy:

- Title IX Training or Other Appropriate Training
- Community Service
- A "No Contact" Order
- Removal from On-Campus Housing
- Probation
- Suspension
- Expulsion
- Loss of Student Leadership Role(s)
- Loss of participation in extracurricular activities

Once the Disciplinary Board determines the sanctions (if any) that will be imposed on the Respondent, the Disciplinary Board will send concurrent written notification to the Complainant, Respondent and the Title IX Coordinator of the sanctions (if any) imposed. The written communication will likewise include the rationale for each sanction imposed for each violation. The written communication to the Complainant and Respondent will also advise the parties of the University's procedures to appeal the Disciplinary Board's determination with respect to the sanctions.

### **B. Faculty Member as Respondent**

If the Final Title IX Report indicates that a University Faculty Member violated the Title IX Policy, the imposition of disciplinary sanctions will be considered by the Vice President of Academic Affairs, consistent with the University's faculty disciplinary policy. The Faculty Member, Complainant, and the Title IX Coordinator will receive written notification of the sanction imposed for each violation. The written communication will likewise include the rationale for each sanction imposed for each violation. The written communication to the Complainant and Respondent will also advise the parties of the University's procedures to appeal the determination with respect to the sanctions.

### **C. Staff Member as Respondent**

If the Final Title IX Report indicates that a University Staff Member violated Title IX Policy, the imposition of disciplinary sanctions will be considered by the Department Vice President, consistent with the University's disciplinary policy and any applicable collective bargaining agreement. The Staff Member, Complainant, and Title IX Coordinator will receive written notification of the sanction imposed for each violation.

The written communication will likewise include the rationale for each sanction imposed for each violation. The written communication to the Complainant and Respondent will also advise the parties of the University's procedures to appeal the Disciplinary Board's determination with respect to the sanctions.

## **V. Appeal Process**

### **A. Student as Respondent**

#### **1. Request for Appeal**

Both the Complainant and the Respondent can appeal the decision contained in the Final Title IX Report. Both parties are entitled to only one appeal on the determination(s) contained in the Title IX Final Report. Appeal forms are available at [www.quincy.edu/student-life/campus-safety](http://www.quincy.edu/student-life/campus-safety). However, appeal forms are not required to be used in order to make an appeal under the Title IX Policy. Complaints can also be emailed to the Title IX Coordinator or Confidential Advisor. Appeals on the decision contained in the Final Title IX Report may be made on two grounds:

1. Procedural error; and/or
2. New relevant, substantive information that was not available during the investigation which would substantially change the outcome of the decision.

Appeals must be filed with the Title IX Coordinator within seven (7) days of the issuance of the Final Title IX Report. However, in the event that it is determined that the Respondent is responsible for any violation of the policy, appeals can be made with the Title IX Coordinator within seven (7) days of the issuance of written notification regarding the sanctions (if any) imposed on the Respondent, in which case, either party can appeal the determination contained in the Final Title IX Report and/or the sanctions imposed.

Both the Complainant and the Respondent can appeal the decision regarding the imposition (or lack thereof) of sanctions imposed on the Respondent. Both parties are entitled to only one appeal on the sanctions imposed (if any) on the Respondent. Appeals on the decision regarding sanctions may be made on two grounds:

1. Procedural error;
2. New relevant, substantive information that was not available during the investigation which would substantially change the outcome of the sanctions imposed; and/or
3. The sanction is disproportional with the violation(s).

Appeals based on the sanctions imposed (or lack thereof) must be filed with the Title IX Coordinator within seven (7) days of the issuance of the written notification regarding the sanctions (if any) imposed on the Respondent.

#### **2. Appellate Procedure**

After receiving notice of an appeal, the Title IX Coordinator will notify both parties in writing of receipt of the appeal. If the appeal was not timely, the Title IX Coordinator will state such in the aforementioned correspondence, and advise both parties that the Title IX process is closed. In the event the appeal is timely, the Title IX Coordinator will send the appeal letter and all investigatory materials to the Vice President of Student Development, who will then determine if a procedural error occurred and/or if new relevant, substantive information not available during the investigation would have changed the outcome of the decision.

If the Vice President of Student Development determines that no procedural error occurred and that no new relevant, substantive information not available at the time of the investigation would have changed the outcome of the decision or the sanctions imposed, the Vice President of Student Development will issue a decision, stating specifics as to the reasoning behind its decision, and submit the decision to the Title IX Coordinator. The Title IX Coordinator will then provide written notice of the Vice President of Student Development's decision to both parties, enclosing a copy of the Vice President of Student Development's decision.

If the Vice President of Student Development determines that a procedural error occurred or that new relevant, substantive information not available at the time of the investigation would have changed the outcome of the decision or the sanctions imposed, the Vice President of Student Development will issue a decision, stating specifics as to the reasoning behind its decision, and submit the decision to the Title IX Coordinator. The Title IX Coordinator will then provide written notice of the Vice President of Student Development's decision to both parties, enclosing a copy of the Vice President of Student Development's decision in the notification.

In the event the Vice President of Student Development grants an appeal regarding the decision contained in the Final Title IX Report, the Title IX Coordinator will select an unbiased school official who is trained in investigating Title IX investigations, to re-investigate the Complaint. The same procedure for investigating the Complaint) as outlined above will apply.

In the event the Vice President of Student Development grants an appeal regarding the sanctions imposed or not imposed on Respondent, the Title IX Coordinator will select three unbiased faculty members to make a new determination regarding sanctions. The same procedure for the imposition of sanctions as outlined above will apply.

## **B. Faculty or Staff as Respondent**

### **1. Request for Appeal**

Both the Complainant and the Respondent can appeal the decision contained in the Final Title IX Report and/or the sanctions imposed (if any).

An appeal involving faculty or staff as the Respondent will be handled pursuant to any applicable policies contained in the Faculty Handbook, Staff Handbook, or any applicable contract. If no such policies exist, the following will apply:

Both the Complainant and the Respondent can appeal the decision contained in the Final Title IX Report. Both parties are entitled to only one appeal on the determination(s) contained in the Title IX Final Report. Appeals on the decision contained in the Final Title IX Report may be made on two grounds:

1. Procedural error; and/or
2. New relevant, substantive information that was not available during the investigation which would substantially change the outcome of the decision.

