



Student Handbook

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JUDSON UNIVERSITY INFORMATION LINKS:

CAMPUS HOUSING:

<http://www.judsonu.edu/Campus Life/Student Development/Housing Information/>

<http://www.judsonu.edu/Registrar/Traditional Catalog/Campus Information/Residence Life/>

CATALOGS:

- TRADITIONAL UNDERGRADUATE CATALOG:
<http://www.judsonu.edu/catalog/trad/>
- GRADUATE PROGRAM IN ARCHITECTURE:
<http://www.judsonu.edu/catalog/graduatearch/>
- MASTER OF BUSINESS ADMINISTRATION:
www.judsonu.edu/content.aspx?id=17208
- MASTER OF EDUCATION IN LITERACY:
<http://www.judsonu.edu/catalog/gradedlit/>
- MASTER OF LEADERSHIP IN MINISTRY:
<http://www.judsonu.edu/content.aspx?id=17832>

FINANCIAL AID:

- FINANCIAL AID (INFORMATION FOR TRADITIONAL UNDERGRADUATE, GRADUATE, ADULT, ONLINE, and INTERNATIONAL STUDENTS)
<http://www.judsonu.edu/Admissions/Financial Aid/Overview/>
- NET PRICE CALCULATORS:
<http://www.judsonu.edu/NetPriceCalculator/>
- SCHOLARSHIPS AND GRANTS:
<http://www.judsonu.edu/Admissions/Undergraduate/Financial Aid/Scholarships Grants/>
- STUDENT LOANS:
<http://www.judsonu.edu/Admissions/Undergraduate/Financial Aid/Loans/>
- WORK STUDY:

<http://www.judsonu.edu/Admissions/Undergraduate/Financial Aid/Work Study/>

- HOW TO FILE YOUR FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA):

<http://www.judsonu.edu/Admissions/Financial Aid/How to File/>

MAJORS AND PROGRAMS:

<http://www.judsonu.edu/majors>

TUITION/FEES/ROOM AND BOARD:

<http://www.judsonu.edu/Admissions/Undergraduate/Financial Aid/Tuition Fees/>

EMERGENCY LISTINGS

CAMPUS SAFETY: (847) 622-9999, on campus, Ext. 9999
Backup phone number: (847) 875-4392

Officers are on duty 24 hours a day, 7 days a week. They act as first responders to handle campus emergencies.

MEDICAL EMERGENCIES: 911

Follow up with a call to Campus Safety at one of the numbers listed above; they will direct medical personnel to your location.

ELGIN POLICE: 911

ELGIN FIRE DEPARTMENT: 911

URGENT CARE CENTERS:

Sherman Family HealthCare Elgin*
2320 Royal Blvd.
Elgin, Illinois 60123
(224) 783-4440

**For information on location hours, go to <http://locations.advocatehealth.com/immediate-care-elgin>*

Sherman Family HealthCare Algonquin*
600 S. Randall Road
Algonquin, Illinois 60102

(224) 783-4300

**For information on location hours, go to <http://locations.advocatehealth.com/immediate-care-algonquin>*

LOCAL HOSPITALS:

Advocate Sherman Hospital
1425 N. Randall Road
Elgin, Illinois 60123
(847) 742-9800

Presence St. Joseph Hospital
77 N. Airlite Street
Elgin, Illinois 60123
(847) 628-3200

EMERGENCY CLOSINGS:

If weather conditions warrant either closing the university (traditional and adult classes) or a delay in opening, we will contact the Emergency Closings Center, which you can access at <http://www.emergencyclosings.com/>.

You can also call the Judson emergency closing phone number to check the status at (847) 628-2542, on campus, ext. 2542.

FOR FURTHER INFORMATION, INCLUDING EMERGENCY POLICIES AND NON-EMERGENCY TELEPHONE NUMBERS:

[https://www.judsonu.edu/uploadedFiles/ Judson Public/Campus Life/Student Resources/EPG08.pdf](https://www.judsonu.edu/uploadedFiles/Judson%20Public/Campus%20Life/Student%20Resources/EPG08.pdf)

JUDSON UNIVERSITY MISSION

Judson is an evangelical Christian university that represents the Church at work in higher education, equipping students to be fully developed, responsible persons who glorify God by the quality of their personal relationships, their work, and their citizenship within the community, the nation and the world.

Through a broadly based education in the liberal arts, sciences and professions, the university enables its students to acquire ideas and concepts that sharpen their insights, develop skills appropriate to their career goals, and develop the skills and commitment for lifelong learning. The Judson community experience challenges graduates to be decisive leaders and active participants in church and society, articulate proponents of Biblical Christianity, persuasive advocates for the sovereignty of God over all life, and effective ambassadors for Christ.

NON-DISCRIMINATION

Admission to Judson University, participation in all of its academic and co-curricular programs, eligibility for its various financial aid programs and all university services are open to all without regard to race, color, gender, creed, or national and ethnic origin.

Judson University seeks to provide a balance in all of its programs and services to women. A self study has been completed to make certain the university is fulfilling requirements of Title IX concerning nondiscrimination on the basis of sex. In compliance with federal regulations, Dr. Lynette Poteete-Young serves as grievance officer.

No disabled person shall, on the basis of disability, be excluded from admission and no disabled student shall, on the basis of disability, be excluded from participation in or be denied the benefits of any university program, activity or service. No qualified disabled person shall, on the basis of disability, be subject to discrimination in employment under any program or activity of the university. Judson's nondiscrimination policies are coordinated by the Vice President for Business Affairs and the Vice President for Student Development.

STUDENT DEVELOPMENT MISSION, VISION, & VALUES

Student Development Vision

It is our vision that every Judson student will:

- Encounter God in a transforming way
- Know their unique story and how God can use them to shape the world
- Give back to the local and global community through service to others
- Experience the life changing impact of a challenging mentor relationship

Student Development Mission

Our mission in Student Life is to support academic excellence and lead students towards the fullness of whom God has made them to be in order to live a life that glorifies him and honors the calling he has placed on them.

Student Development Values

The Gospel

The gospel is at the core of everything we are do. We will make available multiple options for students to grow in their faith, no matter where they are in their spiritual journey.

Holistic Development

We desire to see transformation take place in the lives of our students and we will work to provide an environment that challenges them towards holistic growth (social, physical, intellectual, emotional, and spiritual).

Service

We are not here to garner more power, position, and privilege but rather to love and serve one another. We model our leadership after Jesus who, being a servant used his power and position and privilege to empower and serve others with compassion and humility.

Relationships

We believe life is lived out best in community; therefore, we strive to care for our students in the context of relationships.

Section 1

Campus Services

CAMPUS SAFETY

Mission

The mission of the Judson University Department of Campus Safety is to provide a safe and secure environment which promotes the educational goals and community standards of Judson University.

Vision

We are committed to provide faculty, staff and students the safety and security necessary to insure that they are able to meet the educational goals of the University as well as their own and provide the best possible service to all who enter the University campus. We are dedicated to respond in a timely and professional manner any time day or night. It is our commitment to also provide a wide range of services that not only includes the physical safety of our facilities but also provide for the wellbeing of our customers.

Emergencies and Immediate Services

Dial 9999 from any campus extension to notify the Campus Safety officers on duty directly or 847-622-9999 from off-campus.

The main backup phone carried by on-duty Campus Safety is 847-875-4392.

Dial 911 from any campus extension to notify the local police and fire department.

Non-Emergencies

Director Nick Salzmann, ext. 2492, email: nsalzmann@judsonu.edu

Deputy Chief Bo Sisarica, ext. 2495, email: bo.sisarica@judsonu.edu

Officers are on duty year-round, seven days a week, 24 hours a day as first responders to effectively handle campus emergencies. However, students may dial 911 whenever they deem it necessary. The emergency and immediate services line is reserved for emergencies and services requiring immediate attention such as, but not limited to, reporting suspicious persons or vehicles, escorts, motorist assists, crimes, medical emergencies, or when locked out of a building.

Questions about Campus Safety operations and parking are to be directed to Director Salzmann at ext. 2492.

Questions regarding access control including OneCards, keys, and building hours should be directed to Ron Graf at ext. 2496.

For a complete overview of Judson University's safety plan and procedures, visit www.judsonu.edu/campuslife/campus-networks/ and click on "Emergency Procedures Guide".

Location

The Campus Safety office is located in the Eastview building next to the Fitness Center.

Training

Campus Safety officers are non-sworn security and medical response professionals tasked with the safety and security of lives and property of Judson University. The Department of Campus Safety maintains a professional working relationship with area police agencies, which it contacts regarding criminal matters and for assistance in emergencies. These agencies include the Elgin Police Department, Rockford Police Department, Illinois State Police, and Kane County Sheriff/Forest Preserve Police.

Campus Safety Officers are trained in use of force and certified in defensive tactics, handcuffing, baton, pepper spray and use of Taser. Campus Safety Officers who are certified police officers but working for Campus Safety in an “off-duty” capacity may carry firearms.

The Department of Campus Safety is also a licensed EMS non-transport agency organized through Sherman Hospital, with some staff officers licensed at the EMT-b level. All personnel maintain current CPR/AED certification.

Campus Safety Officers enforce campus rules and mandates. Students, faculty, staff and visitors are expected to cooperate with Campus Safety when providing identification and reporting incidents which might result in a breach of campus-wide security or violation of University rules of conduct.

In addition, officers monitor the local weather and serve as campus storm watchers warning the campus community of potential weather emergencies and directing them to designated safe havens. Students, employees and visitors are also expected to comply with Campus Safety in the event of an evacuation.

The department also offers the following services to the campus:

- **Security Escorts:** Students employees, or visitors may call for an escort from dusk to dawn. In the event of a heightened security risk, escorts will be given as needed 24 hours a day. The officer will meet the individual and walk or drive them to their campus destination. Campus Safety considers escorts a top priority. Escorts are also available 24 hours a day to injured or disabled persons.
- **Building Access:** Students wishing to gain access to locked building, offices, and other secured areas on campus are required to have a staff or faculty member notify the office of Campus Safety ahead of time or present written permission from an appropriate staff or faculty member before access is granted. Incomplete requests will be left to the officer’s discretion. All building access will be documented by Campus Safety. Officers do not require special permission to allow access to a student or employee who have lost, forgotten, or misplaced their keys and access cards to areas to which they would normally have access. Campus Safety authorizes metal building keys to be issued by Plant Operations, and issues campus OneCards and sets building hours.
- **Parking control:** Officers monitor campus parking, issue citations when necessary or call for police intervention in the event of a traffic crash or violation by a non-Judson community member. In addition, officers direct traffic and control parking for large campus

events.

- **Motorist Assistance:** Officers offer motorist assistance to students and employees with vehicle trouble as a service at no charge. They are able to provide jump-starts and lockout services as well as offer any other assistance possible based on the individual officer's expertise.

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Safety Director constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning may be issued to students, faculty and staff through the University email system as well as through the posting of printed bulletins in high-traffic areas.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Department of Campus Safety or one of the other authorized individuals may activate the Nixle system, which distributes emergency notifications instantly via text message.

We strongly recommend students sign up for Nixle by sending the text message "JUSTUDENT" to 888777 from their cell phone.

In the event of an emergency and the activation of Nixle, Judson will post on its website contact numbers that parents and others off-campus can call to access accurate information about the situation on campus or the surrounding area.

Anyone with information warranting a timely warning should report the circumstances to the Department of Campus Safety, by phone (ext. 9999) or in person at the Campus Safety office, located in the University Center.

Campus Crime Statistics and the Clery Act

Judson University's Annual Security and Fire Safety Report is available on its website at www.judsonu.edu/campussafety and can also be found on MyJudson.

This report provides information related to the Clery Act, including additional safety and security policies as well as information on fire-related policies and statistics.

Vehicle Regulations

All vehicles operated on campus by a student, staff or faculty member must be registered with Campus Safety within one week of arriving on-campus. A valid driver's license as well as proof of insurance must be presented at the Campus Safety Office in order to register and receive a parking permit as well as a copy of the parking rules.

For students, the basic parking permit fee is \$60 per semester, charged to their student account. The premium pass, which permits parking in any student lot, is \$150 per semester.

If a student does not register their car and display their parking permit, they will receive two warning citations instructing them to register their car, after which time their car will be booted and the student will be required to register their car to have the boot removed and will be charged an extra \$50.

Excluding any warning citations, students will be fined \$25 per parking violation for the first through fourth violation within the same semester. For the fifth violation in the same semester the student will be charged \$50 and will be issued a tow warning.

If a student receives six parking violations in the same semester their car is subject to being removed from campus by Pete's A Towing at a cost of \$170, which will be the student's responsibility to pay. Additionally, if a student's car is removed from campus in this method they are subject to losing their parking privileges for the remainder of the semester and possibly the year at the discretion of the Director of Campus Safety.

Due to the need for safety on our campus, reports of reckless driving including speeding, driving on foot bridges, swerving into oncoming lanes and disregarding traffic control devices including stop signs will result in a \$25 fine on the first offense and a \$50 fine and possible revocation of parking privileges on the second offense.

Our intent, however, is for students to avoid any additional fees and penalties by following the parking rules, which are available on the website and copies of which are issued out with parking permits

Keycard Issuance and Reporting Lost Keycards

Campus Safety issues campus OneCards which serve a combined role of identification and proximity access card. If you need a OneCard or want to request a change to your current keycard, you may come to the Campus Safety office. For after-hours problems, call Campus Safety at 847-622-9999.

OneCards remain the property of Judson University and any recovered or found keycards must immediately be turned in to Campus Safety.

Lost, stolen, or missing OneCards pose a security risk and must be immediately reported to the Department of Campus Safety. To report a lost, stolen, or missing keycard and obtain a replacement card, come to the Campus Safety office and complete a OneCard Replacement Request.

There is a \$25 charge for broken, stolen, or lost keycards. This fee will be assessed to a student's account.

Tampering with Security Systems

Judson University has installed security systems intended to protect the safety and welfare of its students, employees and guests while on campus. These systems include video monitoring, intruder alarms and electronic access control and mechanical key locks at campus facilities including residence halls.

Attempts to circumvent these security measures are forbidden, and would include propping open security doors, tampering with locks or access control devices, tampering with alarm systems, loaning keys or keycards to grant access to unauthorized persons and/or tampering with video surveillance equipment. Offenders will be subject to severe disciplinary consequences as well as possible criminal prosecution.

Residence Hall Access Regulations

The University recognizes that students' rooms are their homes while enrolled at Judson and acknowledges the students' rights of privacy. However, University personnel reserve the right to enter rooms for maintenance, reasons of safety, and to maintain order. Staff will enter rooms only when deemed necessary, and every effort will be made to inform the student of entry.

In all campus residence facilities for single students, visitors from off-campus or students should not be present in the rooms or in the corridors in living areas of members of the opposite sex, except during open dorm. Students who do not comply with this regulation are subject to suspension from the University.

Lindner Tower, Ohio Hall and Wilson Hall utilize proximity card access control and video surveillance systems that are in effect 24 hours a day. Residence Life staff are on-duty in the dormitories 24 hours a day, and Campus Safety staff patrols campus residence halls regularly. Students are encouraged to lock their rooms whenever they are not in them, and to report any security issues immediately to Campus Safety.

Safety Checks

Campus Safety Officers regularly perform routine security and lighting checks, reporting any defective or malfunctioning doors and lights to the Facilities Department. Periodically, Campus Safety meets with Facilities to discuss other safety issues related to facilities and grounds.

Bicycle Registration

Annually, numerous bicycles are misplaced on campus and although many are found they are not returned because the owners are not known. In an attempt to minimize these losses, the Department of Campus Safety has instituted a bicycle registration program. All bicycles used on the campus are required to be registered with Campus Safety. This registration will include registration with the Elgin Police Department, in compliance with Elgin Municipal Code—Ch. 11-44.

To register, owners must take their bicycle to the Campus Safety office. A Campus Safety officer will inspect the bicycle and affix the registration sticker. Bicycles that are not registered may be picked up by Campus Safety and impounded. If not claimed within 30 days, the bicycle will be disposed of.

Bicycle Storage

Where racks are available, bicycles are to be stored at proper bicycle racks on campus, and should not be chained to benches, railings, trash cans or other areas where they create safety hazards or obstruct foot traffic.

Registered bicycles left in locations that create hazards for pedestrians may also be seized and impounded for safety reasons. If an obstructing or hazardous bicycle is secured using a lock, Campus Safety may remove the lock by destroying it. Registered owners will be notified and may retrieve their bicycle after paying a processing fee. If the bicycle is not claimed within 30 days of being seized, the bicycle will be disposed of.

Abandoned Bicycles

Bicycles not belonging to current or returning students or employees may be seized by the Department of Campus Safety after June 1 and held for a period of 30 days. A reasonable effort will be made to contact the registered owner of the bicycle, if known. If the bicycle is not claimed within 30 days of being seized, the bicycle will be disposed of.

Campus Violence Prevention Plan

All students are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions on campus.

Students are expected to notify Campus Safety at 847-622-9999 (ext 9999) whenever an order of protection is granted which mentions Judson University property, or involves a Judson University employee, or a person working at or attending Judson University, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Students should also notify the Office of Student Development.

Victims of domestic violence who believe the violence may extend into the Judson University community, students or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the campus community are encouraged to notify Campus Safety at 847-622-9999 (ext 9999). Confidentiality will be maintained to the extent possible.

All students should report any incidents of violence and/or inappropriate conduct or behavior to Campus Safety at 847-622-9999 (ext 9999).

Any student who believes that a serious violation of this Policy and Program exists or that an imminent danger exists shall bring such matter to the attention of the Department of Campus Safety in the form of a written notice. Following a written notice, the offices shall coordinate an investigation, and resolution. The offices have the discretion to refer the matter to the Elgin Police Department for review and recommendation also.

Students shall adhere to this Policy and Program, and the rules set forth in the Code of Conduct for Students.

For further information on Judson's violence prevention plan, visit the Campus Safety website at www.judsonu.edu/campusssafety.