Appeals must be filed with the Title IX Coordinator within seven (7) days of the issuance of the Final Title IX Report. However, in the event that it is determined that the Respondent is responsible for any violation of the policy, appeals can be made with the Title IX Coordinator within seven (7) days of the issuance of written notification regarding the sanctions (if any) imposed on the Respondent, in which case, either party can appeal the determination contained in the Final Title IX Report and/or the sanctions imposed.



Both the Complainant and the Respondent can appeal the decision regarding the imposition (or lack thereof) of sanctions imposed on the Respondent. Both parties are entitled to only one appeal on the sanctions imposed (if any) on the Respondent.

Appeals on the decision regarding sanctions may be made on two grounds:

1. Procedural error;
2. New relevant, substantive information that was not available during the investigation which would substantially change the outcome of the sanctions imposed; and/or
3. The sanction is disproportional with the violation(s).

Appeals based on the sanctions imposed (or lack thereof) must be filed with the Title IX Coordinator within seven (7) days of the issuance of the written notification regarding the sanctions (if any) imposed on the Respondent.

## **2. Appellate Procedure**

After receiving notice of an appeal, the Title IX Coordinator will notify both parties in writing of receipt of the appeal. If the appeal was not timely, the Title IX Coordinator will state such in the aforementioned correspondence, and advise both parties that the Title IX process is closed. In the event the appeal is timely, the Title IX Coordinator will send the appeal letter and all investigatory materials to the Vice President of Student Development, who will then determine if a procedural error occurred and/or if new relevant, substantive information not available during the investigation would have changed the outcome of the decision.

If the Vice President of Student Development determines that no procedural error occurred and that no new relevant, substantive information not available at the time of the investigation would have changed the outcome of the decision or the sanctions imposed, the Vice President of Student Development will issue a decision, stating specifics as to the reasoning behind its decision, and submit the decision to the Title IX Coordinator. The Title IX Coordinator will then provide written notice of the Vice President of Student Development's decision to both parties, enclosing a copy of the Vice President of Student Development's decision.

If the Vice President of Student Development determines that a procedural error occurred or that new relevant, substantive information not available at the time of the investigation would have changed the outcome of the decision or the sanctions imposed, the Vice President of Student Development will issue a decision, stating specifics as to the reasoning behind its decision, and submit the decision to the Title IX Coordinator. The Title IX Coordinator will then provide written notice of the Vice President of Student Development's decision to both parties, enclosing a copy of the Vice President of Student Development's decision in the notification.

In the event the Vice President of Student Development grants an appeal regarding the decision contained in the Final Title IX Report, the Title IX Coordinator will select an unbiased school official who is trained in investigating Title IX investigations, to re-investigate the Complaint. The same procedure for investigating the Complaint) as outlined above will apply.

In the event the Vice President of Student Development grants an appeal regarding the sanctions imposed or not imposed on Respondent, the Title IX Coordinator will select three unbiased faculty members to make a new determination regarding sanctions. The same procedure for the imposition of sanctions as outlined above will apply.

# Student Accountability Policies

## Preamble

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

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

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

The following policies apply to all students (residential/commuter) and any guest a QU registered student. These policies are to be adhered to in addition to the University Policies. Alleged violations of any policy or procedure may be referred to the Student Accountability Process.

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

## Offenses against the Community

Category	Policy Explanation
Alcohol	Use, possession, presence, manufacture, or distribution of alcoholic beverages (except as expressly permitted by University regulations, refer to the University's Alcohol Policy), public intoxication; alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
Arson	Students are prohibited from intentionally setting fires.
Disorderly Conduct	Disturbing the peace, being a nuisance, disorderly conduct, creating a safety hazard or inordinately disruptive activities that are disruptive to the community.
Drugs - Distribution	Manufacturing or distribution of drugs or equipment, products or material used in manufacturing, growing, using, or distributing of any drug or controlled substance (Please refer to the University's Drug Policy for more information and violations)
Drugs - Use	Use of drugs or equipment, products or material associated with the use of any drug or controlled substance (Please refer to the University's Drug Policy for more information and violations)

Drug Paraphernalia	Possession of drug-related paraphernalia, i.e. any items used to facilitate drug use (e.g. bong, roach clip, hookah/water pipe, hash-style pipe, scales, and vaporizers) is prohibited within the residence halls.
Endangering Behavior	Residents may not engage in any activities that may cause harm to themselves or others. Prohibited activities include, but are not limited to, tampering with fire safety equipment such as fire extinguishers, exit signs, etc.; hall sports; water fights; use of roller blades; climbing the exterior of halls; sitting outside a hall window, etc.
Flammable Liquids	Gasoline, kerosene, alcohol, cleaning fluids, etc., constitute a serious danger and are prohibited in residence hall, as are vehicles containing such fluids.
Fire Alarms & Safety Equipment	Tampering with fire alarms or safety equipment is prohibited. This includes, but is not limited to, fire hydrants, fire hoses, extinguishers, smoke detectors, sprinkler systems and fire alarm pulls.
Fire Hazard	Items that pose a fire hazard in the residence hall are prohibited. This includes but is not limited to items with open heating elements such as toasters, hot plates, space heaters, candles, and incense burners.
Guests	You may have overnight guests stay in your room, not to exceed two days, and with your roommate's permission. The resident host is completely responsible for the activities and behavior of the guest. All overnight guests must be registered and approved with the Residence Life office.
Hover board	Consistent with the College's Fire Hazard Policy, the use, possession or storage of Hover boards, self-balancing scooters or similar devices are prohibited on Quincy University property due to safety concerns, including but not limited to the risk of explosion, fire and spontaneous combustion. This prohibition policy applies to all persons and includes all residence halls, student houses, academic buildings, other campus buildings, campus grounds, sidewalks and parking lots.
Lewd or Indecent	Any behavior of a sexual nature that is crude, offensive, contrary to standards of appropriate behavior and visible and/or imposed to others or conducted in a public or community environment.
Non-lethal Weapons – Possession/Use	Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury are prohibited in the residence halls and in resident rooms. This may include but is not limited to: slingshots of all types, paintball guns, slingshots, air soft guns, etc.
Pets and Animals on Campus	The College reserves the right to revoke permission granted for the campus presence of therapy or companion animals whose owner fails to follow the requirements set forth. The College also reserves the right to ban service, therapy, or companion animals who do not behave appropriately. For health and hygiene reasons, pets (except for fish-limited to 10-gallon tanks) are prohibited from all single and family residence areas.

Prohibited Items	<p>While we strive to allow students the freedom to enjoy their living spaces on campus, there are limitations to what is allowed on campus. It is each resident's obligation to be familiar with these policies. Violators are subject to disciplinary action. All rules and regulations are administered without regard to race, color, religion, national origin, marital status, gender, sexual orientation, or physical ability.</p> <ul style="list-style-type: none"> <li>-Dart Boards</li> <li>-Water-filled Furniture</li> <li>-Lofts</li> <li>-Fireworks- Any and all fireworks and explosives are prohibited in all residence areas.</li> <li>-Flammable Liquids-The use or storage of any equipment requiring flammable liquids, such as gas grills, motorcycles, or other gas-engine vehicles, is not allowed in residence halls or apartments.</li> <li>-Any styles of torchiere lamps are not permitted in the residence halls and apartments, including those that have incandescent light bulbs. In addition, any style of halogen lamps is not permitted, including desk lamps or any other lamp that may require a halogen bulb. Fabric or paper that comes in contact with these high-intensity bulbs can ignite in seconds and has caused serious fires on some campuses.</li> <li>-The University prohibits "use or possession of dangerous weapons, explosive devices or materials, including but not limited to firearms, dangerous knives, BB and pellet guns, air rifles, slingshots, ammunition, firecrackers, bombs, whips, and martial arts weapons."</li> <li>-Possession of weapons or firearms of any sort is strictly prohibited in all residence areas. Public Safety will confiscate any weapons found and the owners will be subject to disciplinary action.</li> </ul>
Quiet Hours	<p>Quiet Hours &amp; 24 Hour Courtesy Hours: Quiet hours are maintained from 11:00pm to 7:00am. No loud or disruptive noise is allowed outside rooms during these times. All other hours are considered courtesy hours, during which a reasonable amount of quiet is expected. Students are expected to comply with another student's request to lower his/her noise level. Beginning 48 hours prior to the first final examination and throughout final exam week, 24-hour quiet hours are in effect.</p>
Theft	<p>Intentionally or fraudulently taking property belonging to another person or entity without permission or consent.</p>
Tobacco in Residence Hall	<p>Smoking of any kind (hookahs, e-cigarettes, and vape/vapor/vaporizer pens) and the use of tobacco products (e.g. chew, snuff, etc.) are not allowed in any area of the residence halls or on campus. This includes study rooms, restrooms, hallways, stairways, lobbies, elevators, lounges, student rooms, etc.</p>
Unauthorized Recording	<p>Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/ her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person.</p>

### Things to Know:

- Students may possess and/or consume alcohol, if age 21 and older, in student's private room/suite/apartment/house, if all residents of the room/suite/apartment/house are age 21 and older. For example, a suite is considered a wet suite and alcohol is permitted if all students and guests are 21 or older and a suite is considered a dry suite, and no alcohol is permitted in the room, if at least 1 student or guest is under the age of 21.
- Students may not display, possess, or consume alcohol in any public area (defined as any area outside of a private room/suite/apartment/house). For the purposes of this policy, house porches, patios, decks, and yards are considered a public area.
- Students (regardless of age) **MAY NOT DISPLAY** alcohol containers, including beer boxes, beer steins, shot glasses, etc. (full or empty) in their room/suite/apartment/house.
- Students and guests under the age of 21 are not permitted to be in the presence of alcohol in any on campus housing area.
- Possession, consumption, or display of any alcohol or alcohol containers is not permitted in any area designated as alcohol free, including but not limited to, any first year halls, rooms/suites/apartments/houses where any residents within are under 21, etc. Garner and Helein are dry buildings.

### University Property

Category	Policy Explanation
Alterations to University Owned Property	Painting or any alterations to any university property is strictly prohibited. Any student who undertakes these alterations on his/her own will bear full financial and disciplinary liability for damages incurred in the process and for repainting.
Appliances	<p>Any appliances with an open flame, open heating coil, or open heating element (i.e., hot plates and coffee coils) are strictly prohibited because they are fire hazards. The following items are strictly prohibited (including, but not limited to): toasters, toaster ovens, hibachis (electric or propane), hot plates, space heaters, electric skillets, soup warmers, s'more makers, electric grills, and gas grills. Deep fat fryers and smoke machines are not permitted.</p> <ul style="list-style-type: none"><li>• Mini refrigerators: Students may bring one mini refrigerator per bed- room within a living space. Mini refrigerators are limited to 5.0 cubic feet or less.</li><li>• Microwaves: Students may bring one microwave per bedroom within a living space. Microwaves are limited to 600 watts or less.</li></ul>
Elevators	Residents should not tamper with or vandalize the elevator.
Damage and/or Vandalism	Destruction, damage, or misuse of University property or the property of any other person or group or Deliberate or accidental damage to University property, property of guests, faculty, staff, and students, is prohibited.

Keys and Locks	<p>Residents may not loan their keys to others and are responsible for all activity that takes place in the residence halls as a result of key use, and may not duplicate their key.</p> <p>Students who lose their key or ID keycard will be billed for lock and key replacements. Students must report lost or stolen keys as soon as possible to the Office of Student Development or Campus Security.</p>
Launching from Building	Launching, dropping, throwing or dumping any object or substance from within or on a University structure or property
Restricted & Secured Areas	Entering/exiting/tampering with any University building, event, or restricted area, except in accordance with established procedures
Roof Access	No person may walk upon the roof of a college building (including structures over building entrances) except when emergency access to a fire escape is necessary. Violations may be referred to the Conduct process.
Technology Resources	<p>Any violation of the University Technology Resources Appropriate Use Policy</p> <p>The computer systems shall be used in a manner consistent with directives of system administrators and directives of hardware manufacturers and software publishers.</p>
Theft	Intentionally or fraudulently taking property belonging to another person or entity without permission or consent.
Unauthorized Entry	Unauthorized entry into or use or defacement of University facilities, including residence halls including residence hall rooms, and other buildings and grounds, including roofs, ledges, balconies; unauthorized erection or use on University property of any structures including but not limited to tents, huts, gazebos, shelters, platforms, and public address systems
Window and Window Screens	Unlatching windows, removing window screens, opening windows beyond 3 inches, throwing items from the windows or entering/exiting the building through a window.