Behavior Assessment Team

A behavior assessment is a tool the University may use when faced with an extraordinary discipline and safety issue. A behavior assessment is a way to assess a person's particular physical, emotional, and psychological well-being and help that person receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the behavior assessment process is to provide early assistance to students, staff and faculty in distress in order to ensure the well-being and safety of all concerned and to help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious.

While behavior assessment resolutions may result in disciplinary action against the student, staff or faculty member, it is the hope that through the behavior assessment process, resources, strategies and assistance can be provided to the individual in such a way that Judson University can continue to be a safe environment for students, faculty and staff.

Discretionary Review

Faculty, staff and students may contact any member of the Behavior Assessment Team at any time to report observations of unusual or threatening behavior, regardless of whether or not a code of conduct violation has occurred. The team member who is contacted will then contact the Director of Campus Safety to advise of the situation. The Director of Campus Safety will then decide whether a preliminary investigation is necessary, or may instead convene the entire team for a complete review of the situation.

The President and/or Director of Campus Safety has the discretion to call for a Team review when facing an extraordinary discipline and/or safety issue. In addition to results of the preliminary investigation, factors the Director of Campus Safety should consider include, but are not limited to, the following:

- Is this person possibly a threat to the health, safety, and welfare of himself and or others? How was that determination made?
- Could this person benefit from additional psychological, physical and emotional services? How could this person benefit and how would that be accomplished?
- Does this person have a past history of disciplinary problems?
- Does the allegation include an altercation with a student or member of the faculty or staff?
- Has the person already taken some action to apologize or take responsibility for the conduct?
- Has the person sought or is the student currently seeking outside help (i.e. private counseling)?
- Given the situation, is there adequate time for review by the Team?

Mandatory Review

The Director of Campus Safety must convene the Team any time a student, staff or faculty member is immediately removed from campus. Such action is required when the student, staff or faculty member engages in serious criminal activity or demonstrates threatening behavior that constitutes a clear and present danger to the physical and/or emotional well-being of themselves and/or other students, faculty and staff.

Pro forma meetings

Pro forma meetings of the Behavior Assessment Team: The committee will have two meetings scheduled during the school year even if there is no case review investigation pending during that year. Typically, one meeting would be scheduled each semester.

Composition of the Behavior Assessment Team

The Behavior Assessment Team membership will be as follows:

Director of Campus Safety

Vice President of Student Life

Wellness Center Director

Director of Human Resources

Additionally, there will be two faculty representatives of the Behavior Assessment Team, one of whom will be from the adult education program. For the most current contact information, check online at www.judsonu.edu/campussafety.

Recommendations by the Behavior Assessment Team

Once the Team has concluded their investigation, the Team will issue a written recommendation report to the President.

Weapons Policy

The possession, use, or display of weapons or ammunition on campus is prohibited by any person including University faculty, staff, students and visitors. Toys or items that resemble weapons or ammunition are also prohibited.

Definitions of Weapons:

For the sake of this policy, weapons are defined as firearms, explosives, hazardous chemicals, fireworks, bows and archery equipment, slingshots, flammables, knives and other edged weapons, clubs, saps, restraining devices, and any other item deemed by the Department of Campus Safety as dangerous.

Ammunition is any material capable of being projected by a weapon and that makes a weapon operational, regardless of the presence of the weapon itself.

Self-Defense Sprays

Chemical self-defense sprays are permitted, though the University limits the amount a person may possess to no more than two ounces and reserves the right to revoke that privilege on an individual basis. Individuals who choose to carry a self-defense spray are strongly encouraged to seek proper training in how to properly use such spray. The Department of Campus Safety provides such training upon request.

Exemptions:

Weapons or devices used in accordance with an educational, recreational or training program authorized by the University are permitted.

Faculty and staff are permitted to possess the following:

Folding “pocket knives” and other utility tools (box-cutters, multi-tools, etc.).

Exempt from this policy are sworn law-enforcement personnel operating in accordance with all federal, state, and local laws and ordinances. Any other exceptions to the above rules must be approved in writing by the Director of Campus Safety.

Be aware that according to the Illinois Firearm Concealed Carry Act, concealed carry permit holders are not permitted to carry firearms into campus buildings. A concealed carry permit holder may securely store his or her firearm in their vehicle when visiting campus, but should not exit the vehicle while armed other than briefly to place the firearm in a secure locked compartment of the vehicle such as the trunk. Judson University does not assume responsibility for loss or theft of property including firearms.

Violation:

Any employee, faculty member, student, or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable disciplinary process. All weapons or ammunition shall be seized by the Department of Campus Safety. Illegal weapons or ammunition shall be turned over to the police by the Department of Campus Safety.

Any member of the public who violates this policy shall be notified of the violation and asked to comply. If the public member will not comply, the individual shall be removed from campus and subject to all legal penalties, including the criminal trespass provisions under Illinois law.

Missing Student Policy

The University requests all students over the age of 18 provide, on a voluntary basis, emergency contact information in the event that the student would be reported as missing during his or her tenure at the University. This contact information may be submitted as part of the normal University registration process and will not be used other than for the purpose of assisting with an investigation into a missing student incident or other emergency.

In the event of a suspected missing Judson University student, immediately contact the Campus Safety Department at 847-622-9999 or extension 9999. All reports of missing students made to Campus Safety are immediately reported to the Director of Campus Safety and Vice President of Student Development and followed up with an immediate investigation to include an evaluation of the credibility of the claim and, if necessary, attempts to contact the student to verify his or her well-being.

If the missing student incident has any criminal or suspicious circumstances surrounding it, or if the missing student is under 18 years of age, local law enforcement will be immediately notified. The student's parents or guardian will also be immediately contacted if the student is under 18 years of age. If a student who is over the age of 18 has provided voluntary emergency contact information to the University, the emergency contact shall be notified as part of the immediate investigation and attempt to verify the student's well-being.

If it is determined by the Director of Campus Safety that a missing student incident has not been resolved within 24 hours, the Department of Campus Safety will initiate the following:

- Contact the individual identified by the student as their emergency contact.
- Notify law enforcement officials for any student under the age of 18 who is a dependent, (the school is required to notify a parent or guardian no later than 23 hours after the student is reported missing).

Notify law enforcement officials no later than 23 hours after a student over the age of 18 is believed to be a "missing person."

REGISTRAR'S OFFICE

ACADEMIC SERVICES

REGISTRAR'S OFFICE

LOCATION: Lindner Tower, Main Floor next to the East Entrance

HOURS: Monday-Friday, 9 AM – 5 PM
Closed Saturdays, Sundays and Judson holidays.

TELEPHONE: (847) 628-1155, on campus, Ext. 1155

EMAIL: Caitlin.kiel@judsonu.edu

WEBPAGE: <http://www.judsonu.edu/catalog/>

PERSONNEL:

DIRECTOR: Virginia Guth, Associate Vice President for Student Success/University Registrar

STAFF:

Maria L. Aguirre, Academic Advisor

Jill A. Hargis, Graduation Advisor

Heather Johnson, Assistant Registrar/Director for Student Services

Caitlan Kiel, First Year Freshmen Advisor

Susan J. Kunze, Catalog and Course Coordinator

Kirsten Olson, Transfer Student Director

Jill Smith, Academic Advisor

The Registrar's Office is available to assist students with questions regarding degree requirements, registration for courses, applications for graduation, and advanced approval of transfer coursework. The Registrar's Office also completes all official transcript, degree verification, and enrollment verification requests for current and previous Judson students.

Academic Advising is typically done with your assigned academic advisor, who is a faculty member in your major department. A minor advisor will also be assigned to you if you are taking a minor. You can find the name of your academic advisor at the top of your Degree Audit on your Student Info page through MyJudson.

Registration: Registration for the upcoming Fall, Spring, and Summer terms will be done through the student's Academic Advisor during the Spring term. Please see the Campus Calendar via MyJudson for specific dates. Students are required to schedule an advising appointment and arrive at the appointment prepared to register for their courses. All students should check their registration via MyJudson and report any discrepancies prior to the add/drop date of the term.

For current information on university catalogs, class schedules, and degree requirements, please visit our webpage, above. There are links available on the webpage for current catalog information for programs as well as Quicklinks to MyJudson, course schedules, student forms, transcript requests, and the academic calendar. We encourage all students to become familiar with their MyJudson pages as quickly as possible.

Quicklinks: All Quicklink access is through the MyJudson website. You must sign in to MyJudson to access Quicklink information; type <https://myjudson.judsonu.edu/ics> into your browser, hit "return" and select Student Info. A menu of choices will appear on the left side of the webpage. Scroll down and click on the various links to find what you want or need. If you have trouble navigating your MyJudson page, please see someone in the Registrar's Office or see your academic advisor.

University Catalog: For additional policies and procedures please review the university catalog located at <http://www.judsonu.edu/catalog/trad>

A MyJudson Mobile App is available! <https://myjudson.judsonu.edu/m>

STUDENT SUCCESS CENTER

LOCATION: Lindner Tower, Second Floor

HOURS: Monday – Friday, 9 AM – 5PM
Closed Saturdays, Sundays and Judson holidays.

WEBPAGE: MyJudson: https://myjudson.judsonu.edu/ICS/Student_Success_Center/

PERSONNEL:

DIRECTOR: Virginia Guth, Associate Vice President for Student Success/University Registrar

TELEPHONE: (847) 628-1151; on campus, Ext. 1151

EMAIL: gguth@judsonu.edu

WEBPAGE: <http://www.judsonu.edu/content.aspx?id=16636>

STAFF:

Gineen Vargas, Tutor and ADA Compliance Coordinator

Email: gineen.vargas@judsonu.edu

Telephone: (847) 628-1556; on campus, Ext. 1556

Webpage: MyJudson Student Success Center

(https://myjudson.judsonu.edu/ICS/Student_Success_Center/)

Karen McKeever, Writing Center/Testing Center and Student Success Program Coordinator

Email: kmckeeper@judsonu.edu or writinghelp@judsonu.edu

Telephone: (847) 628-8518; on campus, Ext. 8518

Website: MyJudson Writing Center

(https://myjudson.judsonu.edu/ICS/Student_Success_Center/)

Doris Haugen, Career Development Coach

Email: dhaugen@judsonu.edu or careers@judsonu.edu

Telephone: (847) 628-1510; on campus, Ext. 1510

Webpage: MyJudson Career Development

(https://myjudson.judsonu.edu/ICS/Student_Success_Center/)

Jaimee Bartha, Director of Retention/Student Advocate

Email: jbartha@judsonu.edu

Telephone: (847) 628-2514; on campus, Ext. 2514

Webpage: MyJudson Student Success

https://myjudson.judsonu.edu/ICS/Student_Success_Center/

The Student Success Center (SSC) exists to assist students in reaching their academic, personal, and professional goals. The Student Success Center provides resources, strategies, and workshops to help students become successful in their academic careers and personal development. Students are encouraged to visit the Center for any and all academic and career concerns. Any member of the staff of the SSC may be contacted using the information above.

Services offered by the Student Success Center:

ADAA/Tutoring: Student Success Center provides qualified students with disabilities reasonable accommodations and resources in order that they may have equal opportunities for success. Partnerships between faculty, staff and students with disabilities provide equity and access to the resources available to all students. Located on the 2nd floor of Lindner Tower.

Tutoring: The Student Success Center makes every effort to provide tutoring services for most of our traditional courses free of charge. Tutoring includes assistance in the Writing Center, Math Lab, and various study groups throughout the semester. Located on the 2nd floor of Lindner Tower.

Career Development: The Career Development offers a variety of resources for finding jobs on and off campus, as well as internships. Located on the 2nd floor of Lindner Tower.

- **Part Time Jobs:** The On-Campus Job Fair takes place during the first week of classes each semester and features opportunities to apply for on-campus jobs and selected off-campus jobs. Bring your resume and be ready to apply for available positions.
- **Off-Campus Jobs** are posted online at [MyJudson/Student Success Center/Online Career Center/PT Jobs](#). You can apply for selected opportunities at the Campus Job Fair.
- **Summer Jobs** are posted online at [MyJudson/Student Success Center/Online Career Center](#).
- **Internships** (paid and unpaid) are posted online at [MyJudson/Student Success Center/Online Career Center](#).
- **On-Campus Recruiters:** Representatives from seminaries, graduate schools, summer camps, and various local employers come to campus to recruit throughout the year. Look for them just outside the Dining Hall in the Lower Lindner Commons. You can check the calendar on the SSC in MyJudson to see who's coming.

- **Full-Time Jobs and Fellowships:** All full-time jobs received from employers are posted to Judson’s online job boards for new graduates and alumni at [MyJudson/Student Success Center/Online Career Center/FT Jobs](#).

The Illinois Small College Placement Association is another great place to find jobs and internships. Current students and alumni may register and post their resumes (notify careers@judsonu.edu and request activation) by going to the ISCPA Online Career Center at www.iscpa.org.

- **Career Fairs and Job Fairs:** The Career Development Center publicizes and posts various career fairs and events scheduled in the Chicago and Elgin area. Judson University is a member of the ISCPA, and all interested alumni and students are welcome to participate in the Fall Interview Day and in CareerFest™ in the spring.

THE WRITING CENTER

LOCATION: Benjamin P. Browne Library, Main level

HOURS: Monday – Friday, 9 AM – 5 PM and Sunday – Thursday, 7 PM – 9 PM
Closed Saturdays, and Judson holidays.

TELEPHONE: (847) 628-8539; on campus, Ext. 8539

EMAIL: writinghelp@judsonu.edu

WEBPAGE:

[https://myjudson.judsonu.edu/ICS/Student Success Center/The Writing Center.jnz](https://myjudson.judsonu.edu/ICS/Student%20Success%20Center/The%20Writing%20Center.jnz)

PERSONNEL:

Karen McKeever, Writing Center/Testing Center and Student Success Program Coordinator

The Writing Center is located in the Benjamin P. Browne Library (the “Ben”) on the main level of the Harm A. Weber Academic Center (HAWAC). The Writing Center provides students with tools and resources to help them strengthen their writing skills.

THE TESTING CENTER

LOCATION: Benjamin P. Browne Library, Main Level

HOURS: Monday – Friday, 9 AM – 3 PM
Closed Saturdays, Sundays and Judson holidays.

TELEPHONE: (847) 628-8518; on campus, Ext. 8518

EMAIL: kmckeever@judsonu.edu

WEBPAGE:

https://myjudson.judsonu.edu/ICS/Student_Success_Center/Proctoring_Services.jnz

PERSONNEL:

Karen McKeever, Writing Center/Testing Center and Student Success Program Coordinator

The Testing Center provides opportunities for students to make up quizzes, tests, and examinations they have missed under its “open testing” policy. It also provides a quiet area for students needing quiet testing accommodations.

All tests, quizzes and examinations are proctored. Test proctoring is available at the Benjamin P. Brown Library (the “Ben”) on the main level of the Harm A. Weber Academic Center. Information regarding the process for requesting proctored exams and policies regarding test proctoring can be found at *MyJudson* by clicking on *Student Success Center* followed by *Proctoring Services*.

Please refer to the Student Success Center page via MyJudson for a full listing of resources and services available.

LIBRARY

The library provides a wide array of materials, both print and electronic, to meet students’ information needs. Many resources are available both on and off campus through our library web page on the University web site. Computers around the lightwell in the library are available for student use. In addition, the Browne Computer Classroom contains many computers which are available for student use when not being used for class. Other services include a music listening room, printers/photocopiers/scanners (one black-and-white and one color) and fax service. The library also has snack and drink vending machines. The librarians and library staff are available to help with research. Librarians give instruction in research methods to classes, both in the classroom and in the library computer classroom. Circulating books and music scores may be borrowed for four weeks and may be renewed in person, by phone (ext. 2030), or through the online catalog. Non-refundable fines will accrue 45 days after the due date. Items not returned at the end of each semester are considered lost. Students are billed through the Business Office for the replacement cost of lost books plus a \$25 processing fee. Through the interlibrary loan service, the library staff can obtain virtually any book or periodical article from other libraries, if given enough time to fulfill the request. We send and receive books throughout the state, country, and world. Students are personally responsible for the proper

use and timely return of all interlibrary loan materials, and for fines charged by lending libraries for overdue materials. Failure to return materials or pay fines will result in loss of library borrowing privileges, not only at Judson University, but also at other Illinois academic libraries. The library hours for each semester and post-term are posted on the front door and on the library website. The library is closed for Thanksgiving, Christmas, and Easter, and has reduced hours during Christmas break and the Summer.

CPO (Campus Post Office)

Location

Lindner Commons –Lower Level

Hours Open

Mondays: Friday 9AM – 4PM

Saturdays: 11 – 2PM (July – May)

Sunday August 21ST: 3AM – 6PM (Hours are extended to Sunday if the 1st day of the semester falls on Monday)

Closed on Sundays & Campus Holidays

CPO Boxes

CPO boxes are assigned to Traditional-Undergraduate students and members of the JU community living on campus.

Students are required to provide their CPO# to family, friends and organizations sending mail.

Keep your permanent address for some mail and use online accounts when appropriate.

Consider that whoever you give your address to you will need to provide a change of address when you move.

Provide your address as shown below to anyone sending you mail at JU.

FULL NAME **CPO#**

JUDSON UNIVERSITY

1151 N STATE ST

ELGIN, IL 60123-1498

Students are responsible to check boxes on a weekly basis.

Once boxes are assigned a list of student boxes is provided to the community and posted outside of the CPO.

Mail will be occasional from the Library, Student Accounts, Financial Aid, Provost, Student Life and Professors.

Mail may not come regularly enough for a person to be motivated to check their box.

CPO boxes are small and it is best for the community mail that they be kept current.

RECEIVING MAIL & PACKAGES

A CPO team member picks up the JU mail from a USPS location in Elgin, Monday-Saturday in the mornings. If your tracking indicates that your USPS package is in Elgin, you can expect that it will be available for JU CPO the following morning.

When you order a package verify that the package is addressed with your CPO #

When your package arrives, you will receive an email with the subject PACKAGE or URGENT PACKAGE

Please pick up the package the same day or the next. URGENT PACKAGE means the contents are perishable, requiring immediate pick up.