## Violence

Category	Policy Explanation
Conduct Harmful to Others	Conduct directed to another including students, faculty and staff, that endangers the physical or psychological well-being of any person and/or creates a hostile academic or living environment which could include but not limited to hazing, stalking, intimidation, and/or coercion.
General Violence	Violence of any kind perpetrated on another person including rape, such as various sorts of physical assaults or interference of other's legitimate movement. Generally, it is university policy to remove alleged violent offenders until a hearing can be conducted. Removing a student from campus will be made by the appropriate university representatives/authorities with the totality of the circumstances considered. The university will not be responsible for housing or feeding a student removed from this campus.





Intimate Partner Violence	Intimate Partner Violence is often referred to as dating violence, domestic violence or relationship violence. Intimate Partner Violence is any act of violence or threatened act of violence against a person who, is, or has been, involved in a sexual, dating, domestic, or other intimate relationship with the Respondent.
Hazing	Any activity expected of a student joining a group, organization, or team (or to maintain full status) that humiliates, degrades or risks emotional and/or physical harm, regardless of the student's willingness to participate.
Non-Consensual Sexual Contact	Non-Consensual Sexual Contact is any intentional sexual touching, with any object or body part, by any person upon any person, without consent.
Non-Consensual Sexual Penetration	Non-Consensual Sexual Penetration is any sexual penetration, with any object or body part, by any person upon any person, which is without consent.
Retaliation	It is a violation of College policy to retaliate in any way against an individual because they raised allegations of sexual harassment or other forms of prohibited conduct. The College recognizes that retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others, and may be committed by or against an individual or a group, and that a Complainant, Respondent, or third party may commit or be the subject of retaliation.
Sexual Exploitation	Sexual Exploitation is taking non-consensual or abusive sexual advantage of another, for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.
Sexual Harassment	Sexual Harassment is unwelcome, gender- or sex-based verbal or physical conduct that is, sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational program and/ or activities, and/or complete employment responsibilities, and may be based on power differentials (quid pro quo).
Stalking	Stalking is governed by the Sexual Misconduct policy when it is sex or gender-based. Stalking is a course of physical or verbal conduct directed at another individual, that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party.
Weapons, Firearms, Fireworks, Explosives & Other Dangerous Items	Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University premises or use of any such item (This includes but is not limited to BB guns, Airsoft guns, switchblades and the like).

## Dishonesty

Category	Policy Explanation
Cheating	Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination, or exercise; communication information in an unauthorized manner to another person for an academic test, examination or exercise.
Complicity	Helping or attempting to help another student to commit an act of academic dishonesty.
False Information	Knowingly supplying false information to the University, any University official, faculty member or office.
Forgery	Acts of dishonesty, including but not limited to the following: Forgery, alteration, or misuse of any University records, permits, documents, communication equipment, or identification cards and government issued documents.
Fraud	Falsification of information on University records or providing false or misleading information to University officials.
Plagiarism	Incorporating someone else's work or ideas into one's own work and passing it off as one's own.
Unauthorized Cooperation	Working in conjunction with another student on an assignment, test, or project meant for individual work.

## Laws

Category	Policy Explanation
Local, State and Federal Laws	<p>Actions prohibited under local, state and/or federal law are prohibited under Student Code of Conduct for Quincy University. The university, however, reserves the right not to adjudicate acts of nonviolent civil disobedience for reasons of conscience. Quincy University response need not await, depend upon, nor be constrained by any state provision for punishment or accountability process unless otherwise indicated in the Student Code of Conduct. Any student convicted of a crime maybe suspended or expelled by the university.</p> <p><b>The University reserves the right to contact parents/legal guardians of any student who violates any local, state or federal law. Students may be removed from the university pending an accountability hearing. The university will not pay the cost of housing or food during this time.</b></p>

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

# Residence Life Procedures

## *On-Campus Living Area Room Entry*

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

## *On-Campus Housing Search*

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

1. A search may be conducted without any or all residents present.
2. Reasonable cause is defined as a fact or circumstance existing where it is more likely than not an event or activity is occurring or has occurred or that specific items are present in the space to be searched, or there is a reasonable concern for student or community safety.
3. A search of a student's room may be made by authorized staff as directed by the Vice President of Student Development. In absence of the Vice President of Student Development searches can only be authorized through joint collaboration with the Director of Campus Programming & Residence Life, and the Director of Safety & Security, or their designees. The search must be made with at least two University staff members present. At least one of the University staff members conducting the search must be the Vice President of Student Development, Director of Campus Programming & Residence Life & Student Programs, or Director of Safety and Security, or a designee.  
The other staff member may be a University Security Officer, Graduate Assistant, or Resident Assistant.
4. An incident report will be completed for every search of any on-campus living area.
5. In the event a search is conducted and prohibited items are confiscated, an itemized list of all items will be included in the incident report. Photographs of any confiscated items will be attached to the incident report.
6. If the search and subsequent confiscation of items should result in a policy or Student Handbook violation, the student/s will be held accountable through the Student Accountability Process.

## *Community Living Agreement/Residence Hall Council*

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

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

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



**Quincy University**

### *On-Campus Living Area Room Entry*

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

## **LIFE IN YOUR RESIDENCE HALL**

In your new home you will find:

### **RESIDENCE HALL DIRECTORS (RDs):**

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

### **RESIDENT ASSISTANTS (RAs):**

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

### **CUSTODIAL STAFF:**

- Work diligently to clean your lobbies, bathrooms, and other public areas of the hall!
- Will clean your hallway, but not your room!
- They are NOT responsible for personal trash in the hallway or your room.

### **MAINTENANCE PERSONNEL:**

- Respond to your maintenance needs.

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

## **PLANNED PROGRAMS (ACTIVITIES!)**

What are the programs?

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

All programs are based on the 8 dimensions of wellness to promote healthy lifestyles and a holistic approach to education and student development.

Why should I attend programs?

You'll spend 70 percent of your time in your residence hall/complex. By attending programs, you will get to know other students in your hall and enjoy a wealth of information.