A JU ID or photo ID is required for you to pick up your package. If you are ill or unavailable during CPO window hours and must arrange for a friend to pick up your package you will need to take this low-maintenance one message to the CPO approach: 1) Respond to the original CPO notification for that specific package. 2) Provide friend's full name and when he/she will pick up the package. 3) In same message indicate that you have made it clear to your friend that we will need to find your email and they will need to show their photo ID before we give them the package.

Anyone receiving a C.O.D. package must leave money for its receipt with the CPO personnel in advance or the package will be refused upon arrival. If you have any questions, please call 2065.

OUTGOING MAIL & PACKAGES

JU CPO will meter your **USPS** mail and packages.

If you have a **UPS, FedEx or DHL** prepaid package ready to ship you can set it in the pickup cart outside of the CPO window. A member of the CPO team can show you basic guidelines for leaving a package for pick up. Envelopes can be purchased at the window. Recycled packaging materials are available, free of charge, while supplies last.

HAVE A FORWARDING STRATEGY FUTURE

Please don't rely on JU to attempt to make your mail follow you all the places you go!

Now – Please manage your mail over what may be a very transient time of your life by planning ahead.

- 1) Determine which of your accounts can be done online (banking etc.)
- 2) Consider keeping some mail going to your family home such as Federal & State documents.
- 3) Provide your updated contact information: name changes, email address, home phone number, personal email address to the Office of the Registrar to stay current.

Later – Understand What JU can and cannot do.

- 1) We can forward some of your mail for a short period of time.
 - 1) We can forward 1st Class, Presorted 1st Class, Express & Periodicals.
 - 2) We cannot forward: Packages, Magazines, Catalogs, Advertisements, Presorted Standard and Non-Profit.

- 3) We cannot contact you if we don't have your current address, email address and phone number.

JU LIFESTYLE – COMMUNITY STANDARDS & MAIL

Right of Censorship

While recognizing the value of differing opinions and respectful dialogue in the academic process, the university reserves the right to censor information published, distributed on campus, or made available to the student body. This is to ensure that both the materials distributed and the means of distribution are consistent with the Judson University Faith Identity Statement and Community Standards.

Print Filtering

Any mail that comes into the Judson University CPO that represents or illustrates material that is not keeping with the Judson University Lifestyle Statement will be tagged as inappropriate and forwarded to the Associate Dean of Students. This includes pornographic or explicit materials. (Examples include, but not limited to, Sports Illustrated swimsuit edition, Cosmopolitan, Lovers Lane Catalog). In order to uphold the Biblical standard of community, students are asked to use discretion when subscribing to magazines or other materials delivered.

Food Service

New students residing on the Judson Campus are required to sign up for the 19, 14 or 10 meal plan at the time of class registration. Continuing students sign up for the 19, 14, or 10 meal plan during the pre-registration process. Changes to meal plans can be directed to the Director of Student Accounts at jhulstrand@JudsonU.edu.

Meal Plans

Three meal plans are available for all boarding students—10, 14 or 19 meals per week. The computer system will not allow entrance to the Dining Hall more than one time per meal.

Identification

All students participating in the University meal plan will be issued specific meal plan identification. Each student is required to present this identification prior to entering the dining hall. Absolutely no one other than the student to whom it is issued is permitted to use that identification.

Sack Lunches

Any student, with a meal plan, who must miss a specific meal due to illness or accident, a bona fide class or work schedule conflict, or a duly sanctioned University activity, may request a sack lunch in place of that meal. Requests for sack lunches must be made no fewer than twenty-four

hours in advance of the meal to be missed, except when illness or accident makes such notice impossible. Proper meal plan identification is required to receive the sack lunches. A sack lunch takes the place of a normally scheduled meal and can be picked up in the serving area.

Sick Meals

In the event that a student is ill or injured and unable to come to the dining hall, as -certified by an appropriate medical professional or the student's resident hall assistant or director, another individual may be designated to pick up the sick tray with proper -presentation of the ill or injured student's meal plan identification.

Special Diets

If a student is on a meal plan and is placed on a special diet by a physician, special arrangements with the Food Service Director can be made. Please contact Suzanne Miracle at ext. 2070 or by email at suzanne.miracle@Judsonu.edu for further inquiries.

Commuters

A discount is available to those students not residing on campus but wishing to eat in the dining hall on a frequent basis. In order to receive the discount, a valid Judson University identification must be presented. There is also a five meal plan available to commuters for \$560.00 per semester.

Student Responsibilities

Campus dining is expected to be a pleasant experience for all. To ensure this, proper behavior and consideration of others are required at all times from all those using the -dining hall. Students are required to present their Student ID prior to entering the dining hall for all meals attended. Students are also to eat during the normal posted operating hours of the dining hall. Dirty dishes are to be taken to the dishwashing conveyor belt window where the patron will place paper and silverware in designated areas. Food items and food service items (including glasses, salt and pepper shakers, silverware, etc.) may not be taken from the dining hall. Damaging or defacing any dining hall furniture, equipment, or service item is considered behavior subject to Student Development action. Throwing of food is forbidden at all times, and any student observed throwing food will be obligated to work at least one evening cleaning the dining hall. Failure to complete this work assignment will result in the student being referred to the Dean of Students for further disciplinary action.

Any questions or concerns may be brought to the attention of the Food Service Director at extension 2070.

WELLNESS CENTER

The Wellness center is located in the University Center. It houses the Health Center and the Counseling Center and is dedicated to serving the Judson University community with physical, emotional, mental, and spiritual health services.

HEALTH CENTER

The Health Center is open Monday-Thursday from 8:00am-4:00pm, and on Fridays from 8:00am until Noon. Assessments for minor illnesses and injuries are free. Visits with the Campus Physician are \$25 and whenever possible, must be scheduled in advance. Physicals are available through the Health Center for \$75. Over the counter medications and antibiotics are available at the Health Center and range from approximately \$10 - \$30. Payment is with check or cash only. A student may take the medications with them even if they are not able to immediately pay. There is an additional late fee, however, of \$25 after 30 days for the medications received from the Health Center without immediate payment.

Health Center Staff:

Susan M. Weber, R.N. BSN, Director of Health Services/Campus Nurse, ext. 2465
Dr. Mark J. Thompson, M.D., Campus Physician, ext. 2465
Deby Brotzman, Health Center Administrative Assistant, ext. 2464

Local Hospitals:

Advocate Sherman Hospital
1425 N. Randall Road, Elgin
847-742-9800

Presence St. Joseph Hospital
77 N. Airlite Street
Elgin, Illinois 60123
847-695-3200

Urgent Care Centers:

Sherman Family HealthCare Elgin*
2320 Royal Blvd
Elgin, IL 60123
224-783-4440

Sherman Family HealthCare Algonquin*
600 S Randall Rd
Algonquin, IL 60102
224-783-4300

*Go to: www.shermanhealth.com/general_locations.php for location hours.

Student Health Insurance

All traditional undergraduate students, international students, graduate architecture students, and music certificate students, taking 6 or more credit hours will be automatically enrolled in the insurance plan. Medically non-compliant students will be assessed a \$50 late processing fee for incomplete medical records 30 days after Registration. Continuing Education and Evening Degree Program Students are not eligible to enroll in the insurance plan.

The Judson University Student Health Insurance Plan provides coverage to students for a twelve-month period from August 1, 2016-July 31, 2017. The Health Insurance Premium is broken down into two payments. The Fall premium covers the Fall semester. The Spring Premium covers the Spring semester and the following summer period.

If the Student Health Insurance Plan is not desired, an Insurance Waiver form must be completed along with a copy of the current insurance card and submitted to the Health Center no later than 10 days after the start of the semester.

Insurance ID Cards

Insurance ID cards are given to all students at the time of enrollment in the Plan.

Sports Insurance

After the student's primary insurance has paid out \$1000 for an injury incurred while playing a sport for JU, the remaining charges will be filed with First Agency—the JU Athletic Insurance. The student must report to the Health Center to fill out the claim form for First Agency.

Institutional Policy on AIDS

Judson University will take appropriate steps to promote and to protect the welfare and safety of all students and staff, including anyone infected with the AIDS virus. As with all other infectious diseases, individuals who test positive for AIDS will be allowed to continue with normal university activities except in situations where there is medical risk to themselves or others. Judson University will take all reasonable and necessary steps to reduce risks and to prevent the spread of AIDS, adhering to the recommendations and guidelines in the General Statement of Institutional Response to AIDS published by the American University Health Association.

COUNSELING CENTER

The Counseling Center offers individual counseling, mentoring, leadership training, groups, screenings, and assessments. We are available to help in a number of areas, such as: relationship issues, adjustment issues, addictions, anxiety, depression, eating disorders, grief, abuse, pre-marital counseling, and faith issues.

Our services are available primarily for Judson’s undergraduate students. When sessions are available, the Counseling Center will see graduate and adult education students, as well as faculty and staff. Appointments to see a therapist can be arranged by contacting the Wellness Center staff at 847-628-2464. Every Judson undergraduate student is allowed one free session as an introduction to one of our wellness opportunities.

The following rates apply for the wellness opportunities:

Life groups	\$10
Individual student counseling:	\$25
Individual staff counseling:	\$30
Mentoring	\$30
Leadership Training	\$35
Couple Counseling	\$40
Pre-Marital Counseling	\$50
Family Counseling	\$75

Rev. Elliott J. Anderson M.A., Director, Therapist
Eve Ahrens M.S.
Deb Foshager M.A., LPC
Haile Howells M.A., LMFT
Deby Brotzman, Administrative Assistant, 847-628-5052

CONFERENCE SERVICES

All campus classroom and venue scheduling is coordinated through the Conference Services Office. The office is located in the Food Service office in the Lindner Campus Commons. In order to make a reservation for any classroom or venue on campus, or to request tables and/or chairs for an event, a facility reservation form must be completed. To find the facility reservation form, go to <http://www.judsonu.edu/facilityrequest>.

In addition to on-campus reservations, Conference Services also coordinates corporate conferences and meetings, church retreats, youth conferences, weddings, caterings, family retreats, and summer dorm room rentals.

For more information please email conferences@judsonu.edu.

INTERNATIONAL STUDENTS

Non-immigrant international students (F-1) must abide by the regulations of the Immigration and Naturalization Service. These include continuing as a full-time student, securing authorization before accepting employment off-campus, transferring schools and keeping passports valid. For more information, contact Rafael Heck, the International Programs Coordinator at extension 1546.

The International Programs Coordinator is responsible for working with students from around the world who have chosen to attend Judson University. The office provides information, programs, and services designed to enhance a student's U.S. experience.

Minority Students

B.A.S.I.C. (Brothers And Sisters In Christ) is a cultural awareness group that is sponsored by the Judson Student Organization. This group meets throughout the school year. We encourage any students that are interested to participate.

BOOKSTORE

The bookstore is located in the lower level of the Lindner Commons. Textbooks and supplies are available as well as apparel, gifts, cards, snacks, and drinks. Hours for the bookstore are 9am to 5pm Monday-Thursday and 9am to 3pm Friday. The store is closed Saturdays and Sundays and on all recognized holidays.

Textbooks are available for rental or purchase in store or online at www.jubookstore.com. Textbook refunds are allowed with a receipt within seven days of the start of classes regardless of reason. After the seven-day period, requests for refunds must be within two days from date of purchase until the final drop/add date. Any item returned must be new, unmarked, unused, and in original packaging.

FUNDRAISING

The Student Development Office must clear all student fundraising efforts. This includes individual student efforts as well as ticket sales and student organizations such as choir, reach out teams, student publications, and athletic teams wanting to raise funds. The Student Development Office will consult with the Associate Vice President for Development; Roger Brimmerman, or Director of Advancement; Dan Dick of the Advancement Office to work out helpful guidelines for any student efforts. Methods for securing travel expenses while away representing the University in a performing group or athletic team, etc., are to be established and communicated by the responsible faculty or staff advisor in consultation with the Associate Vice President for Development or the Director of Advancement.

Students are discouraged from fundraising efforts off campus. Individual students or student organizations should not be involved in efforts on campus that are in competition with the Judson University services, such as the bookstore and fundraising activities that are coordinated through the Advancement Office.

In soliciting funds for students in need, approval of the Vice President of Student Development and counsel from the Advancement Office must be sought with oversight being provided as well as acting as the collection source.

Faculty and staff may be solicited in writing only with the approval of these two departments. University stationery may not be used.

FINANCIAL AID

Assistance to students who have financial need consists of (1) Judson-based aid; (2) Federal loans and grants; (3) State grants, (4) and private aid. The Judson program consists of Academic, Athletic, Music, Theater and Art scholarships as well as other aid granted on the basis of student's demonstrated financial need. Federal programs are the Pell Grant, Supplemental Educational Opportunity Grant, TEACH Grant, William D. Ford Direct Loans, and Federal Work-Study. The State program is the Illinois Student Assistance Commission Monetary Award Program (MAP). Information on any of these financial aid programs is available in the Financial Aid Office, located in University Center, 2nd floor.

The university has a strong financial aid program to help students meet the costs of a Judson education. To apply for financial aid, the student must complete the Free Application for Federal Student Aid (FAFSA) every year as early as possible, beginning October 1st, 2016 (for 2017-2018 Academic Year and beyond).

The following is the university policy concerning retention of Federal, State and Institutional awards in relation to a student's academic standing:

1. A student must be in good academic standing and making satisfactory academic progress to receive any financial aid;
2. If a student is placed on strict academic probation, his or her financial aid is in jeopardy;
3. If a student is dismissed or placed on academic suspension, entitlement to all financial aid is lost. Eligibility may be restored once the student has earned a semester GPA, based on at least 12 hours, of 2.0 or higher at any accredited -university.

More detailed information regarding grades and academic standing may be obtained from the Office of Registration and Records.

STUDENT ACCOUNTS

Payment Policy

Semester charges for tuition, room and board, and all fees are due and payable in full two weeks before the start of each semester's classes. Payment of accounts may be made from personal or family resources, student or parent loans (government or private loans), approved Judson or external financial aid, a confirmed third party education benefit, or any combination of these means. Students who are enrolled too late to arrange for full payment of their accounts by means other than their personal or family resources by two weeks before the first day of classes are nonetheless required to make full payment by that date or enroll in the school's Tuition Deferred Program (TDP) and make the initial payment. If the student subsequently receives funds from some other source, including financial aid, and these funds are applied to the student's account, thereby producing a credit balance in the student's account, then the student will be entitled to a refund of that credit. Students having charges that are not paid in full by two weeks before the

first day of the semester classes will be assessed a Late Payment Fee and are subject to having **will** their registration for classes cancelled.

Judson University offers an interest-free, in-house Tuition Deferment Plan (TDP). This plan will allow you to spread the semester's principal charges over a number of months, concluding before the end of that semester. As long as you are current with your payments, no monthly carrying charges are assessed and your account is considered paid in full for purposes of access to online records and pre-registration. The Judson University Tuition Deferment Plan will require a non-refundable TDP Deferment Fee payable upon acceptance of the plan. See the online Judson catalog listing the University's current charges for the current amount of the TDP Deferment Fee.

Additional charges or a reduction in Financial Aid or fines assessed during the semester (vehicle fines, dorm damage, etc.) are due 30 days after being assessed on the student's account. If at any time during the course of a semester a student has an account balance owed to the university greater than 30 days past due, a carrying (interest) charge of 1.3 percent, compounded monthly, will be assessed and applied to the unpaid balance on or after the 15th day of each month. Students who have pre-registered for an entire academic year, and subsequently have a past due balance as of November 1 of that academic year, will be notified that they have until mid-November to pay their balance in full or their pre-registration for the forthcoming spring semester **will** be cancelled. Subsequent payment in full of the outstanding account balance will entitle the student to once again pre-register for the spring semester, but class availability from the original registration will not be guaranteed.

Summer term charges for tuition, room and board, and all fees follow the same policy as the fall and spring terms and are due and payable in full two weeks before the start of classes for the summer term.

Students with outstanding debt to the university will have holds placed on their account and will be subject to the following payment enforcement measures:

1. Denied access to Registration: Initial registration and schedule changes
2. Assessment of a Late Payment Fee
3. Exclusion from Athletic practice & training activities (treated as non-excused absence)
4. Exclude participation in graduation ceremonies unless payment arrangements have been confirmed
5. Transcripts, diplomas, letters verifying course or program completion or any other student credentials will be issued only when all debt to the university has been paid in full. The process of releasing any of the above documents will begin immediately upon the payment of the debt by cash or certified check or by an online payment. If the debt is settled with a personal or electronic check, the documents will be released upon verification that the appropriate funds have been transferred to the university as a result of the check clearing the bank, usually a 5-7 business day process.

Student Banking Needs

There are a number of fine banks in the local community surrounding the campus that will be happy to set up student savings or checking accounts for the individual student. There is an ATM

machine located outside the dining hall in Lindner Commons, as well as a number of ATM machines in businesses located near the campus. The Student Accounts Office is not intended to provide full-service banking privileges but does provide the following services during regular business hours of 9:00am to 4:00 pm during the week:

- **Check Cashing:** Checks can be cashed up to a maximum of \$150.00 per check with a maximum of two checks cashed per week per student. There is also a \$25.00 returned check fee for checks cashed or applied on student's accounts that are returned from the bank unfunded for any reason. In such cases the fee and returned check will be charged against the student's account. Check cashing privileges are not available to any student carrying a "debt hold" on their account.
- **Petty Cash:** Students can draw up to a maximum of \$150.00 off of their school account if their school account has a minimum \$150.00 credit balance at that time. Students will be limited to one petty cash withdrawal per week in the Student Accounts office and a \$0.25 processing fee will be charged. Petty cash withdrawals of Title IV funds are exempt from the \$0.25 processing fee.
- **Refund of Credit Account Balances:** Refunds of credit balances on accounts greater than \$150.00 may be obtained by check or by direct deposit into your checking or savings account after the first week of the semester. Processing of the refund takes approximately one week.

Parent or Guest Access

Students that desire their parents or other guests have limited access to their MyJudson account will need to initiate and set up their parent/guest via Guest Logins. This function is totally the student's responsibility and under their control from their MyJudson site on the Student Info page.