# Residence Life Charges

Category	Charge
<p>Trash</p> <p>The following are chargeable:</p> <p>Emptying room trash into a bathroom trash can. Leaving trash in the hallways or stairwells.</p> <p>Leaving trash in the lounges, kitchens and balconies Emptying room trash into a lounge trash can. Pizza boxes not properly disposed.</p>	<p>\$75 minimum per student, per instance</p> <p>\$150 per student, per instance</p>
<p>Biohazards</p> <p>The following are chargeable: Urine, feces, condoms or vomit</p> <p>Any matter found in the QU housing facilities.</p> <p>Depending on situation this may become an investigation with security.</p> <p>Blood</p> <p>Any blood clean up in bathrooms, hallways, walls, carpet, lounges, etc.... If the incident was accidental and an attempt was made to clean up, no charge will occur.</p>	<p>\$75 per student, per instance</p>
<p>Damaged Door Lock</p> <p>Lost Key</p> <p>Missing Lounge Furniture</p> <p>Furniture in public areas must not be removed. Each month, an inventory is taken of the community furniture. Items found missing will be billed to ALL residents living in that hall or on the floor as it pertains to the missing furniture. The following are approximate replacement costs for community furniture.</p> <p>Couch:</p> <p>Love Seat:</p> <p>Lounge Chair:</p> <p>End Table:</p> <p>Study Table:</p>	<p>\$370</p> <p>\$75 per key</p> <p>\$800--\$1000</p> <p>\$600--\$800</p> <p>\$500--\$700</p> <p>\$200--\$400</p> <p>\$800--\$1000</p>
<p>Life safety equipment (fire extinguisher, smoke detectors, etc.)</p> <p>Tampering fines per instance, per person. This includes covering smoke detectors.</p>	<p>\$50 (1st), \$60 (2nd), \$70 (3rd) etc.</p>





Fire extinguisher replacement	\$150
Smoke Detector Replacement, installation and programming Actions, against student handbook rules, resulting in fire department being called.	\$400
Animal Cleaning	\$600
Extra Cleaning	\$200
The following are chargeable:  Removing food from flooring, walls, ceilings, stair, etc. Removing sputum from walls, bathroom stalls, etc. Cleaning food, tobacco chew, excessive tooth paste, etc. out of sinks/water fountains. Cleaning graffiti off walls. Cleaning excessive shaving cream off sinks, stalls, floors, etc. Cleaning hair that was left behind from a haircut done in the bathroom.	\$75 minimum
Littering on campus (trash, cigarette butts etc..)	\$50 per instance
Room Changes--Changing room without authorization	\$75
Moving in Early without authorization	\$200 and \$75 a night



# Student Accountability Process

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

The Student Accountability Process has three adjudicating bodies, which could be assigned to hold a student accountable for actions that allegedly violate policies or standards of the University. The assigned adjudicating body will depend on the severity and circumstance of the alleged violation. Detailed information about an Administrative Hearing, Student Accountability Process Board Hearing, and a University Student Accountability Process Board Hearing follows below. A definition of terms is located on the last page(s) of this handbook.

## **Hall Council**

A Hall Council is a body of representatives elected by the residents of the Council's residence hall and empowered to promote the community and safety of the hall. This responsibility includes but is not limited to hosting programs for the residents, establishing Community Standards, and collaborating with the hall staff to serve the needs of the hall.

Community Standards are rules or guidelines developed by the Hall Council to support healthy community living. They may be tailored to the unique needs of the hall so long as they do not conflict with the higher authority of existing rules or policies of the University, and must be submitted to the Office of Residence Life each term for review and approval by the Director of Residence Life.

## **Student Accountability Board**

Student Accountability Boards are composed of a cross-section of students who provide educational and developmental peer accountability. Members are selected each academic year through an application process conducted by Office of Student Development, and must be in good academic, labor and social standing.

Student A-boards have been empowered by the University President, and Office of Residence Life to hear charges of residential and campus violations referred to the Accountability Team for processing. They have the authority to make decisions of "Responsible" or "Not Responsible," and sanction students accordingly. Should the A-board determine during the course of the hearing that a sanction of social probation is possible; the case will be referred to an Administrative Hearing Officer.

## **Administrative Hearing Officer**

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

## **Mediation Board**

Quincy University is committed to providing guidance for students on appropriate interaction and conduct. The University further recognizes that, in some circumstances, a mediated outcome for the student(s) against whom a complaint has been filed may be more appropriate than an accountability hearing.



Therefore, in certain cases in which the initial complaint of a non-suspendable offense is filed by one or more students, Student Development may, after consultation with the complainant(s), offer the complainant(s) the choice of mediation in lieu of a hearing to resolve the complaint. Both parties (the complainant(s) and the accused student(s)) must agree to participate in the mediation process and acknowledge that a copy of the mediation's outcome will be placed in each party's student record.

Should the complainant(s) or the accused student(s) choose not to participate in mediation; the case will be referred to the appropriate Hearing body determined by the Accountability Team.

### **Restorative Justice Board**

Restorative Justice brings students together in peer-mediated groups to resolve their own conflicts. Also present may be faculty, staff and students with an emphasis on communication in how the behavior has affected the community.

### **University Accountability Board**

The University Accountability Board has original jurisdiction for all suspendable nonacademic cases of student misconduct, cases involving weapons, and in cases deemed by the President or his designee as being of an emergency in nature. In the absence of an actual case, UAB will not issue interpretations of the Student Conduct Regulations.

The University Accountability Board consists of five appointed faculty members, five appointed staff members, and four students appointed annually by the Student Government Association with guidance from the Vice President of Student Development. Only 3 individuals will hear a case, 1 from each category. The participants for this board will rotate. The Vice President of Student Development, Director of Campus Programming and Residence Life, Director of Campus Safety and the Director of Housing Operations and Orientation are not eligible to serve on the University Accountability Board. Appeals of University Accountability Board decisions will be referred to the Vice President of Student Development.

### **Summer Accountability Hearing Bodies**

During the summer terms, hearing bodies shall consist of a summer-term Student Judicial Board and Administrative Hearing Officers. Others may be appointed by the Vice President of Student Development to serve in this role as needed and appropriate.

### **Provisions and Procedures for Student Accountability Board, Administrative Hearing Officer and University Accountability Board**

### **Student Rights and Hearing Procedures**

#### *Hearing Procedures*

At the beginning of the hearing, the Chair shall review the Student Rights and confirm that the accused student(s) are aware of them.

1. The hearing body shall use only facts and evidence relevant to the case at hand to make a decision of "Responsible" or "Not Responsible" for each charge. The standard for these decisions will be a preponderance of evidence (i.e. it is more likely than not that the alleged policy violation occurred).
2. If a student is found "Responsible," the student's previous disciplinary record will be provided to the hearing body prior to assignment of sanctions.