ID Card Replacement

Students are issued identification cards at the time of registration. These cards should be carried at all times. They are your admission ticket to the dining hall, athletic contests and certain other university functions. If you should lose your ID card, the Campus Safety Office will provide a replacement for \$25.

Refunds

Definitions:

- Refund - a credit entered on a student's account to reduce the amount of charges.
- Week - a calendar week.
- Drop - refers to cancellation of registration for individual classes.
- Withdrawal - refers to cancellation of registration for all classes in a term or multiple terms.

Medical Insurance Refunds

The medical insurance premium will be refunded in full if appropriate documentation for a

waiver is submitted to the Health Center prior to the end of the second week of classes. No refund of the medical insurance premium will be made after the second week of classes; however, the student will be covered for the remainder of that coverage period.

Tuition Refund for Dropping a Class– Fall and Spring Semesters

For a class dropped by Friday of the first week, the tuition will be recalculated based on the new class load. **There is no refund for classes dropped after this day.** Course fees will be refunded in full if a course is cancelled by the university.

Tuition Refund for Dropping a Summer Term Class– Summer Term only

If a class is dropped before the class starts date, the tuition for that class will be refunded at 100%. See the schedules below for summer classes dropped after the class has started. Course fees will be refunded in full if a course is cancelled by the university.

Tuition and Fees Refund for Withdrawal

Students who withdraw from the university must complete and file a withdrawal form with the Office of Registration and Records. Such formal notice will establish the withdrawal date. If a student withdraws without notification, Judson University will determine a withdrawal date. Refunds will be granted per the following schedules based on the type of class:

(15-17 Week courses) Fall and Spring Semesters

Room & Board (if applicable), Tuition and all other fees:

- First day of classes or before — 100%
- Second day of classes through second week of classes — 90%
- During third and fourth weeks of classes — 50%
- During fifth through seventh week of classes — 25%
- After seventh week of classes — 0%

(12-13 Week courses) Primarily Summer Traditional classes

Tuition and all other fees:

- First day of classes or before — 100%
- Second day of classes through second week of classes — 90%
- During third week of classes — 50%
- During fourth through sixth week of classes — 25%
- After sixth week of classes — 0%

(7-8 Week) Primarily Summer Traditional classes

Room & Board refund schedule listed below:

Tuition and all other fees:

- Before classes start – 100%
- During first week of classes — 90%
- During second week of classes – 50%
- During third and fourth week of classes — 25%

- After the fourth week of classes — 0%

Summer Online classes, Tuition:

- Prior to the starting date — 100%
- Prior to the 2nd week from the starting date — 90%
- Prior to the 4th week from the starting date — 50%
- Prior to the 7th week from the starting date — 25%
- After the 7th week from the starting date — 0%

(3 Week courses) Primarily Summer 1 Classes

Room & Board refund schedule listed below:

Tuition and all other fees:

- Before classes start – 100%
- During first or second day of classes — 90%
- During third, fourth or fifth day of classes – 50%
- During sixth through the tenth day of classes — 25%
- After the tenth day of classes — 0%

Traditional Undergraduate Program Tuition and Fees (2016 - 2017)

TUITION

- **1-11** (and over 18 hours) per credit hour: **\$1,145**
 - **12-18** credit hours, per semester: **\$13,925**
1. **Summer Term**, per credit hour: **\$575**
 2. **Summer Architecture Tour**, per credit hour: **\$275**
 3. **Auditing Students**, per hour: **\$275**
 4. **Private Instruction Fee**, for credit, per credit hour [in addition to the normal hourly rate if over 18 hours or under 12 hours]: half-hour lessons **\$225**; hour lessons: **\$450**
 5. **Private Instruction Fee**, no credit, [in addition to the hourly audit tuition rate if total registered hours is over 18 or under 12 hours]: **\$225**
 6. **Group Instruction Fee**, per class (class voice/piano/guitar; in addition to hourly tuition if under 12 or over 18 hours): **\$110**
 7. **High School Prep Students**, per credit hour (except music lessons): **\$130**
 8. **Christian Service Program**, per credit hour (except music lessons): **\$150**

There will be a \$25 per course fee assessed for non-degree seeking Judson University alumni and for non-degree seeking senior citizens age 65 or older taking courses for no credit, provided there is space available within the courses. Seniors and alumni must pay pertinent course fees, if any (e.g. private music lessons, supply fees, etc.). Senior citizens and alumni may register for courses, as space permits, from the day before classes begin

until the close of registration. If you are interested in taking a course please contact the Registrar's Office for assistance.

ROOM AND BOARD

1. **19 Meal Plan:**
Multiple occupancy, per semester: **\$4,825**
Single occupancy, per semester: **\$5,755**
2. **14 Meal Plan:**
Multiple occupancy, per semester: **\$4,725**
Single occupancy, per semester: **\$5,630**
3. **10 Meal Plan:** (not available to freshmen and new students):
Multiple occupancy, per semester: **\$4,595**
Single occupancy, per semester: **\$5,505**
4. **7 Meal Plan:** (available to UNDG student teachers only)
Multiple occupancy, per semester: **\$4,475**
Single occupancy, per semester: **\$5,400**
5. **Commuter Meal Plans:**
5/week, per semester **\$660**
10/week, per semester **\$1,315**
6. **Christmas and Spring Break**, per day (all students, room only): **\$32**
7. **Summer**, per week (all students, room only): **\$155**

STANDARD FEES

1. **Judson Student Life Fee**, per semester (prorated based on number of credit hours):
resident: **\$240**; commuter: **\$210**
Provides a budget for the JSO to plan concerts, social outings, mission trips, spiritual life retreats, community service outings, banquets, class, commuter and dorm events. Also provides executive student senators with basic stipends.
2. **Campus Technology Fee**, per semester (prorated based on number of credit hours): **\$200**
3. **Ministry Retreat Fee**, per course (MIN202): **\$130**
4. **Principles/Practices Missions Fee**, per course (MIN 325/326): **\$1,500/\$1,000**
5. **Communication and Media Experience Fee**, per course (MED 144): **\$50**
6. **Exercise and Sport Science Fee**, per course (ESS 112, 140): **\$20**
7. **IRC Membership Fee**, per course (EDU321): **\$25**
8. **Student Teaching/edTPA Fee, per course** (EDU411): **\$400**
9. **Education Practicum Fee**, per course (Practicum II and III, except hometown): **\$25**

SoADA Studio Technology Fees:

ART181	\$25 per course
MED144	\$50 per course
ARC101	\$50 per course

ART319C, ART319M, ART419C, ART419M, ART496, ART497	\$100 per course
DES232, DES233, DES234	
ART111, DES121, DES122	\$125 per course
ART217, ART227, DES322, DES331, DES332	\$200 per course
ART211, ART311, ART314	\$225 per course
ART315, ART316	\$250 per Course
DES321, DES420, DES496, DES497	
FLM243, FLM330, FLM339, FLM343, FLM444, FLM496, FLM 497	
ART218, ART222, ART223, ART323, DES228	\$300 per Course
ART212, DES340	\$400 per Course
ARC122	\$650 per Semester
ARC251, ARC252, ARC351, ARC352, ARC451, ARC452	\$950 per Semester
INT351, INT352, INT451, INT452	
ARC575, ARC651, ARC652, ARC681, ARC682 - (GRAD)	\$950 per Semester

Note: Fees also apply to honors sections of these courses

NON-ACADEMIC FEES

Non-Academic Fees

- Housing Security Deposit: \$150**
- Health/Accident Insurance:**
 - Health insurance is mandatory for all traditional, unclassified, architecture and international students enrolled for more than 5 hours.
 - Students are not charged when evidence of similar coverage, with completed waiver form is received in the Health Center within 10 days following registration. No refunds issued after this date (Rates are subject to change):
 - Basic plan (fall semester): \$736**
 - Basic plan (spring semester and following summer): \$1020**
- Motor Vehicle Registration, per semester: \$60**
- I.D. replacement Fee: \$25**

ACADEMIC FEES

- Graduation Fee (cap, gown, diploma, and other commencement expenses):\$100**
- Credentials (placement file): three free, then per order: \$10**
- Diploma Replacement Fee: \$25**
- Late Registration Fee (returning students who pre-register after end of Spring Semester and new students who register after the term begin date): \$150**

5. **Late Payment Tuition Fee**, per semester (Tuition and fees for all semesters and terms are due two weeks prior to the first day of class.): maximum **\$150**
6. **Add/Drop Fee**, per transaction (See the Adding and Dropping Courses section of this catalog for details.): **\$30**
7. **Deferred Payment Fee** (Judson Tuition Deferment Plan - options available to Student Accounts Staff to reduce or eliminate this fee): per semester **\$50**; full year **\$100**
8. **Deferred Payment Fee**, per term (employer reimbursement deferred payments): **\$100**
9. **Challenge Examination Fee**, per credit hour (development/evaluation): **\$75**
10. **Special Course Arrangement Fee**, per course: **\$375**

NEW STUDENT FEES

1. **Application Fee: \$50**
2. **Enrollment Deposit** (Guarantees a place for students and applies to first semester tuition; nonrefundable after June 1): **\$250**
3. **New Student Orientation**, first semester only: **\$100**

STUDENT FINES AND FEES

1. **Failure to Register Vehicle Fine**, per semester: **\$100**
2. **Handicapped Zone Fine: \$350**
3. **Late Medical Records Processing Fee:** (for incomplete medical records 30 days after registration); **\$35**
4. **Smoking Fine**, each incident: **\$100**
5. **Returned Check Fine**, per occurrence: **\$25**
6. **ACH Return Fine**, per occurrence (NSF online electronic payments or incorrect account numbers): **\$15**

Section 2

Campus Life

CHAPEL

Chapel is an integral part of the Judson University experience. Our mission in chapel is to *make plain the whole gospel to the whole person for the good of the whole world*. We live this out through our values: storyformed, community, honesty, beauty, and dependence. Our vision: By fostering a safe space for students to wrestle with the gospel and setting the stage for life-changing encounters with Jesus Christ, we envision Judson graduates shaping their world by bringing the gospel of Jesus Christ to bear in all areas of their lives.

Chapel content typically ranges from weekly series installments to Scriptural studies to panel discussions to issue-oriented presentations to mini-concerts by guest artists to student-led praise and worship services.

Chapel (CRP-098 chapel class) is required for all full-time students (i.e., those taking 12 or more credit hours), both residents and commuters. Chapels run from 10 to 10:45 a.m. on most Mondays, Wednesdays, and Fridays (with occasional Tuesday and Thursday chapels at 11 a.m.) in Herrick Chapel. The semester schedule is available on posters around campus and in the lobby of the chapel.

Earning Credit

In order to receive credit for attending any particular chapel, students must swipe/scan their student ID card in and out at the beginning and end of the chapel. Students who swipe/scan in after 10:09 or before chapel dismisses do not receive credit. Please bring your ID card to chapel every day.

If there is an issue with your ID card, speak with a chapel scanner. If an ID card is defective, they can be replaced for free with a signature from head chapel scanner.

Chapel Grading System

Students receive a grade corresponding to his/her accumulation of credits throughout the semester. For example, if a student earns 25 credits s/he earns a B for the course. The grade carries the weight of a one-credit course but does not count towards the total credits required for graduation. If a student earns less than 18 credits, s/he earns a failing grade for chapel, equivalent to failing a one-credit course.

- 28+ = A
- 25 = B
- 22 = C
- 19 = D
- 18 = F

Chapel Etiquette

Since we are treating chapel like a class, with the ability to earn a grade, students who are being disruptive or listening to music/watching videos will not receive credit for that chapel. As a community we want to respect the speaker/artist.

Credit Opportunities

The Student Development Office recognizes the value of varied worship experiences. Hence, students can receive chapel credit for a handful of regularly scheduled activities throughout the semester, including Fellowship of Christian Athletes (FCA) huddles, Reel Conversations film screenings, and Spiritual Enrichment Week evening sessions, among others. Students will be alerted in chapel and via e-mail when chapel credit is available for alternative worship experiences. Each semester will feature somewhere in the neighborhood of 60 opportunities to earn chapel credit.

Locating Updated Tally Count

A list of current chapel-attendance tallies are available online through my.judson. In order to access this information go to www.judsonu.edu → click on “My JU” → scroll down to “My Judson” → click “student info” tab → on the left sidebar click on “chapel attendance.” This allows you to view total chapel attendance, last chapel date attended, and view an itemized list of each chapel/event for which you received credit.

This information can also be accessed on mobile devices through myjudson.judsonu.edu. Go to: myjudsonu.judsonu.edu → under the “quick links” section tap on “MyJudson Mobile” → login → “reports” → select “chapel attendance” → input report parameters and press “view report”.

Chapel Exemptions

There are select ways for students to qualify for a chapel exemption. An exemption excuses the student from all chapel requirements, earning a WV (waived) on your transcript. Exemption possibilities include:

- Student teaching
- Study abroad
- Parental responsibilities*
- Working 40+ hours*

*Must submit online application according to date determined on the form (MyJudson website → student info → chapel exemption application)

For student teaching or study abroad, your professors will indicate your exemption status through our internal process. For those with parental responsibilities or working 40+ hours, students will apply for an exemption status through MyJudson. Note: if applications are submitted after the date specified, the application will be denied.

For school internships or shorter student teaching posts, this process is handled through your faculty advisor. Exemptions are not considered for on campus jobs.

Adjusted Chapel Requirements

We offer partial exemptions only in select circumstances. If a student qualifies for accommodations according to the Americans with Disabilities Act – Section 504, s/he must contact Gineen Vargas (gineen.vargas@judsonu.edu) in the Student Success Center for adjusted credit requirements.

Questions

Questions re: the Judson University chapel-attendance policy should be directed to Chris Lash, Director of University Ministries, at Christopher.lash@judsonu.edu.

ATHLETICS AND FITNESS CENTER INFORMATION

The Judson University campus facilities are reserved for the use of Judson University students, employees, their guests and alumnus. Parents are responsible for the actions of their children.

The Fitness Center is open daily during the school year. Hours are posted in the Fitness Center. Students have first priority for the use of the Fitness Center and organized intramural programs have precedence over informal recreation. Faculty and staff members may use the Fitness Center but should not interfere with student activities.

University organizations may schedule use of the Fitness Center by contacting Brandon Fowkes, Athletics Administration Assistant/Sports Information Director, at ext. 1580.

Intercollegiate Athletics

Intercollegiate athletics are recognized as integral parts of the educational program.

The men's athletic program offers soccer, basketball, baseball, golf, tennis, track & field and cross country. The women's athletic program offers soccer, volleyball, basketball, softball, tennis, cross country, track & field, cheerleading and poms.

Judson is a member of the National Association of Intercollegiate Athletics (NAIA), the National Christian College Athletic Association (NCCAA), and the Chicagoland Collegiate Athletic Conference (CCAC).

HOUSING INFORMATION

Judson University has traditionally been a residential school. It continues to maintain a strong commitment to the concept that community living plays a vital role in the student's academic experience and total development. To this end, students are required to live on campus unless they meet one of the following criteria:

- Living with parents within a 45-minute (one way) commute
- Married
- Not attending the university full-time
- **23** years of age or older by the first day of fall classes
- Living with Judson faculty or staff in their primary residence (1 student per address).

The University Housing Form must be completed online annually and returned to the Director of Housing. The residence life staff makes room assignments based on completed housing forms. The residence life staff attempts to honor but cannot guarantee all requests.

Any student who does not submit *and* receive approval of their off campus housing form by the appropriate University due date will be charged for room and board fees.

At the end of each semester, and with the permission of their resident directors, students may change roommates and/or rooms. There is a \$25 charge for changing room's mid-year.

Room and board for students does not cover Christmas and Spring Breaks. The university closes down the residence halls for a 2 week period over the Christmas and New Year Holiday. If students desire to use their rooms during this period, they must receive permission from their resident director prior to the break period.

At the end of each semester, rooms might be consolidated as needed to provide space for housing.

Summer Provisions for Non-Enrolled Students

Students may apply to live on campus during the post-terms and summer, even if they are not enrolled in a class. Applications and summer housing information are made available near the end of the spring semester. Priority is given to students working full-time on campus for the university; students involved in a practicum or internship experience (a professor's signature is required for internships); international students; and students serving as resident assistants for the summer. Students living on campus during the summer are under the general supervision of the residence life staff. All campus rules and regulations are in effect for all residents.

Questions concerning housing can be sent to: housing@judsonu.edu. More housing information can be found on MyJudson under Student Info.

Graduate Student Housing Information

Graduate students have the opportunity to live in both on and off campus University-owned properties. To this end, the University has established specific guidelines to help promote a positive holistic living-learning environment. These guidelines have been established to help promote the ideals of Judson University and to assist graduate students in their pursuit of academic excellence.

GENERAL POLICIES

- No pets of any kind
- No smoking
- No tobacco products of any kind
- No alcohol
- No under-age alcohol consumption allowed
- Communicate maintenance needs in a timely manner
- No opposite gender overnight guests
- No guests for more than 3 days in a one-month period unless authorized by Housing Office
- Vehicle(s) must be registered with Campus Safety within the first seven (7) days of occupancy
- Recurring complaints (more than 2) may result in breach of contract
- Noise level should not be loud enough as to disturb those nearby

Graduate students who complete the appropriate paperwork may have the opportunity to reside in on-campus housing or housing available off-campus in University-owned properties. The above mentioned general policies are typical for all graduate housing; however, each University-owned residence may have specific guidelines reserved for that individual property. All housing guidelines for graduate students are available in the Business Office with Darlene Jordan.

RESIDENCE LIFE

The goal of the residence life staff at Judson University is to provide the physical environment and professional services necessary to create an effective educational living/learning experience, which will contribute to every aspect of student life—spiritual, social, academic, and physical. Interaction and cooperation are essential to personal growth in the residence hall. To this end, students and staff work together to communicate clearly, to encourage one another, and to uphold the standards of communal living.

Resident Directors (RD's)

Resident Directors (RD's) are members of the Student Development staff, led by the Associate Dean of Students. The main responsibilities include coordinating and training the resident assistants, programming, mentoring, and maintaining the physical facilities. Your RD is interested in getting to know you and can personally, or by referral, assist you with personal problems, spiritual concerns, academic problems, vocational and financial aid questions, and identification of other university resources.

Resident Director Contact Information

Corey Ashley	Volkman Hall	ext. 7099	corey.ashley@judsonu.edu
Isaac Barber	Wilson Hall	ext. 3099	isaac.barber@judsonu.edu
Aubree Flickema	Ohio Hall	ext. 2099	aubree.flickema@judsonu.edu
Luke Wulbecker	Lindner Tower	ext. 5099	luke.wulbecker@judsonu.edu

RESIDENCE HALL GUIDELINES

Welcome to Residence Life

Welcome to the residence life community at Judson University!

You are now part of a community living and learning experience that will become one of the most important components of your education at Judson University. Living as community members is a difficult thing at times. However, most of the time you will be a witness to and participant in God's work of grace in each other's lives. Even during difficult times, the ways we interact with each other must reflect the reality of our unity as brothers and sisters in Christ.

Residence Hall Staff

Our staff at Judson plays the crucial role of developing and maintaining an environment that is conducive to the formation of a close, caring Christian community. They are responsible for supporting and enforcing university goals, policies, and regulations. Their specific functions are as follows:

Resident Directors (RDs)

The Resident Directors are fulltime professionals whose responsibility is the overall administration and direction of the residence halls. They work at developing and maintaining a community that is conducive to learning and consistent with Christian values. In a supervisory role, they act as leaders and facilitators for the Resident Assistants, and are available for any counseling, advising, or administrative needs you may have concerning residence hall living.

Resident Assistants (RAs)

Our Resident Assistants are students who are selected because of their leadership skills and Christian maturity. They have demonstrated a willingness to serve other students and will assist the Resident Directors in the development of a residence hall community characterized by Christian character. They are responsible for upholding policies in order to maintain an atmosphere conducive to study and consistent with biblical values. The RAs seek out opportunities to help you by providing necessary information and encouragement during your time as a student. Please make an effort to get to know them as well as they will be an important resource for you. If you have Residential need or question, your RA is your first line of communication.

Residence Hall Policies

Open Dorm Hours

Open hall hours are regularly scheduled to provide an opportunity for coed visitation in the residence halls. These hours will be strictly enforced, with possible consequences of work hours, probation, or suspension. Subsequent offenses of open hall hours will bring increased accountability.

The following guidelines will be enforced:

1. Except during posted open dorm hours, you may not enter the living areas of the opposite gender without prior permission of the RD. If you wish to have family members come and see your room, please make arrangements and receive permission in advance from your RD.
2. Judson Residence Halls have open dorm hours Friday to Sunday and staggered open dorm hours throughout the week. Please refer to the weekend and staggered days below. Residence halls are open for visitation at the following times:

Ohio Hall: Monday 7:00PM-10:00PM

Friday 5:00PM-12:00AM

Saturday 5:00PM-12:00AM

Sunday 5:00PM-10:00PM

Wilson Hall: Tuesday 7:00PM-10:00PM

Friday 5:00PM-12:00AM

Saturday 5:00PM-12:00AM

Sunday 5:00PM-10:00PM

Lindner Hall: Wednesday 7:00PM-10:00PM

Friday 5:00PM-12:00AM

Saturday 5:00PM-12:00AM

Sunday 5:00PM-10:00PM

Volkman Hall: Thursday 7:00-10:00PM

Friday 5:00PM-12:00AM

Saturday 5:00PM-12:00AM

Sunday 5:00PM-10:00PM

3. Do not wait for an RA to tell you to leave at the end of open hall hours—it is your responsibility to be out on time.
4. The door to any room where a visitor is being entertained is to be fully open, and the room must have at least one light on (other than the light from the TV). Please see additional open dorm rules listed in the student handbook.
5. Any Res. Life staff member has the right to confront and/or ask visitors to leave if there is inappropriate conduct.
6. Please be courteous and respect the privacy of any resident who does not wish to participate in open hall hours. As a resident, communicate your privacy expectations with roommates and/or hall mates.
7. Ohio Hall lounge completely closes to male visitors from 12:00am to 8:00am. The Wilson Hall Eyrle lounge is closed to female visitors from 4:00am and reopens at 6:00am.

Volkman Hall has designated areas of the second and third floors for men and women. The specific limitation is defined as the cement threshold of the door; both feet should be on the outside and the screen door should be open at least 12 inches. Students and/or visitors may not stand on or pass over the cement threshold of rooms of members of the opposite sex. The Volkman Hall balcony is closed to visitors of the opposite sex from 12AM to 7AM.

Permission for visitations by family members of the opposite sex needs to be obtained from the residence hall director

Quiet Hours

Quiet hours are a necessity for community living to foster an atmosphere conducive to adequate study and rest. You are expected to maintain reasonable levels of noise at all times in the residence hall. The following times have been designated as Quiet Hours for all residence halls:

11:00 a.m. to 8:00 a.m.

Additional quiet hours may be mandated by your Residence Hall staff at any time.

We expect the behavior of students in the residence halls to be governed by a love and commitment to Jesus Christ, and by a respect and courtesy toward other students. First and foremost, the residence halls are places for you to live while pursuing an academic course of study. While we hope to give you times and places for rest, relaxation, and recreation, the residence halls are primarily to be places conducive to academic work and study.

Practically, that means your neighbors' need to study takes precedence over your need to enjoy your music, video game, movie or TV program. In our buildings, your neighbors include those who live above or below you as well as those who live next door or across the hall.

We ask you to keep the noise of your relaxation or entertainment within the confines of your own room, and to respond with consideration and promptness when asked to be quieter.

Where there are disagreements about noise levels, we expect all conversations and confrontations to be handled in a way that reflects our Christian faith.

Our philosophy is that the residence halls are designed for sleep, study, and socializing in that order. Sleep takes first priority, then studying, and then socializing – only if it does not conflict with anyone trying to do any of the other two.

Student Hours

Sunday through Thursday, students are encouraged to be in their respective residence halls by 12:00 a.m. and by 1:00 a.m. on Friday and Saturday.

While Judson does not enforce a formal curfew for anyone other than first semester freshman, we consider these hours appropriate, except for rare and very unusual circumstances. Most students are mature enough to recognize the wisdom of such advice, but when a Resident Director or Resident Assistant believes you may be exercising poor judgment in this area, they have the right to ask you about it in a spirit of concern for your welfare.

We also want all students to make sure that someone back on campus is aware of their plans when they are leaving campus for an extended period of time. Judson does not have a check in/check out policy, but we want to encourage students to be responsible and leave contact information with their roommate or RA as needed.

Curfew

All freshmen have curfew for the fall semester only. Students with fewer than 12 transfer credit hours and under the age of 21 must observe the following community curfew hours:

Sunday – Thursday 12:00 a.m. – 7 a.m.

On a curfew night, by midnight, you must be inside the brown doors of Wilson Hall (men) and inside the main doors of Ohio Hall (women). The Eyrie Lounge in Wilson Hall is off limits after curfew unless permission has been granted from the RD. You will need to call Campus Safety at (847) 622-9999 if you return after curfew and an officer will let you into the dorm.

Each evening, you must sign the **sign-in sheet** with the RA on duty when you return to the dorm. You should sign your full name (not initials) next to your printed name once you are in for the evening. You must sign in each evening even if you're already in the dorm. Failure to do this will result in a skip.

You are allowed **10** curfew skips, which extend flexibility for unexpected circumstances (study groups, intramurals, going home, and sickness). You will be notified through email from your RD when you have reached your 1st, 5th, and 10th curfew skip. On the 11th curfew skip you will be given 3 work hours. Upon reaching 12 curfew skips you will be required to meet with a member of the student development staff for additional disciplinary action.

These consequences will transpire even if you are in the dorm but forget to sign in. If you choose to leave after signing in and before midnight, cross off your name and resign in again upon final arrival. If you fail to cross off your name, you are subjected to the same penalty as failing to sign in.

If you are caught attempting to sneak back into the dorm after curfew you will automatically receive 10 work hours. Sneaking out means that you sign in on the curfew sheet, but leave again. Students assisting someone to sneak into the dorm after curfew will also receive 10 work hours.

The granting of work hours is a system designed to hold residents accountable for their behavior. Work hours must be completed within 2 weeks of the offense.

It is your responsibility to find your RD and get the work hour assignment from them. Failure to come and get your work hours does not mean you get an extension on the deadline.

Permission to miss curfew at any time must be obtained from the RD in advance. Permission may be granted for off-campus employment (with verification from employer) or a regularly scheduled commitment of high importance. Other reasons may be given consideration, but must be communicated to the RD to be reviewed ahead of time. In the case of an emergency, students must call the RD with the situation as soon as possible.

If school assignments or sports require a student to be out of the residence hall after hours, written permission from an instructor must be obtained and permission granted from the RD.

Guest Housing

You may invite guests/commuters of the same gender to stay overnight in the residence halls when space is available, **only if you have notified your RD and permission has been given by all residents of the room where your guest/commuter will stay.** Please have your guest/commuter sign in on a Guest Sheet that is provided by the RD. Every guest and commuter must fill out the Guest Sheet each and every time that they stay overnight.

A guest/commuter may stay on campus a maximum of four nights total on campus (any dorm) per semester. Commuters that stay more than four nights in the dorms will have a discipline action plan meeting and may be subjected to being charged room and board. Any resident who hosts the same commuter or guest for more than four nights in a semester will have a discipline action plan meeting

and may be subjected to a fine. Your guests are under the same residence hall regulations and campus expectations as present students. You are responsible for all actions of your guests. Any guest failing to comply with regulations will be asked to leave campus.

Summer Housing

A guest/commuter may stay on campus with a summer resident for a maximum of four nights throughout the summer. Current Judson students who desire to stay longer than four nights need to complete a summer housing form with the Housing Director and will be charged for the length of their stay. Any summer resident who allows a guest/commuter to stay for more than four nights will have discipline action plan meeting and may be subjected to a fine. Any commuter who stays more than the four nights during the summer will be subject to a discipline action plan meeting and subjected to a fine. Your guests are under the same residence hall regulations and campus expectations as present students. You are responsible for all actions of your guests. Any guest failing to comply with regulations will be asked to leave campus.

Room Availability during Breaks

The residence halls will be open for occupancy when the University is in session and over fall, Thanksgiving, spring, and Easter breaks. In some circumstances, students may be asked to stay in other rooms on campus. It is not an option for you to stay in your room during Christmas and summer breaks.

Room Assignments and Changes

It is important to note that to be eligible to live in campus housing students must be enrolled in a minimum of 12 semester hours and actively pursuing a degree.

The University reserves the right to make rooms and roommate assignments, while still allowing you as much freedom of choice as is practically possible. Room fees are based on maximum room capacity. Therefore, the Student Development office reserves the right to reassign students who are without roommates. Roommate assignments may be terminated whenever this seems in the best interest of the residence hall community.

Room assignments for new students are made by the Student Development staff in conjunction with Admissions personnel. New students, transfers, and reentering students are assigned with an attempt to honor room and roommate preferences. Students submitting housing deposits and the housing information form will be assigned on the basis of the date each is received.

Returning students should reserve a room and indicate roommate preferences by beginning of April each spring semester.

Changing rooms and/or roommates is not encouraged but is allowed only at the end of fall semester. There is a fee, paperwork, and room change meeting that needs to be fulfilled with the RD in order for these changes to take effect.

Combining Rooms (Sleep/Study Set-Up)

This room combination is only available for students residing in Ohio or Wilson Hall. Students who want to set up a sleep/study room combination with another room in the hall (or within their suite) must follow certain guidelines. All residents must agree to the combination. No more than two rooms may combine with each other. Rooms with freshman may not be combined until after Fall Break. Residents will be held responsible for the room and key that they were originally assigned.

Fire Safety Protocol

Fire alarms and fire extinguishers are located in every building, and signs in each building point to outside exits. Drills are held at unannounced times day or night each semester, and RAs are responsible for making sure all residents evacuate the hall.

Keys

If you lose or do not return your residence hall key at time of check out, there will be a replacement charge. If you change rooms at the semester break, you must see your RD to exchange your key before

you leave for Christmas break. If you do not return your key to your RD or RA at the end of the academic year, a fine will be placed on your account to cover the cost of replacing the lock and keys. Keys are not to be duplicated. You, as the key holder, are to return the key to your Resident Director or RA only. Judson University reserves the right to recall keys at anytime. The room key remains property of the University and must be turned in upon request. You are responsible for all activity that takes place in your room; therefore, you should make every effort to insure your room is locked when you are absent.

Check-out Procedures

You are responsible for signing up for a designated check out time. You will be asked to go over the room condition on the Check Out form with your RA and to turn in your key and key card prior to departure from the campus. No individual may turn in a key for a roommate or friend. If you fail to check out in the above manner, you will be charged a fine of \$100.

Upon check out your room and bathroom are to be cleaned and furniture put back to its original position. Failure to cooperate and participate completely in the cleaning/inspection process will result in fines.

Withdrawing from Residency

Off campus privileges are granted to students who are either living at home with their parents within a 45 minute commute, married, 23+ years of age, or part-time status. Students found to be living off campus without having met these requirements will be charged full room and board for the semester. If you find it necessary to withdraw from the University and your residency, you must obtain the proper forms from the Director of Student Success and have an exit interview. Also, you must comply with the Check-out Procedure stated above.

Early Arrivals, Late Departures

Students must follow the stated times for move-in and move-out days at the beginning and end of each semester. Students with special circumstances, work obligations, or University related obligations will be permitted to move in within one week before the start of the academic school year, with permission from the RD. If a student does not have a special circumstance, work, or University related obligation, the limit to arriving early is three days. Even if students are not staying on campus extra days, they may not keep their belongings in their room. Traditional students who move in earlier or leave later than the

stated dates will be charged \$20/day. International students and students living more than 500 miles from campus will be charged \$10/day.

Students needing to arrive early to work for or study at the University must have it requested by their department supervisor and given permission by the Dean of Students. The department will pay a fee to cover the student's extra housing and meal costs.

Pets

Except for fish, no pets are allowed in the residence halls. Students must keep all fish, contained in small aquariums (no more than 10 gallons), in their rooms and not in the lounges or the hallways.

We will not tolerate other animals in the residence halls, any fish that becomes a nuisance to others, or any situation where animals are treated cruelly. If these occur, the RD has the right, without any appeal on the part of the student, to remove the animal from the residence hall.

Cleanliness of the Rooms

You are responsible for the cleanliness of your own room and bathroom, from the outside of the door to the outside of the window. The University depends on you to be a good steward of our resources. These resources must last decades to serve more and more students.

The manner in which you keep your room affects all the residents in the room, on the floor, in the building and even the entire university community. How you live in private is as important to the impact of the University as how you live in public. The residence life and plant operations staff reserves the right to inspect a room's cleanliness, safety, and structural integrity throughout the year.

The first and simplest guideline for cleaning your room is that the room must always be healthy and safe. If the room is kept in a disorderly fashion, it may present a health or safety problem for those in the room. A disorderly room also inhibits proper sleep and study habits. Each room should always be kept in a manner that allows safe and unobstructed passage to the door or external windows. Unobstructed passageways allow for easy exits in case of a fire; therefore; bedroom furniture should not block windows or doors.

Vacuums are available in each residence hall for your use, and toilet paper is available from the RAs. You are responsible for providing the remainder of your cleaning supplies. Hallways, common areas and public bathrooms are cleaned by Plant Operations on a regular basis during the week.

Care of the Rooms

How you care for your room affects the learning-living environment for other residents in the community. Living in a way that edifies others, stewards resources, and promotes learning is essential to an academic culture.

1. Please use thumbtacks to attach posters or pictures to the walls. If your dorm room has cement block walls then white sticky tack or 3M Removable Command Strips can be used. No nails, screws, or duct tape may be put on the walls, doors, or ceilings of rooms.
2. Students may not remove window screens or climb through windows. There is a \$25 fine for removing window screens and a \$50 fine for climbing through the window.
3. Trash cans and dumpsters are placed in various locations of each dorm. It is your responsibility to bring all trash from your room to these locations.
4. The University reserves the right to make room inspections every 2 weeks for cleanliness and they will be inspected during regularly scheduled times during the school year.
5. Alcoholic beverage containers – empty, full, or partially full – are not permitted on campus. Neither are any other objects, posters, signs, personal photos, items of clothing, etc., which depict, promote, or advertise tobacco, alcohol, or other drugs.
6. Objects, posters, photographs, magazines, or depictions, that are, or border on being pornographic or obscene should not be posted or displayed. RAs and RDs will help you make some judgments in this area if questions arise.
7. It is a violation of Judson University policy and state/federal law to possess or display government/municipal signs or equipment. RDs will confiscate these items.
8. No loft, cinder blocks, or other renovations are permitted in rooms. A loft is defined as a platform reachable by a ladder or stairs that serves as extra space in a room often used for sleeping, which allows for additional space.

9. The University reserves the right to remove decorations deemed to be inappropriate or objectionable by the Residence Life Staff.

Bedroom Furniture

1. All furniture must stay in the bedrooms of your hall, not placed in lobbies, storage areas, hallways, or electrical closets. There is not storage space available for beds, mattresses, or other bedroom furniture.
2. University provided furniture and beds may only be used to stack on one another and the proper locking pins need to be used.
3. At the end of each semester, all beds need to be bunked and the room furnishings set up as they were at the beginning of the year.

Hallways

We are under obligation by state fire codes to keep the hallways clean and clear so that the buildings can be evacuated quickly in the case of an emergency. *You are not allowed to leave any of your belongings in the hallways outside of your rooms.* The Fire Marshal or Judson University staff members are apt to make surprise inspections to insure that hallways are clear and that state fire codes are being maintained.

Plant Operations (National) has been given the task of keeping the hallways and stairwells clear. Any personal items left in the hallway will be collected by Plant Operations and the Resident Director will confiscate them. In order for students to reclaim their personal belongings for their RD, they will be expected to: 1) prove ownership; 2) claim their items within a week. The residence hall staff will regard any item not claimed within a week as abandoned property and dispose of it promptly.