3. Regardless of the hearing body, students are afforded the Student Rights provided in “Student Handbook: Provisions and Procedures for Student Accountability Board, Administrative Hearing Officer and University Accountability Board.
4. Charges must be presented to the accused student, in writing, 48 hours before the hearing unless the student waives, in writing, his/her right to a 48 hour notice.
5. Each student charged and the person(s) bringing the charge have the right to view incident reports, documentary evidence, and written testimony prior to the hearing.
6. Each student charged has the right of personal appearance before the hearing body except during deliberation and decision-making.
7. Each student charged and the person(s) bringing the charges have the right to hear and respond to testimony given at the hearing.
8. If charges are initiated by a complaint made by person(s) other than the Judicial Officer, those person(s) may be present during the hearing, except during deliberation and decision-making.
9. Each student charged and the person(s) bringing the charges have the right to select a Personal Observer from within the University community (i.e. an enrolled student or University employee) to be present at the hearing except during deliberation and decision-making. Personal Observers attend but do not participate in the hearing or any subsequent appeal hearing.
10. There is a single level of appeal as a matter of right in all cases under the Accountability Process.
11. Prior to the hearing, each member of the Hearing Panel is required to sign a statement attesting to his or her ability to hear the case “without bias” and pledging to keep case-relevant information confidential. No contact with any party or witness in the case regarding the case is permissible.
12. Each Hearing Panel shall select a chair from among its members. Any member may chair the hearing. It shall be the duty of the chair to conduct the hearing in an orderly manner following these procedures. The Judicial Liaison shall advise the Hearing Panel on all questions of procedure.
13. No party or witness to the charge(s) being heard may sit on the Hearing Panel.
14. The Judicial Liaison will provide members of the Hearing Panel with the opportunity to review the charges, incident reports, documentary evidence, written statements, and relevant sections of the Student Handbook prior to the hearing.
15. At the beginning of the hearing, the Judicial Liaison or the Hearing Panel Chair shall inform all parties to a case, including witnesses that all testimony must be the complete truth and that persons knowingly giving false testimony shall be liable to judicial action.
16. Each member of the Hearing Panel shall have a reasonable opportunity to question all parties and witnesses.
17. All hearings shall be closed to persons other than those provided for in these Procedures and those summoned by the Judicial Officer.
18. Cases involving two or more students shall be ordinarily heard jointly by the same Hearing Panel. The Judicial Liaison may, for good cause shown, grant separate hearings upon the written request of any of the accused.
19. Only facts and evidence relevant to the case at hand shall be used in determining whether the accused is “Responsible” or “Not Responsible” on the charges. If the student is found “Responsible” on the charges being heard, only previous disciplinary records shall be presented by the Judicial Liaison to the Hearing Panel prior to determination of penalties. Such records are excluded during the hearing and deliberations on responsibility.
20. The standard used to determine responsibility will be a preponderance of evidence, i.e., it is more likely than not that the alleged policy violation occurred.

21. Concurrence by a majority of the members of the Hearing Panel is necessary in order to reach a decision that the accused is “Responsible” or “Not Responsible” on each charge. If the concurrence of a majority of the Hearing Panel cannot be reached on a charge, the charge may, at the discretion of the Judicial Liaison, be referred to the Student Life Council.
22. The decision of a Hearing Panel, including any sanctions, shall be recorded on a Hearing Panel Decision Form provided for this purpose by the Judicial Liaison.
23. The decisions of Hearing Panels are final unless: (i) timely appealed and modified or reversed upon appeal ; or (ii) subsequently reviewed and modified or reversed by the Vice President of Student Development and President of the University or the President’s designate.
24. Any student, who knowingly interferes with or obstructs the administration of the Accountability Process or gives false testimony before a Hearing Panel, in writing or in person, shall be subject to suspension for not less than one term. Under unusual or extenuating circumstances, the penalty may be reduced to a fine of not less than \$150, one year probation, or both. In the event that a charge of false testimony, accountability interference, or obstruction is finally determined to have occurred, the Vice President for Student Development shall be obligated to investigate whether such conduct had a material impact on the outcome of the original proceeding. The Vice President shall report such finding to the President of the University for such further action or proceedings as the President determines necessary to preserve the rights of the parties in the original proceeding.

### **Appeals Process for Accountability Hearings**

A student found “Responsible” during a hearing has the right to a single level of appeal. This appeal must be submitted within three days of the original decision to the designated Judicial Officer for the specific case, which will direct the appeal to the designated appellate authority, Vice President of Student Development or designee. An appeal of the original decision may be granted only if the appellate authority determines that:

1. the decision is manifestly unfair or unsupported by the testimony and evidence received at the hearing;
2. the hearing body failed to follow and apply designated policies and procedures and such failure resulted in material prejudice to the appealing party; or
3. one or more members of the hearing body were unfairly biased or acted with prejudice in a manner that affected the outcome of the case or violated the rights of the accused student to due process.

If the appeal is granted, the case shall be reheard and the designated appellate authority will appoint a board to rehear the case.

### **Student Accountability Process Sanctions**

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

The Vice President of Student Development reserve the right to immediately remove any student from his/her on campus living space whose conduct indicates that his/her continued presence may be disruptive to the on campus living community.

# Student Accountability Sanction

Sanction	Definitions
Failed Assignment	Zero Credit for the assignment
Failed Course	Failing Grade for the Course
Redo the Assignment	Must redo the assignment as outlined by the faculty member by a specified date.
Community Service	You must complete_____hours of community service. To arrange this service, please contact_____. You must complete your hours and return your signed service form to this office no later than.
Counseling Assessment	You are required to make an appointment to see Counseling Services by DATE. After an evaluation, an appropriate treatment recommendation may be made. The outcome of this referral is confidential, but you must provide proof of attendance.
Fine	You must pay a_____fine to the Office of Student Development by_____. If you fail to pay the fine by the due date, it will be automatically placed on your student account.
Loss of Privileges	You have lost all University privileges until_____.
No Contact	There is a mutual "no contact" order between you and_____. You are directed to avoid contact with each other until such time as this order is lifted in writing. This mutual "no contact" order does not imply any judgment regarding the factual nature of the incident. Both you and _____ are to refrain from approaching one another, calling one another at any time, contacting one another via any electronic communication method, or contacting or communicating with one another through a third party. Should you need to contact__you must do so through Director of Security or Vice President of Student Development.
Parking Loss	There is a mutual "no contact" order between you and_____. You are directed to avoid contact with each other until such time as this order is lifted in writing. This mutual "no contact" order does not imply any judgment regarding the factual nature of the incident. Both you and _____ are to refrain from approaching one another, calling one another at any time, contacting one another via any electronic communication method, or contacting or communicating with one another through a third party. Should you need to contact__you must do so through Director of Security or Vice President of Student Development.