Beds and other University furniture left in hallways or moved out of correct rooms will be put back into the room and a replacement charge will be levied to the room's occupants.

Lounges

Hall lounges are for the use and pleasure of the residents. Each hall lounge should be kept orderly and conducive for studying and socializing. All those who wish to use these lounges are required to keep them clean and free of debris and stored items. Items that appear to have been abandoned will be collected by Plant Operations or Dorm staff. Some lounges are equipped with TVs, DVD players, and sound equipment. This equipment, along with the furniture, is not to be taken out of the lounges, lobbies and public areas. Any specific questions about use or furnishings of the lounges should be directed to the RD of that building.

University Furnishings

University property is not to be “borrowed,” “loaned out,” or permitted to leave the campus under any circumstances. Do not remove (or permit the removal of) furniture, mattresses, vacuum cleaners, etc., from the campus areas in which they belong.

Damage and Repairs

Under the terms of the residence hall contract, you are held responsible for your actions, which intentionally or unintentionally result in damage to the buildings, grounds, or University-owned furnishings. You are also liable for a service charge for any unusual housekeeping service that you may incur.

Any charges for damages in your room will be shared equally by the occupants of that room unless an individual has assumed responsibility for them, in which case that person will be charged the total cost of repairs. You are responsible for the condition of your room and bathroom from the outside of the door to the outside of the window.

Damages occurring in other University areas for which the responsible person cannot be determined may be billed in the following ways: 1) damages within a specific floor may be billed to all members of that floor, the cost being divided equally; 2) damages occurring in public areas, such as the lounges, may be billed to all residents of the hall, the cost being divided equally. This approach to handling damages on campus is a result of our belief that all members of a community bear responsibility for maintaining the facilities as safe places to study and live.

Weapons

The University prohibits any weapons on school property or within 1000 feet of school property. This includes things like swords, knives, paintball, BB, or airsoft guns, any hunting implements such as ammunition, firearms of any sort and martial arts equipment. Please leave all such items at home.

Severe Weather (Tornado)

When a TORNADO WATCH is issued, Campus Safety will notify the Residence Hall Staff in each residence hall. Students, residents should be prepared to move to a pre-selected area of safety in the hall. Also, you may register with Nixel through Campus Safety for emergency updates to be sent to your cell phone.

In the event of a TORNADO WARNING, students/residents should proceed at once in an orderly fashion to a pre-selected area of safety in the hall and remain there until the Tornado Warning has been cancelled. All students should remain in this designated area until authorization to leave is confirmed by a Judson official. Should a tornado hit the campus or immediate area, everyone should restrict his or her movement until the area is cleared of hazards such as power lines, gas lines and unstable structures.

Fire

Fire in one of our buildings could be a matter of life or death. It is necessary for you to be familiar with the posted rules. Fire drills may be held at unexpected times, day or night. The fire alarm is a constant sounding horn. When the alarm sounds walk to the nearest exit and go to a safe location. Please stay off the roads and remain at least 200 feet from the building in which the alarm is sounding until a fire official indicates safe reentry.

In the case of a fire alarm, Judson University Campus Safety, members of the Elgin Fire Department and the Residence Hall staff are in authority and must be listened to and obeyed.

Refusal to evacuate the building or cooperate with the authorities listed above is considered a serious disciplinary violation and could result in a \$500 fine.

Fire and Safety Hazards

You are responsible to help us build a safe environment. The following are prohibited because of the fire hazards involved. Failure to follow these rules will jeopardize our residents' safety. Disciplinary actions will be taken if these policies are not met with strict compliance.

These prohibitions apply to the entire campus except as otherwise qualified:

1. Using heat-generating appliances (including toasters and indoor grills), except hair dryers, automatic coffee pots, and irons. Hair dryers, irons and coffeepots should never be left unattended.
2. Televisions, refrigerators (5 cubic feet or less), and microwaves (900 watts or less) are also permitted. However, multiple outlet converters, ceiling fans, space heaters and window air conditioning units are not permitted.
3. Burning candles or incense, or use of flame producing instruments (matches, lighters, hurricane lamps, etc.). This includes storing any flammable material such as gasoline, kerosene, camping stove fuel, etc.
4. Hanging Christmas lights in rooms or hallways, except for an approved Residence Life event, when they must never be left unattended. Live Christmas trees are not allowed in residence halls.
5. Any lamp that uses a halogen bulb.
6. Possession or use of fireworks, firearms (including BB guns, air guns, pellet guns, or paint guns), other weapons (including blades, swords, martial arts items) or explosives of any kind.
7. The use of extension cords is discouraged by the Illinois State Fire Marshal and our insurance company. Only power strips are allowed and cannot be plugged one into another in order to make an extension cord.
8. Any tampering with fire alarms, fire extinguishers, smoke detectors, locks, elevators, voice mail systems, telephones, or other safety equipment provided for the protection of the Judson University community will result in serious action against the offenders. There will be an automatic fine and probation leveled against offenders, and they may also be turned over to civil authorities for discipline.
9. Students will be charged a \$500 fine for all fire alarms that are set off, whether they are intentional or accidental. Please use extra caution while cooking, etc., so that a fire alarm is not accidentally set off.

Initiations (no nudity or hazing)

Judson University does not condone nor encourage hall or team initiations of any kind. The world has changed and the myriad of lawsuits over the past several years have only confirmed that we cannot force, manipulate, peer pressure, coerce, or unduly pressure students to participate in an event that even resembles hazing. Scripture teaches us how we are to love one another and actually consider others as more significant than ourselves (Phil. 2:4). When we require others to “do” something in order to be a part of a community, we are failing to love them unconditionally.

Hall communities and team athletics are some of the best attributes of Judson. We believe that the RA and the upperclassmen on a hall or team are instrumental in mentoring and building community; however, people can still join together in ways that do not include humiliation, embarrassment, sleep deprivation or otherwise disruptive elements to the new students’ experience here at Judson.

To be more specific:

- We never use the words "hall initiations" or “team initiations.” These should be fun, encouraging, welcoming, and bonding events
- We need to check with the students in a one on one context prior to any bonding events (not right during the event, but at least a day before).
- Even if the student agrees, we never do anything embarrassing or humiliating to the student.
- Nothing can take place in the middle of the night or early in the morning before a school day.
- No nudity or hints of nudity.

Playing and Pranks

As stated earlier, residence halls are also a place for relaxation and entertainment. As you enjoy each other’s company in planned and spontaneous activities, be aware of the following rules: Do not play outdoor sports inside the residence halls. You will be held responsible for any damage (intentional or accidental) to University property that results from your actions. The wireless ports and fire alarms are vulnerable to damage, and setting them off carries a \$500 fine. Water fights are not permitted in or near campus buildings. A minimum fine of \$50 will be given to anyone disregarding the following guidelines:

1. No water or water balloons are to be thrown out of windows or from balconies or roofs.
2. Persons must not be included in water fights against their will or taken by surprise.

3. Water fights should not be held at places or times, or for such long periods of time, that study is disrupted for those not participating. Participants in a water fight are responsible for any damages or injuries to people or property that occur during or as a result of the water fight.

The Residence Life staff believes there can be a place for good natured, well-planned pranks, where the spirit of loving friendship and respect for the whole campus community guides creativity.

Any pranks carried out are expected to be non harmful (to people and property), peaceable, and must align with the following:

1. No University policy may be violated.
2. Absolutely no animals, dead or alive, may be used.
3. Absolutely no bodily fluids or solids may be used.
4. No “closed hall” rules may be broken without the advance permission of the RD of the building in which the prank is accomplished.
5. If anyone – student, staff, or faculty – catches the prank in progress and tells you to stop, you must stop immediately.
6. The originators of any prank will be held responsible for resolving all negative repercussions of their actions, including unintentional and unforeseen damage of property or relationships.

Because of the sensitive issues that arise with same sex attraction, we do not allow cross-dressing on our campus. Students who wish to play a role of the opposite gender in a skit must have permission from their Resident Director.

Modesty and Public Displays of Affection

When residents are outside of their personal dorm room or have left their door or blinds open, they should remain fully dressed with a shirt and bottoms. Residents should refrain from being in public in their pajamas, wandering the hall in a towel, or gentleman not wearing a shirt when working out. In all choices of clothing and dress, residents should wear appropriate attire that is suitable for a learning environment.

Public displays of affection should be appropriate for the campus community and kept to minimal expressions.

Campus Facilities and Services

Laundry Facilities

Washers and dryers are available for your use, and are owned and maintained by an outside vending company. These are located on the first floors of Ohio Hall, Wilson Hall and Volkman Hall. Laundry is located on 5th, 6th, and 7th floor in Lindner Tower. If you have problems with any of the machines, please make sure to notify your Resident Director or one of your Resident Assistants. Please keep the laundry facilities clean and orderly. Clothing left in the washers or dryers or in the laundry room for an unreasonable amount of time will be confiscated.

Storage

Judson University Residence Hall Storage Policies

1. Storage in University residence halls should be obtained only if you truly need storage and cannot find another place to store things
2. International storage is coordinated separately. All international students wishing to store items over the summer must speak with Rafa Heck (Rafael.heck@judsonu.edu)
3. Judson assumes no liability for your belongings while they are in storage. We are not responsible if they are lost, damaged, stolen, or tampered with. You assume all risk for storing in our residence halls over the summer, as they are not monitored.

How to store items over the Summer...

1. Storage day is on a specified day from 9am – 5pm at each residence hall

This is the only day RDs are available to fill out paperwork with and let you into the storage units

2. You must make all your own arrangements to move your belongings into storage between 9am-5pm on Friday before graduation. This includes setting the appointment and having help arranged if needed

3. Storage is available on a first come, first serve basis. Once space is gone in the residence hall storage on Storage Day, you will need to make other arrangements.

4. All storage must be in bins or boxes that can have a sticker placed on them to identify them as your belongings. Furniture does not need a container but every other item should be in a box or bin.

5. Text the appropriate RD to coordinate a time during storage day to move your belongings into storage

Lindner – Luke Wulbecker

Wilson – Isaac Barber

Volkman – Aubree Flickema

Ohio – Aubree Flickema

5. Bring money to pay for your storage

If you live over 500 miles away

-The cost is a \$50 deposit that we keep until you return in the fall and pick up your items

-There is no limit to the items you put into storage (within reason)

-Will need to show proof of address on ID or plane ticket home

If you live less than 500 miles away

-The cost is \$25 PER item stored in storage

-There is a 3 item LIMIT

-You DO NOT receive your money back when you pick up your items

Instructions for Pick Up of items in the Fall

1. Storage pick up will take place on Sunday before classes begin from 1pm until 5pm at each residence hall
2. Text the appropriate RD to coordinate a time during storage day to get your items from storage
3. Bring enough friends to help remove your items from storage

Sign paperwork that you've received your items (and deposit, if applicable)

If Your Room Needs Repairs

Requests for work to be done in the areas of building maintenance, housekeeping, or grounds may be made by completing a work request with your Resident Assistant. The RA will report the request to the RD or fill out an online work request form. Please report every work request immediately upon discovery, which will allow the University the best opportunity to act as good stewards of our facilities.

Telephone

Phone service can be provided per student's request. Your use of the campus phones is subject to all federal, state and/or local regulations. Persons making obscene, nuisance, or prank calls may be subject to civil or criminal charges as well as to University discipline.

Bikes, Motorcycles, and Cars

All resident students are permitted to have bikes, cars, or motorcycles on campus. Bicycles must be stored in the racks outside of the residence halls or in your room. They may not be left in hallways, stairwells, or common areas of the building. Motorcycles, or any other vehicles with fuel powered Engines may not be stored in any campus buildings or on porch/covered patio areas. Parking for your car must be in an appropriate space, and you are responsible for all tickets on your vehicle, whether or not you are the one who parked it there.

Please refer to the Student Handbook and the Parking Regulations from the Campus Safety Office for parking and registration information.

Insurance

Because of the prohibitive cost of insurance to cover vandalism, theft, or any damage of your personal property, Judson University does not provide such coverage. If you desire insurance to cover clothes, computer, stereo, or other valuables, we suggest you contact your family's insurance broker, or seek coverage through your family's homeowner's insurance program.

Campus Safety and Judson ID Card

You will be issued a Judson ID card at the beginning of your first semester's enrollment. This card is meant to last from year to year. You are expected to carry your Judson ID with you at all times while on campus, and to present it to university, security, or law enforcement personnel upon request.

Students need their card for entrance into the dining hall. The card is also used for all college related business and activities including: chapel attendance, library usage, admission to athletic events, and other university events.

All cards reported lost or stolen will be deactivated immediately upon notification, blocking any unauthorized use of the account or access to other features. The Registrars Office is not responsible for any transactions made by a lost or stolen card.

All lost, stolen, or damaged cards must be replaced. Damaged cards include but are not limited to all broken, mangled, bent, and/or defaced IDs. There is an ID replacement fee.

In an attempt to provide a safe and secure campus, residence halls remain locked 24 hours a day with limited entry doors, and are only accessible by use of one's keycard. Visitors to campus will not have access to residence halls unless admitted by a student or staff member. Please ask visitors to notify you in advance if they are coming so that you will be able to let them in. It is essential that you help us take precautions to avoid unfortunate incidents with unwelcome campus visitors. We urge you to keep watch on each other's vehicles and personal possessions.

University maintenance workers wear uniforms while working in residence areas so that they are identifiable to students. All university personnel are expected to announce themselves prior to entering the residence areas of the other gender, and will leave a sign on the door to notify residents of their presence. Non-university staff (outside contractors, for example) will ordinarily be accompanied by University personnel when they enter residence facilities.

Personal Safety Guidelines

As a campus community, it is essential that every individual student think of not only himself or herself, but also the safety of all. Each individual on this campus must at all times maintain a safe and orderly environment to ensure safety for others, even if he or she does not think that his or her own personal preferences require it.

We live in a broken world where dangers still exist, and the best practice is to place yourself in safe situations. Please observe the following safety practices:

Around Campus

1. Run or exercise with someone you know.
2. Stay away from isolated areas and poorly lit areas at night.
3. Do not carry large amounts of cash.
4. Do not walk unescorted at night.

In Your Room

1. Keep your door locked when you're alone.
2. Lock your door when you go to bed.
3. Lock your door when you leave the room.
4. Hide valuables (including money). We highly recommend a bank account.

For Your Possessions

1. Engrave valuables with an ID number.
2. Lock your car or bicycle.
3. Record brand name, model type, and serial number of valuables and keep the list in a safe place.
4. Register your bike with Campus Safety

Reporting Procedure

1. In any life threatening or serious medical emergencies, call 911 and then notify Campus Safety.
2. Let the Campus Safety Office know about any crime or security violations.
3. Report suspicious persons and activities to a security officer, RA or RD.
4. Carry your student ID card at all times.

Sites Off Limits

Campus building roofs are totally off limits to students for any purpose. Fire escapes and emergency exits are only to be used for their intended purpose. Entering Tyler Creek and the pond is prohibited. Because of the safety risk involved in such actions, the University will enforce a fine for those violating these policies.

Grounds Usage

Use of the general campus for extracurricular activity should be governed by Christ-like character, care for the community as a whole, good taste, discreet behavior, and additional consideration for your fellow students, and for those who maintain the buildings and grounds of this campus. Treat this campus with the same or better care you give to your own or your family's property.

Grounds personnel work very hard to maintain an attractive campus. We urge you to use the sidewalks rather than walking across the grass when going from place to place. Driving on grass areas is not permitted at the university. Please avoid dropping trash on campus, or just "near" a garbage can. Please make sure it goes in.

Students should skate (rollerblade, skateboard, etc.) only on sidewalks and roadways at their own risk. Due to liability concerns, ramps and other skate structures are forbidden on campus.

Section 3

Information Technology

Policy Objective

Information Technology strives to provide campus technology resources to support the necessary and appropriate needs of Staff, Faculty, and Students.

Usage Guidelines

The usage guidelines below outline the proper usage of campus technology resources. Violation of any of these guidelines can result in the termination of user account, network privileges, and/or any applicable disciplinary actions as outlined by the University's Faculty, Staff, and Student policy handbooks.

Inappropriate Usage

- Any illegal transfer of copyrighted materials.
- Browsing of sites that offer or promote materials that violate the ethical, professional, and Christian ideals covered in the Faculty, Staff, and Student Policy Handbooks.
- The improper and/or excessive use of campus networking resources for the purpose(s) of promoting, soliciting, or operating an Internet or traditionally based business that deals in either legal or illegal goods or services.
- The introduction of non-standard or non-approved networking equipment or practices into the University environment. (Including routers, switches, hubs, etc.)
- Any interaction using campus technology resources that is deemed inappropriate by the Leadership Team or other campus administrators. (Bullying, etc.)
- Theft or vandalism of any physical hardware that is Judson-owned. (Including, but not limited to, monitors, keyboards, mice, CPUs, cabling, switches, access points, wall ports, telephones, etc.)

Copyrighted Materials

Judson University does not condone, or in any way support, the illegal copying or distribution of any copyrighted materials. These activities constitute theft, and as such, will not be tolerated in any form or for any reason. Any individual who knowingly or willfully violates this policy, or aids another individual in the violation of this policy, will be subject to the full and complete disciplinary actions documented under the campus' standard policy guidelines.

Right of Censorship

While recognizing the value of differing opinions and respectful dialogue in the academic process, the university reserves the right to censor information published, distributed on campus, or made available to the student body. This is to ensure that both the materials distributed and the means of distribution are consistent with the Judson University Faith Identity Statement and Community Standards.

Internet Content Filtering

Judson University's Internet has content filtering. Filtering may be imposed on Internet sites that contain:

- Offensive sexual content, photos, or art that depict the human body in a demeaning, non-God honoring, or inappropriate manner.
- Hate language or materials that are deemed offensive to a given race, ethnic group, or gender.
- Gambling or other types of gaming activities.
- Access to torrent websites, which provide access to pirated software, music, movies, and copyrighted materials.

Advisory Concerning Online Publishing

Students are reminded that any content published on the internet on social media outlets, blogs, forums, etc. are public information. The content published on these that describe or document behavior that are brought to the attention of the University and which reasonably suggest that behavior violating University policy has taken place is subject to further investigation and verification. Any University policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action.

Student Judicial Code

INTRODUCTION

The Christian ethic demands a willingness to recognize and accept persons in their individuality; it also affirms the social dimension of our existence. A socially responsible community, therefore, must determine the structure within which individual freedom may flourish but not become so self-centered that the resulting environment finally destroys the very freedom it was intended to support. Judson University believes that the Christian ethic is best served in an atmosphere of personal self-discipline, guided by the principle of -concern for others, and reinforced by a structure which represents appropriate limitations. The student acknowledges the existence of such limitations and accepts responsibility for the consequences of his or her actions whenever they go beyond the necessary limitations. In some cases, this will mean a judicial hearing on specific charges. It is also understood, however, that a student whose behavior clearly indicates an incompatibility with the -philosophy of this institution may be counseled to leave this community for another more suited to his or her needs. Students are citizens of many communities besides Judson University (city, county, state and nation.) Certain types of misconduct may be subject to concurrent jurisdiction of, and the imposition of a sanction by both the University and civil authorities. It is the right and duty of the University as an institution with a past and a future, as well as a present, to enunciate those continuing expectations for its students, which it has derived from its philosophy.

Community Lifestyle Expectations

Judson University is a Christian educational community, and communities function best when their members understand and abide by established standards of lifestyle and conduct -followed not by force of others but out of each individual's willingness to take -personal responsibility for the well being of this community.

Judson University adheres to certain biblical principles as men and women in pursuit of both academic excellence and Christian ideals and values, and our personal conduct should reflect this pursuit (2 Tim. 2:15; Col. 3:12-17). Judson University has the responsibility of maintaining an environment conducive to learning and Christ-centered community living, and, therefore, reserves the right to discipline any student whose behavior is inimical to its purpose and standards.

Community Standards of Judson University

We, at Judson University, do not wish to be conformed to the standards of this world, but pray to be transformed by the renewing of our minds. Therefore, for the advancement of the Kingdom of God and well-being of the Judson University community, we pledge -ourselves to strive to embody the fruit of the Spirit as listed in Galatians 5:22-23.

Love - We will seek for others what we desire for ourselves.

Joy - We will cultivate a deep sense of contentment in every situation.

Peace - We will exhibit the serenity that comes from our awareness of God's presence.

Patience - We will show tolerance when events or individuals behave contrary to our -expectations.

Kindness - We will balance clear standards with generosity of spirit.

Goodness - We will strive to live morally upright lives in relation to God and others.

Gentleness - We will be submissive, teachable and warm in spirit.

Self-control - We will channel our desires and energies into biblically acceptable expressions. We humbly ask God to supply through His Holy Spirit, the power and the will to attain these goals.

Conduct Guidelines

The Student Development Office asks students, as members of the Judson community, to take personal responsibility for the following areas:

1. The spirit of honesty, integrity, and fair play-respecting the rights of others-is expected.
2. Any form of sexual immorality-including but not limited to pre-marital sex, cohabitation, homosexual behavior, and the use of pornography-is prohibited.
3. The use of hallucinogenic drugs and substances (including marijuana) or narcotics not authorized by a physician is forbidden. Under no circumstances is the use, possession, or distribution of the above allowed on or away from campus.
4. The use of tobacco products is prohibited on campus, in campus-approved housing or at University-related activities. Tobacco products may not be stored in Judson Housing facilities.
5. The use of alcoholic beverages and/or simulated alcoholic beverages is not allowed on campus, in campus-approved housing, in privately owned vehicles located on campus, or at University-related activities.
6. Social dancing on campus or at any University-related activity follows structured standards, which can be found on file in the Student Development Office. Guidelines for social dancing include:
 - 3 dances per year.
 - Dances will be chaperoned by a sufficient number of JU staff and faculty.
 - Music selections and style of dance selections approved by the Student Development staff.
7. Profanity and obscene behavior will not be accepted.
8. Compliance with local, state, and federal laws is required.
9. Assaulting, harassing, or endangering in any manner the health and safety of any person is prohibited.
10. Compliance with regulations in the Student Handbook and with the directions of University personnel is expected.

Work Hours Agreement and Procedures

All work hours go through Coordinator of Student Services in Student Development, who will assign you to a work location.

Work hours are only considered *completed* if the Work Hours Log is turned into the Coordinator of Student Services by assigned date.

All work hours will be completed through the Dining Hall or Aramark.

If hours are not completed by assigned date and turned into the Coordinator of Student Services, the hours will be doubled, and a choice will be offered to the student: the doubled hours can be worked off in the amount of time originally given, or hours can be paid by the student, charged at minimum wage per hour owed. This choice will only be offered once. If the student does not complete the assigned and doubled hours, a fine will automatically be applied.

No work hours can be worked in the last two weeks of classes. If the student in question is graduating, the hours will be billed to him/her. If they are returning, the hours can be worked at the beginning of the next semester.

If you schedule work at your assigned location and do not show up, 5 hours will be added to your total.

If a second occurrence of not working scheduled hour(s), the hours will be doubled and you lose the right to work them off. The hours will then be charged to you as outlined above.

If the student receiving the work hours is a student leader, the hours given will be doubled to reflect their higher sense of responsibility to the Judson Community.

Relationship with Parents

Judson University recognizes the legitimate interest of parents and guardians to consult with professional staff about the academic and personal well-being of their sons and daughters. This consultation will be carried out consistent with the basic policy on student records, except that records of students 18 years of age and over will not be released without the signed release of the student. At the discretion of the University, student records may be released if the parent(s) submits a notarized statement that the student is listed as a dependent on income tax returns.

For instances of local, state, or federal law infractions, parents may be notified.

Off-Campus Expectations and Incidents Involving Judson Students

Judson University reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community and its students. It may become necessary for the University to take appropriate action as a result of student incidents off-campus that are

contrary to the University's mission or that affect the ability of students to function well in the University community, at University sponsored events, and/or in educational settings.

In the event of complaints from the community, citizens, or agencies, the University will cooperate fully with local authorities in performance of their duties. Authority for deciding what off campus incidents may affect on campus environment is vested in the Dean of Students, at which time he/she may charge the student with a violation of the Judicial Code, wait until an investigation is done, or choose not to pursue charges in the University discipline system. Students involved in criminal or civil proceedings could also be charged in the Judson University Judicial Code.

Sexual Misconduct Policy

Scope

This policy applies to all visitors, students, staff, and faculty members at Judson University, including contracted employees.

Definition of Sexual Harassment

Sexual harassment-including but not limited to unwelcome or nonconsensual sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature that is unsolicited-is prohibited by law and will not be tolerated at Judson University. Sexual harassment may occur as sexual comments or advances, invasion of sexual privacy, intimidation, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, sexually-based stalking, sexual exploitation, pinching or physical abuse or assault.

Sexual harassment and/or assault that occurs off-campus shall be investigated and dealt with by Judson University if it creates a hostile environment on-campus for the victim or others.

In addition to the previously-mentioned examples, an incident may constitute sexual harassment if it meets any of the following criteria:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment.

The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:

1. The frequency of the conduct;
2. The nature and severity of the conduct;
3. Whether the conduct was physically threatening;
4. Whether the conduct was humiliating;
5. The effect of the conduct on the victim's mental or emotional state;
6. Whether the conduct was directed at more than one person;
7. Whether the conduct arose in the context of other discriminatory conduct;
8. Whether the conduct unreasonably interfered with the victim's educational or work performance;

Sexual harassment may include incidents between any members of the University community, including faculty and other academic appointees, staff, coaches, students, and non-student or non-employee participants in University programs, such as vendors, contractors and visitors. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.

Sexual Violence

Sexual violence, including sexual assault, sexual battery, sexual abuse and sexual coercion, is criminal activity and is prohibited by law.

Sexual assault is defined as any sexual act directed against another person—forcibly and/or against that person's will or not forcibly or against that person's will—where the victim is incapable of giving consent.

Consent is a freely given agreement to sexual activity. Consent is informed, voluntary, active, clear, and given for each activity.

A person's lack of verbal or physical resistance or submission resulting from the use of threat of force does not constitute consent. A person's manner of dress does not constitute consent. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. A person can withdraw consent at any time.

Additionally, a person cannot consent to sexual activity if he or she is unable to understand the nature of the activity or give knowing consent due to the following circumstances:

- The person is incapacitated due to the use of influence of alcohol or drugs.
- The person is asleep or unconscious.
- The person is under age.
- The person has a mental disability.

Sexual assault includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of unlawful, non-forcible sexual intercourse; they include incest and statutory rape. Judson University will not tolerate this form of behavior and will take all reported cases of sexual assault seriously.

Persons who have experienced sexual assault are advised to refrain from washing, changing clothes, using the toilet, douching or otherwise disturbing the scene of the crime so as to preserve as much evidence as possible, and should contact Campus Safety immediately. Campus Safety will assist the victim with notifying police as well as preserving evidence, and will report the incident to the University so it may be investigated.

Reporting Sexual Misconduct

If the survivor of a sexual misconduct incident wishes for the matter to be held confidential, such that a University investigation does not occur, the individual may speak with a professional or pastoral counselor, or a designated confidential advisor as these individuals are not required by law to report identifying information regarding an allegation of sexual misconduct to the University.

If you are from the Elgin campus and wish to speak to a confidential advisor, please contact the Elgin Community Crisis Center 24/7 at 847-742-2380.

If you are from the Rockford campus and wish to speak to a confidential advisor, you may contact Rockford Sexual Assault Counseling, Inc. 24/7 at 815-636-9611.

Survivors are encouraged to speak to University officials to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The university considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Judson University “responsible employees” as defined above shall report any alleged or suspected incidents of sexual harassment or assault to any of the following University officials:

- President
- Provost
- Associate Vice President of Student Development
- Director of Campus Safety/Title IX Compliance Coordinator
- Deputy Title IX Coordinator(s)

Any of the above designated University officials who receives a complaint or report of sexual harassment, assault or discrimination shall immediately notify the Title IX coordinator.

Survivor's Rights

As a survivor of sexual violence, domestic violence, stalking, or harassment you have the right to report or not report the incident to Judson University and/or local police. If you would like assistance with notifying local police, the Judson University Title IX coordinator will provide you with this assistance.

Reporting sexual violence, domestic violence, stalking or sexual harassment to a dean, administrator, Title IX coordinator, coach, resident director, professor or supervisor would be considered "official notice" to Judson University and would legally obligate Judson University to investigate the allegations.

If you would like to talk to someone confidentially about options and resources available to survivors of sexual assault without reporting the incident to Judson University, you may contact any of the following services at no cost to you 24 hours a day:

- Community Crisis Center
PO Box 1390
Elgin, IL
847-697-2380 (24/7 crisis hotline)
crisiscenter.org
- Rockford Sexual Assault Counseling, Inc.
4990 E State Street
Rockford, IL 61108
815-636-9811 (24/7 crisis hotline)
<http://www.rsaconline.org/>

To obtain a medical forensic examination at no cost to you, contact either of the following facilities:

Sherman Hospital
1425 N. Randall Road
Elgin, IL 60123
847-742-9800
www.shermanhealth.com

Rockford Memorial Hospital
2400 N Rockton Avenue
Rockford, IL
815-971-5000
<http://www.rockfordhealthsystem.org/rockford-memorial-hospital>

Judson University will also assist survivors of sexual violence, domestic violence and stalking with changing campus housing, campus work arrangements, class schedules, and obtaining and enforcing orders of protection or civil no contact orders on campus as necessary. Judson University will also provide survivors with assistance obtaining campus counseling services.

Investigating Claims of Sexual Misconduct

The Title IX coordinator shall bear responsibility for initially investigating the circumstances of the alleged offense to the extent necessary to make a determination as to whether the allegations could constitute a violation of the Judson University Sexual Misconduct Policy. This includes fact-finding, collecting and documenting evidence and interviewing witnesses including the complainant and respondent.

Romantic or consensual sexual relationships or incidents that do not meet the definition of sexual harassment or assault may still constitute a violation of Judson University policies, and would be referred to the Vice President having jurisdiction over the persons involved.

The investigation shall be conducted as follows:

- a. The Title IX coordinator shall assign a Title IX investigator(s) to contact the complainant and the respondent for an initial interview after receiving notification of a potential violation of the Policy. The Title IX investigator shall provide the complainant, once identified, with a copy of their rights as a survivor.
- b. After determining if merit exists for a formal investigation into an incident, a statement of charges in writing will be presented within seven business days by the Title IX coordinator to both the complainant and respondent in all cases of alleged sexual assault or harassment.
- c. The option for voluntary, informal mediation of some types of sexual harassment claims may be made available to the complainant. The complainant may choose to end this process at any time and proceed with a formal investigation. This type of mediation will not be used to resolve allegations of sexual violence.

- d. If an incident is under investigation by law enforcement, Judson University shall still conduct its own independent investigation without delay.
- e. In all incidents where it is suspected that a crime has been committed as defined by federal, state or local law, the Title IX coordinator shall assist the survivor with notifying local law enforcement if requested.
- f. Judson University may take immediate, interim steps to prevent any continuance of a hostile environment for the complainant to include changes in living, work or academic arrangements, as possible. Judson University reserves the right to suspend or place on administrative leave any community member accused of violating the Interim Sexual Misconduct Policy, pending the outcome of the investigation.
- g. The investigation will be led by the Title IX coordinator or other designated, trained investigator(s).
- h. A hearing shall be conducted as part of the University's investigation into sexual misconduct, and shall be chaired by the Associate Vice President of Student Development. To avoid any potential conflicts of interest, notice shall be sent to both the complainant and respondent of the composition of the hearing committee prior to contact between the hearing committee and the accuser or accused.
- i. During the hearing, both complainant and respondent shall have equal rights to present witnesses, have an advisor present, and shall also have similar access to the same information. To avoid potential intimidation, the respondent may not cross-examine or question their accuser directly during the investigation, but may submit questions to the hearing committee chair who will pose questions deemed relevant.
- j. Guilt shall be determined based on the "preponderance of evidence" standard, meaning an incident more likely than not occurred, as opposed to the "beyond a reasonable doubt" standard.
- k. The entire investigation process including notice of outcome shall be conducted within 60 days of the University being notified of the allegations, and both complainant and respondent shall be notified in writing of the outcome of the investigation.
- l. Any student found guilty of sexual harassment or sexual assault faces disciplinary sanctions up to dismissal and expulsion. Likewise any employee of the University found

guilty of sexual harassment or sexual assault shall face sanctions up to termination of employment.

- m. Following notification of the outcome of the investigation, either party may file an appeal within five business days to the University President. The President shall select two appointees to consider appeals only on the basis of: (i) procedural error, or (ii) inappropriate sanction. Substantive judgments of the original investigative team will not be revisited. Notification to the parties of the appeal decision will be made within seven days of the finding.

Retaliation Against Survivors

Judson University supports survivors of sexual misconduct. Any retaliation against survivors or witnesses for making a report in good faith or otherwise supporting the complaint-resolution process will not be tolerated.

Survivors of sexual violence will not receive disciplinary sanctions for minor student conduct violations related to the reported incident, such as alcohol consumption or premarital sex.

Bystander Intervention

Appropriate bystander intervention can reduce incidents of sexual misconduct and mitigate negative effects. Intervention techniques include:

- Respecting another person's right to say no to a sexual encounter. Someone who is intoxicated or unconscious cannot consent to a sexual encounter.
- Speaking up against false comments or jokes about sexual assault or harassment. Be honest and direct.
- Getting help from others, including calling the police when a situation gets serious. Keep yourself safe.

Other Resources

Services available off-campus in the Elgin area include:

- Elgin Police Department (911)
- The Community Crisis Center (847-697-2380)

- Sherman Hospital (847-742-9800)
- St. Joseph Hospital (847-695-3200)

For Rockford, off-campus agencies include:

- Rockford Police Department (911)
- Rockford Sexual Assault Counseling, Inc. (815-636-9811)
- Rockford Memorial Hospital (815-971-5000)

For more information on sexual discrimination, harassment or assault, or to inquire about Title IX, please contact the Title IX coordinator:

*Nick Salzmann
1151 N. State Street
Elgin, IL 60123
847-628-2492
nsalzmann@judsonu.edu*

Section One: Code Authority

1.00 In accordance with the charter of Judson University and the bylaws of the Board of Trustees, the President of the University has final responsibility and authority for the discipline of all students of the University. The President delegates disciplinary matters to the Vice President of Student Development who will participate in all disciplinary proceedings. The Associate Dean of Students serves as the administrator of the Judson University Judicial Code and as the primary investigator of misconduct. The Presidential appeal process is outlined in 8.35 of this code.

Section Two: Definitions

2.10 When used in this code, the term “University” means Judson University.

2.20 The term “student” means any person (including adult education students) registered for enrollment in any university course; or any person enrolled in a University course at the time of the alleged violation of this code; or any person on the University premises or University-related premises for any purpose related to registration for enrollment.

2.30 The term “designated University official” means any person employed by the University and/or authorized by the University to act in a prescribed manner of accordance with the bylaws and actions of the Board of Trustees of Judson University or the policies of the faculty and administrative staff.

2.40 The term “student organization” means a group or association of students which has complied with the requirements of approval.

2.50 The term “University property” means all property owned, leased, or loaned to the University permanently or temporarily.

2.60 The term “University document” means any University record, written communication, policy, or form.

2.70 The term “member of the University community” means any student, faculty member, University official, or employee of the University (including those who work for companies whose services are contracted by the University).

2.80 The term “University premises or University-related premises” means all land, buildings and facilities owned, leased or controlled by the University.

2.90 The term “dependent student” means a student who is claimed as a dependent for income tax purposes.

Section Three: Statement of Rights

3.10 The University affirms the right of each student to be free from discrimination based on race, color, national origin, religion, political views, gender, age, disabilities, or marital status.

3.20 The University affirms the right of each student to conduct research and to publish, discuss, and exchange findings and recommendations, although the University may declare rules and regulations related thereto.