Student Accountability Process Warning	A student found responsible of a more serious violation of policies and/or University standards may be placed on Student Accountability Process Probation. The length of probation may range from three months to one calendar year. During probation the student, while remaining regularly enrolled, must prove qualified to return to good standing. The student's return to good standing is normally automatic provided there have been no further violations of Student Accountability Process. If the student is found responsible for other Student Accountability Process violation/s while on Student Accountability Process Probation, further action may be taken, including but not limited to removal from University housing, Student Accountability Process Deferred Suspension, Suspension or Dismissal. Should violation/s occur following the completion of Student Accountability Process Probation, the student's prior status on Student Accountability Process Probation will be considered.
Student Accountability Process Probation	A student found responsible of a more serious violation of policies and/or University standards may be placed on Student Accountability Process Probation. The length of probation may range from three months to one calendar year. During probation the student, while remaining regularly enrolled, must prove qualified to return to good standing. The student's return to good standing is normally automatic provided there have been no further violations of Student Accountability Process. If the student is found responsible for other Student Accountability Process violation/s while on Student Accountability Process Probation, further action may be taken, including but not limited to removal from University housing, Student Accountability Process Deferred Suspension, Suspension or Dismissal. Should violation/s occur following the completion of Student Accountability Process Probation, the student's prior status on Student Accountability Process Probation will be considered.
Deferred Suspension	A student found responsible of a more severe Student Accountability Process violation he/she may be placed on Deferred Suspension. The length of Deferred Suspension may range from the remainder of the current semester to one calendar year. During Deferred Suspension, the student, while remaining regularly enrolled, must return to good standing. Academic advisors will be notified when a student has been placed on Deferred Suspension. At the end of the deferred suspension period, University Student Accountability Process Board will review the student's case. Based on information presented at this hearing, the board may choose to continue Deferred Suspension, place the student on Student Accountability Process Probation with additional educational sanctions or place the student on Suspension.

\*\*These are not all sanctions available or possible for students that violate University policies or Student Accountability Policies.



Suspension	<p>Suspension is a separation from the University for a student found responsible of a severe and/or multiple Student Accountability Process violation/s and/or repeated violations. When a student is suspended from the University, the student will leave the University with a specified date and/or condition for re-admittance. The minimum period of suspension is the remainder of the current academic year. The student, on their re-admittance, must meet with the Vice President of Student Development to determine his/her standing with the University. Students returning after a Suspension may be placed on Deferred Suspension or Student Accountability Process Probation status, as well as additional follow-up hearings with the University Student Accountability Process Board. A second suspension of the student is considered grounds for dismissal from the University.</p> <p>Conditions of suspension include:</p> <ol style="list-style-type: none"> <li>1. Unless otherwise instructed, the student must move off campus within 24 hours from the time of the hearing.</li> <li>2. The student will immediately be removed from all classes.</li> <li>3. The student may not return to campus until the suspension has concluded.</li> <li>4. A copy of the letter of suspension is placed in the student's file and remains a part of his/her permanent file in the Office of Student Development.</li> <li>5. No refund on tuition, housing, or meal plans will be given.</li> </ol>
Temporary Suspension:	<p>Cases in which it is deemed necessary by the Vice President of Student Development, in consultation with the President, a student who poses a threat to person, property or academic environment, or when a student's physical or mental condition requires services beyond the normal and reasonable scope of University capabilities, the Vice President of Student Development may impose immediate temporary suspension pending a University Student Accountability Process Board hearing or appropriate resolution of the student's condition. The terms of the temporary suspension will be stated in writing and may involve either complete or partial suspension. After a temporary suspension has been issued, a University Student Accountability Process Board hearing will be conducted within seven class days.</p>
Involuntary Withdrawal	<p>Involuntary Withdrawal is used instead of Suspension in cases when a student's Accountability Standard violation is the result of behaviors listed in the University's Involuntary Withdrawal Policy.</p>
Dismissal from the University	<p>In cases of severe and/or multiple violation/s of Student Accountability Process, dismissal from the University is necessary. No specified date or condition of re-admittance is given. No refund is given. All documentation of the dismissal will be part of the student's record.</p>
Removal from On-Campus Housing	<p>A student who is found responsible of a serious Student Accountability Process violation and/or repeated violations may be required to move to another residence hall or be removed from campus housing. A student who is required to change rooms will be assigned to a new location and given a date by which the move must be completed.</p>

# Alcohol and Other Drug Violation Sanctions

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

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

1st Violation: disciplinary probation, community service, parental notification, assessment at Health and Well-Being Clinic, alcohol education class, educational initiative, and/or reflection paper

2nd Violation: community service, parental notification, assessment at Health and Well-Being Clinic, alcohol education class, educational initiative, and/or reflection paper, probation

3rd Violation: deferred suspension (from housing and/or University), parental notification, assessment at Health and Well-Being Clinic, alcohol assessment, educational initiative, and/or reflection paper

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

## *Other Drugs*

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

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

## *Enforcement of Sanctions*

No person, except the President of the University, has the authority or right to change a sanction imposed by the Student Accountability Process. The Office of Student Development will enforce the sanction. Only the Vice President of Student Development may postpone the effective dates of sanctions. Postponements must be granted in writing and noted in the student's file.

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

All expulsions will be added to student transcripts.



# Consumer Disclosures

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

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

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

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

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

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

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



The Director of Safety and Security will be responsible for presenting a program to inform students and employees about safety procedures on campus. This program will be presented no less than annually, and is encouraged to take place at the beginning of the fall semester. This program will focus on safety procedures as well as provide strategies that will encourage students and employees to be responsible for their own security and the security of others. This program will further include crime prevention information and strategies. Students will be made aware of Illinois state law regarding the possession, use, and illegal provision of alcoholic beverages or drugs and other applicable underage drinking laws. This program will also identify for students drug or alcohol abuse education programs and/or counseling available through the University Counseling Center. The University will provide information on the Security website to access the State of Illinois Sexual Offender Registry by the following link: <http://www.isp.state.il.us/sor/> The website may be used to access information on registered sex offenders and their proximity to the University.