3.30 Students shall have the right to elect a democratic student government in accordance with the administration’s grant of powers.

3.40 Each student shall have the right to petition the University through the Associate Dean of Students for redress of grievances, amendment of University regulations, and modification of University policies related to student life.

3.50 The University recognizes each student’s right of privacy guaranteed by law.

3.60 Students shall be secure in their persons, living quarters, papers, vehicles, and effects from unreasonable or unauthorized searches and seizures. Only the Associate Dean of Students may authorize, with reasonable cause, search of students’ living quarters or vehicles. Student cooperation is expected should residence hall staff or other University officials request search of specific areas (e.g., the refrigerator, closet, etc.).

3.70 The University affirms the value of students as members of appropriate University committees.

3.80 The University recognizes each student’s right to freedom of speech, press, and assembly.

3.90 These rights shall not be construed to deny or disparage other rights of students both as members of the University community and citizens of the United States.

Section Four: Sanctions

4.00 The following sanctions may be imposed upon students:

4.10 Warning.

A warning is a verbal or written admonition for an infraction of policy, rule or regulation issued by a designated University official (the accused may make a request of interpretation of policy, rule or regulation to the Associate Dean of Students).

4.20 Restitution.

Restitution is reimbursement for damage to, destruction of, or misappropriation of University property resulting from conduct in violation of University regulations.

4.30 Fine.

A fine is a financial charge assessed for an infraction of policy, rule or regulation by a designated University official.

4.40 Educational/Community Service Activities.

Educational/Community Service activities are required activities specifically designed to enhance understanding of an infraction and its impact on the community (e.g.; reading prescribed material; viewing videos, films, etc.; interviewing professionals involved in certain vocations; performing community service; writing reports; or other sanctions determined to have educational value).

4.50 Disciplinary Probation.

Disciplinary Probation represents a tenuous position or classification as a student and serves as a notice that further violation of campus policies, rules, or regulation may result in suspension or dismissal.

4.60 Strict Disciplinary Probation.

Strict disciplinary probation represents an extremely tenuous position or classification as a student and serves as notice that further violation of campus policies, rules or regulations will likely result in suspension or dismissal. Strict disciplinary probation may include ineligibility for co-curricular activities, loss of vehicle privileges, ineligibility for financial aid, and/or other sanctions.

4.70 Suspension.

Suspension is withdrawal of registration privileges for a specific (or indefinite) period of time. During suspension a student may not be present on campus, attend any class or participate in any University-related activity. Academic work missed as a result of suspension may not be completed prior to, during, or after the stated period of suspension.

4.80 Dismissal.

Dismissal is cancellation of registration. The student is ineligible to continue at the University. Dismissal is usually for not less than one full semester following the effective date thereof. There is no reduction of charges to a student dismissed, and, usually, the student is required to fulfill certain conditions in order to be readmitted.

4.90 Expulsion.

Expulsion is permanent dismissal from the university. There is no reduction of charges of a student who is expelled.

4.99 Other Sanctions.

Unless otherwise provided in this code, authorized staff, judicial bodies, residence hall staff, student government, or student organizations may establish additional rules of conduct for students subject to their jurisdiction and may establish other appropriate sanctions to regulate conduct.

Section Five: Conduct Expectations

5.10 A student who is found guilty for the first time of any of the following acts shall be subject to the maximum sanction of Strict Disciplinary Probation. A student who is found guilty of any of the following acts for a second or third time shall be subject to the maximum sanction of suspension or dismissal respectively.

5.11 Violation of Published Rules.

These shall include violation of published rules governing conduct in the residence halls or dining hall; conduct in off-campus student residences; conduct on University premises or University-related premises; conduct in chapel, or sponsorship of off-campus activities. This excludes rules with specifically stated consequences.

5.12 Tobacco.

Students are expected to refrain from the possession and use of any smoking materials or products (including but not limited to cigarettes, cigars, pipes, chewing tobacco, hookah and e-cigarettes) while on campus at Judson University.

This includes use of tobacco in any form (smoking or chewing tobacco/snuff) on the University premises, University-related premises, or while participating in University-related activities; the open display of tobacco in any form, and/or -evidence of use of tobacco on University premises. Tobacco products may not be stored in Judson housing facilities.

5.13 Dancing.

This includes advertising for, participation in, and/or sponsorship of social dancing on University premises or within the campus community, including university-related events and activities such as field trips and organized tours on or off campus.

5.14 Profanity.

This includes use of vulgar or obscene language on University premises, University-related premises, or while participating in University-related activities.

5.15 Gambling.

This includes playing a game for money or for something of value; selling, bartering, or disposing of a ticket (except where purchase is required to provide some service or activity);

or participation in a scheme where the reward/prize is strictly based on chance, by whatever name, on University premises or University-related -premises.

5.16 Pornography.

This includes the use of pornography in any form (magazines, videos, Internet sites, phone sex, and “cybersex,” etc.) on the University premises, University-related premises, or while participating in University-related activities. Internet pornography is monitored by Tech Services and suspected violations are sent to the Assistant Dean of Students.

5.17 Sales and Solicitation.

This includes sale or solicitation on University premises or University-related premises unless approved by the Advancement Office in conjunction with the Dean of Students.

5.18 Fireworks and Projectile Devices.

This includes the possession or use of illegal fireworks or projectile devices on University premises or University-related premises.

5.19 Motor Vehicle Regulations.

This includes violation of published policies and rules (see Motor Vehicle Regulations available in the Office of Campus Safety or in the Student Handbook).

5.20 A student who is found guilty for the first time of any of the following acts shall be subject to the MAXIMUM SANCTION OF SUSPENSION or a lesser sanction authorized by this Code. A student who is found guilty of any of the following acts for a second or third time shall be subject to the maximum sanction of -dismissal or expulsion respectively.

5.21 Illegal Substances

This includes the possession or use of non-prescription drugs, barbiturates, -hallucinogens, marijuana, steroids, and amphetamines, including every other substance not chemically distinguishable from them, except as authorized by law.

The university reserves the right to request drug testing of our students. If a student tests positive to the drug test, the university may suspend that student. If the student returns to the university following suspension, he/she may be required to submit to random drug testing.

5.22 Alcoholic Beverages.

This includes possession or use of alcohol in any form (beer, wine, liquor, etc.) or simulated alcoholic beverages (“near beer”) on the University campus, in University-owned facilities, in approved or non-approved off-campus housing or commuter housing, in privately owned vehicles located on campus, and/or while participating in activities sponsored by the University (field trips, organized tours, athletic events, internships, etc.). In addition, creating a disturbance on campus (even the smell of alcohol on the breath) because of possession or use of alcohol or simulated alcoholic beverages; and contributing to the use

of alcohol by other University students by providing the -substance and/or place for consumption is also prohibited.

The Director of Campus Safety, with approval granted by the Dean of Students, may use an alco-test to determine alcohol use. A positive alco-test will serve as evidence of possession and consumption. Refusal to take an alco-test when accused of alcohol use and denying such use will be construed to be evidence of guilt.

5.23 Unauthorized Making of Keys.

This includes knowingly using, making, or causing to be made any key or keys for any building, laboratory, facility, or room of the University, except as authorized by the University.

5.24 Misuse of University Documents.

This includes forging, transferring, altering or otherwise misusing any University student identification card or other form of University document or record.

5.25 Misuse of University Telephones and Network Services.

This includes charging any local or long distance call or telegraph message to a telephone on University premises or University-related premises except with authorization; tampering with hard-wired equipment or unauthorized adoption of residence hall room phone for use with personal equipment; and violation of Judson University Student Telephone Services policies and procedures.

5.26 Illegal Acts.

This includes violation of local, state or federal laws.

5.27 Fraternalization/Visitation in Residence Hall[s].

This includes being in the room of a member of the opposite sex during non-visitation hours and having a member of the opposite sex in your room -during non-visitation hours. The latter applies to opposite sex visitors including siblings as well as Judson students. Family members are permitted with prior permission from the Resident Director.

5.30 A student who is found guilty for the first time of any of the following acts shall be subject to the MAXIMUM SANCTION OF DISMISSAL or a lesser sanction authorized by this Code. A student who is found guilty of any of the following acts for a second time shall be subject to the maximum sanction of expulsion.

5.31 Academic Misconduct.

This includes but is not limited to plagiarism and dishonest practices in -connection with examinations of any kind.

5.32 Disruption.

This includes purposeful disruption of any kind of authorized University activity.

5.33 Threat of Bodily Harm.

This includes threatening the use of force to inflict bodily harm on another -individual.

5.34 Acts of Discrimination/Intimidation.

This includes any behavior-verbal, physical or written-that discriminates against, intimidates, or victimizes an individual or group.

5.35 Forcible or Illegal Entry into a University Facility.

This includes forcibly breaking into or illegally entering any building, structure or facility on University premises or University-related premises, or entering any faculty or staff office without official authorization.

5.36 False Reporting of an Emergency.

This includes the intentional making of a false report of a bomb, fire or other emergency in any building, structure or facility on University premises or University-related premises by means of activating a fire alarm or in any other manner (including misuse of the emergency 911 number or non-emergency 311 number).

5.37 Sexual Misconduct.

This includes violation of campus standards related to sexual behavior (e.g., -premarital sexual relations, actions of a homosexual nature, premarital -cohabitation, sexual experimentation, and sexual conduct believed to be not in keeping with University standards).

5.38 Furnishing False Information.

This includes knowingly furnishing false written or oral information (lying) to a University official.

5.39 Misuse of Computers.

This includes inappropriate e-mail responses or messages, inappropriate Internet usage or web sites, visitation, or unapproved software installation.

5.40 A student found guilty of any of the following acts may be subject to the MAXIMUM SANCTION OF EXPULSION or a lesser sanction authorized by this code.

5.41 Sale of Illegal Substances.

This includes the sale of non-prescription drugs, barbiturates, hallucinogens, marijuana, steroids, and amphetamines, including every other substance not chemically distinguishable from them, except as authorized by law.

5.42 Misuse of University Records.

This includes accessing and/or manipulating any University records without official authorization.

5.43 Infliction of Bodily Harm.

This includes intentionally inflicting harm on any person; intentionally taking any action for the purpose of inflicting bodily harm upon any person; or taking any action with reckless disregard that bodily harm could result upon any person.

5.44 Destruction of Property.

This includes the intentional damaging, destroying or defacing of University property or the property of any member of the University community.

5.45 Theft of Property.

This includes theft of University property or the property of any person who is on University premises or University-related premises.

5.46 Hazing/Harassing/Libel/Slander.

This includes commission of any act, or conspiring to commit any act that injures, degrades, disgraces or tends to injure, frighten, degrade, or disgrace any person (including the making of annoying, obscene or malicious phone calls).

5.47 Obscene or Malicious Messages.

This includes annoying, obscene, or malicious messages via voice mail, e-mail, electronic postings, instant mail, the Campus Post Office, or any other form of communication.

5.48 Unauthorized Alteration or Use of Emergency Safety Equipment.

This includes unauthorized use or alteration of firefighting equipment, safety devices, exit signs, or other emergency safety equipment.

5.49 Felonies.

This includes conviction for commission of a felony. (A felony is a criminal act punishable by imprisonment for one year or more. Definitions may vary from state to state.)

5.50 Firearms.

This includes possession, use or sale of a firearm of any description in University residence halls or on any other area of the University premises or University-related premises.

5.51 Dangerous Weapons Other Than Firearms.

This includes possession, use or sale of any item considered (legally) to be dangerous or any item that could be used in a dangerous way.

5.52 Sexual Assault, Sexual Battery, or Sexual Harassment.

This includes the commission of any sexual act toward another person that is defined as assault, battery or harassment. Policy definition is available upon request through the Student Development Office.

5.53 Contempt.

This includes failure to cooperate with the judicial process prior to, during or after the investigation and hearing; or failure to comply with the sanctions imposed.

5.54 Repetition of Misconduct.

A student who has been found guilty of violating any Judson University regulation resulting in disciplinary action being taken and is found guilty again of violating the same or any other regulation shall be subject to the maximum sanction of expulsion.

5.55 Intent of Severe Misconduct

This includes the intent of a student to commit any of the acts listed in the Expulsion section, 5.40, of the Judicial Code.

Section Six: Interim Suspensions

6.0 Interim Suspensions

When the President of the University and the Dean of Students have reasonable cause to believe that a student has violated any of the provisions of Section Five of this code-and or, when there is a reasonable cause to believe that substantial risk of injury exists to any member of the University community or the University premises, University property or property of any member of the University community if the student remains on University premises or University-related premises or for some other reason believe it is in the best interest of the University and -students, the President, Provost, Dean of Students, or a designee may suspend a student for an interim period pending a hearing on the merits of the case in accordance with the provisions of this code.

6.10 Well being Policy

Judson University reserves the right to evaluate admission, continued enrollment, or re-admittance to any student whose presence at the University would endanger his or her health, safety, or welfare; or the health, safety, welfare and or the property or performance of the members of the campus community.

Such a student may be subject to special requirements or sanctions, including, but not limited to suspension or dismissal from the University, for actions not -otherwise covered in the Judicial Code.

In most cases, a thorough evaluation by appropriate medical and psychological professionals will be secured before a final decision is rendered. Some of the mental health professionals and organizations that Judson University works in -conjunction with are:

Judson University Health Center	847-628-2464
Susan Weber, Campus Nurse	847-628-2465
Dr. Mark J. Thompson, Physician Consultant	847-628-2465
Counseling Center-Rev. Elliott Anderson	847-628-5052

Section Seven: Judicial Structure

7.10 The following officers and/or judicial panels shall adjudicate issues of a student's conduct in violation of this code: Campus Judiciary, Dean of Students, Resident Directors, Resident Assistants, Director of Campus Safety or other University -officials designated by the President.

7.20 CAMPUS JUDICIARY

7.21 Jurisdiction.

7.211 The Campus Judiciary shall consider cases of code violation referred to it (by the Dean of Students) which occur on or off campus by individuals or groups.

7.212 The Campus Judiciary may hear appeals.

7.22 Composition.

7.221 The Campus Judiciary shall consist of eight members: two students (one man and one woman); two staff (one man and one woman); and four faculty (two men and two women, one of whom serves as the chairperson). Members of the Campus Judiciary should

not be directly responsible for the discipline decision that is now in appeal or be privy to any of the information or investigation, within reason, that has taken place up until this point.

7.23 Selection.

7.231 Two students are selected by the Associate Dean of Students and the JSO President and are approved by the Dean of Students.

7.232 Four faculty members are selected by the Provost/Chief Academic Officer or appointed by the Faculty Committee on Committees.

7.233 Two staff members are selected by the President of the University or his designee.

7.24 Eligibility.

7.241 Students shall be full-time sophomores, juniors or seniors with preceding semester and cumulative grade point averages of 2.50 or higher with no prior record of violations requiring disciplinary action. Faculty and staff shall have been employed by the University for at least a year.

Section Eight: Judicial Proceedings

8.01 Charges.

Anyone (in or out of the University community) may file charges with a designated University official (usually the Dean of Students) against any student or student organization for conduct believed to be in violation of this Code.

8.10 Investigation.

A University official, usually the Dean of Students, will investigate the charges and determine what action should be taken. The University official may elect to dismiss the charges, to determine that the conduct appears to be in violation of this Code, to take administrative action according to the charge, or to make referral to a University official or the Campus Judiciary for action.

8.20 Adjudicatory Proceedings

8.21 Misconduct related to residence hall infractions will usually be adjudicated by the residence hall staff. This will include investigating allegations, making -misconduct charges (if appropriate), determining innocence or guilt, and either dismissing charges or taking disciplinary action.

8.22 Misconduct related to more serious violations of residence hall regulations and/or other violations of this code will usually be adjudicated by the Dean of Students or another designated University official. This will include investigating allegations, making misconduct charges (if appropriate), determining innocence or guilt, and either dismissing the charges or taking disciplinary action.

8.23 The accused may present witnesses, written documentation, or other evidence during investigation, and must notify the investigator of the intended disclosure in advance.

8.24 Notification of disciplinary action, if any, shall be made to the accused promptly after a decision is made.

8.30 Appeals

8.31 Request for appeal of disciplinary action must be submitted in writing to the Dean of Students within two class days following notification of action.

8.32 Appeals will be considered only if there is new information related to the charges, evidence of bias or violation of rights, or if severity of disciplinary action is suspected.

8.33 The Campus Judiciary may serve to hear appeals. The Campus Judiciary Chairperson will review the original decision and all of the relevant records of the student's appeal and will determine if there are sufficient grounds for an appeal hearing. The chairperson may decide to hold a preliminary hearing to determine whether or not to allow the appeal and shall communicate his/her decision in writing to the student within five class days.

8.34 If an appeal hearing is granted, the student may have a member of the faculty or staff or another student present for the hearing. The University reserves the right to determine whether the hearing is public or private. Attorneys at law will not be allowed in the Judiciary process. Notification of the appeal hearing will be made in writing within three days of the hearing.

8.35 The Campus Judiciary does not conduct a rehearing but will consider only the record made by the Dean of Students. The Campus Judiciary may, at its own discretion, permit new written or oral statements from the concerned parties at the time the appeal is considered. The alternatives for the Campus Judiciary are as follows:

1. to sustain the recommended consequences;
2. to reverse the verdict; or
3. to remand it to the Vice President for Student Development (to reconsider the consequences, not the guilt or innocence).

All consequences and rulings applying to the student will remain in effect during the entire appeal process.

Statement of Non-Disciplinary Policy

Students struggling with difficult personal lifestyle choices which are not in keeping with the expectations and guidelines established by the University-including but not limited to: alcohol or drug dependency, sexual promiscuity or addiction, homosexual behavior, and pregnancy-who choose to seek help through the Student Development Office will not automatically be punished and will receive the full cooperation, counsel and support of its staff as needed. (The Student Development Office reserves the right to determine the level of need in each instance.)

If the behaviors are criminal in nature, certain legal responsibilities may be placed upon the University, in which case students might be culpable, but the University will work in conjunction with willing students to insure appropriate resolution and restitution. Students must be aware that consequences for their action may still be a part of the cooperation, counsel and support of the Student Development staff.