The University Security Department works cooperatively with Counseling Services in the event of student becoming involved in a sexual assault investigation. School and community resources are readily available and in place to assist in the recovery of a student should they become a victim of a sexual assault. Each event will be investigated as appropriate. Every effort will be made to bring in authorities with investigative jurisdiction.

Security officers responding should be cognizant of date, time, and place of the assault, any items of evidentiary value, as well as possible witnesses. Students identified as being culpable for a sexual assault may face not only legal ramifications, but may also face University conduct violations and sanctions. Procedures for conduct hearings established by the University will be strictly adhered to. The University will, upon written request, disclose to the alleged victim of any crime of violence or nonforcible sex offense the results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such crime or offense.

Upon being made aware of a missing student, the University Security department will launch an immediate investigation. The faster an investigation takes place in these matters, the greater the chance for a successful resolution. In cases where foul play or student endangerment is of concern, police authorities will be summoned without delay. The Director of Safety and Security will be informed of the investigation as soon as practical. A “Daily Crime and Fire Log” will be kept by the Security Department. This log is kept within the University’s report writing system. Any crimes, fires, or events of concern will be documented and placed within the report writing system. The event as documented must include the nature, date, time, and general location of the crime or event and the disposition of the investigation if known. The report writing system is available to all security officers as well as selects Student Development staff to include Resident Assistants. Additionally, events not meeting the criteria for a report, but of operational importance may be forwarded by e-mail to the Director of Safety and Security, the Assistant Director of Safety and Security, the Vice President of Student Development, and the Director of Campus Programming & Residence Life. A summary of the crime log will be made available to the public for inspection upon request. The University reserves the right to redact information whose release would violate federal confidentiality requirements relating to students and their records.

# Statement of Responsibility

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

Students will be notified of changes in a timely manner through Quincy University email.

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

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

# Notice of Non-Discrimination

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



# Definition of Terms

**Accountability Decision Form:** The Accountability Decision form is created by the Accountability Liaison after the final outcome has been decided by the Board presiding over the hearing. The form details the charges, responsibility outcome, sanctions, appeal information and the signatures of the board members and the student being charged in the hearing.

**Accountability Hearing Notification:** The Accountability Hearing Notification, is an e-mail notification by the Accountability Liaison assigned to the case. This notification, details the summary of the incident at hand, the charges assessed to the student, date and time of hearing and more information on how and when to meet with the Liaison to over hearing details and review of evidence and procedures.

**Board Chair:** The Board Chair is one member of the three-person Board that will facilitate the hearing. This person is responsible for not only the facilitation of the hearing procedures but also ensuring the participants all understand their rights and responsibilities as related to their role in the hearing.

**Business Day:** Any calendar day other than a Saturday, Sunday, or any day the University is officially closed for business.

**Complainant:** Any person who submits a report to the university that alleges that a student has violated the Student Code of Conduct.

**Community Standards Board:** A group of University faculty, staff, and students, who have completed a rigorous training program to preside in a community standard hearing and make findings as to whether a student has violated the Student Code of Conduct.

**Community Standards Conference (Initial Review):** A Respondent's initial meeting with a Community Standards Officer to discuss the alleged Code of Conduct violation(s), Respondent's response, and a possible informal resolution.

**Community Standards Hearing:** A formal proceeding held to determine whether a student has violated the Student Code of Conduct and to impose sanctions when it is determined that a violation of this Code has been committed.

**Community Standards Hearing Officer:** A University staff member designated to coordinate the student conduct process, which includes, but is not limited to, holding a community standards conference, reaching an informal resolution with a respondent, and explaining the community standards process to complainants and respondents. Additionally, they may preside in a community standards hearing and make findings as to whether a student has violated the Student Code of Conduct.

**Confidentiality Statement:** This is a statement signed by all participants in any hearing to ensure privacy of all parties involved in the hearing. No Board member or Accountability Officer or Liaison can discuss the case with any outside parties of the Accountability process.

**Neutrality Statement:** The Neutrality statement is a document that has to be signed by all Board Members stating that there is no bias or impartiality to the student being charged in the hearing.



**Personal Observer:** In every hearing, the accused student(s) has the right to have a personal observer in their proceedings to simply observe the procedures. Personal observers are not allowed to partake in the hearing but simply observe in the hearing. No communication can be allowed between the personal observer and the accused student during the hearing. Personal observers can only be current employed faculty or staff or a current student of their choice. All personal observers will have to sign confidentiality statements and will also be given their rights and responsibilities in the hearing.

**Plea Form:** The Plea form is a document used inside of the hearing for the accused student to record their plea of responsible or not responsible for each charge attached to that specific student in question. When one student is involved a verbal plea will be made which is recorded by the Liaison, however if more than one student is charged, then plea forms will be used to respect the privacy and confidentiality of each student involved in the hearing.

**Preponderance of the Evidence:** The standard of proof used to determine the findings of a community standards case. Preponderance of the evidence means that the statements and information presented in the case must indicate to a reasonable person that it is more likely than not that the Respondent committed a violation.

**Respondent:** Any student who has been accused of violating the Student Code of Conduct.

**Student:** For purposes of this Code of Conduct, any person who accepts admission to Quincy University and is eligible to enroll in classes without reapplying to the University. Such student status begins at the time of acceptance of admission and continues until such time as the student graduates or otherwise completes the relevant program, formally and permanently withdraws, or is expelled. This includes, but is not limited to, new students at orientation, persons not currently enrolled but who are also pursuing a degree or other program from Quincy University, students on a leave of absence, persons currently under suspension, and any other person enrolled in a course offered by Quincy University, whether or not for credit. In the event of serious misconduct committed while enrolled, but reported after the respondent has graduated, the University may invoke these procedures, and should the former student be found responsible, the University may revoke that student's degree.

**University:** Quincy University, including all of its campuses and online programs.

**University Accountability Board:** The University Accountability Board is the final hearing body in the Accountability structure. This board has jurisdiction of all cases related to felony violations, weapons and other acts of violence. This board has the ability to recommend suspension and expulsion.

**University Official:** Any person employed by the University, performing assigned administrative or professional responsibility.

**University Property:** All land, buildings, facilities, and other property, including, without limit on, personal property, in the possession of, or owned, used, or controlled by the University.