



JUDSON
UNIVERSITY

STUDENT HANDBOOK
2020/2021

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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

Judson University does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment or its programs and activities, including admission to Judson University, participation in all of its academic and co-curricular programs, eligibility for its various financial aid programs and all college services in compliance with all federal, state and local laws prohibiting such discrimination, including Title IX and its implementing regulations.

The following individual has been designated to handle inquiries regarding the application of Title IX and its implementing regulations to Judson University:

Nick Salzmann
Judson University
1151 N State St
Elgin, IL 60123
847-628-2492

The following individual has been designated to handle all other inquiries regarding this non-discrimination statement:

Curtis Sartor
Judson University
1151 N State St
Elgin, IL 60123
847-628-1017

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

STUDENT LIFE VISION, MISSION, & VALUES

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

Mission

We exist to support academic excellence and lead students towards the fullness of whom God has made them to be.

Values

The Gospel:: Jesus is our lead story

The gospel is at the core of everything we do. We recognize the need for redemption in our own lives and strive to lead a gospel centered movement that invites others into a redeeming relationship with Jesus. We will make multiple options available for students to grow in their faith, no matter where they are on their spiritual journey.

Holistic Development:: Development of the whole person

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:: The least and the last

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 privilege to empower and serve others with compassion and humility.

Relationships:: Life around the table

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

LIFESTYLE STATEMENT

Judson University Lifestyle Expectations and Conduct Guidelines

http://www.judsonu.edu/uploadedFiles/Judson_Public/Admissions/Undergraduate_Studies/Application_Information/Lifestyle%20Statement.pdf

SECTION ONE: STUDENT LIFE

CHAPEL

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 10:06 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 Life Office recognizes the value of varied worship experiences.

Hence, students can receive chapel credit for a handful of regularly scheduled activities throughout the semester. 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 the Dean of Student Academic Support Services in the Student Success Center for adjusted credit requirements.

CAMPUS FACILITIES AND SERVICES

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. 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.

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. Campus Safety 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. Please refrain from propping open doors in an effort to circumvent security measures. 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. Non-university staff (outside contractors, for example) will ordinarily be accompanied by University personnel when they enter residence facilities.

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. Athletic teams have first priority for use of the fitness center and utilize a schedule which is published each semester outside of the appropriate designated areas. Non-athlete students have next priority for the use of the fitness center and organized intramural programs have precedence over informal recreation.

University organizations may schedule use of the Fitness Center by contacting the Athletics Administration Assistant/Sports Information Director.

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.

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.

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.

Laundry Facilities

Washers and dryers are available for your use, and are owned and maintained by an outside vending company. 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.

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. Stepping onto the frozen pond, or ice skating during the winter months is prohibited. Because of the safety risk involved in such actions, the University will enforce a fine for those violating these policies.

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 Residence Life & Housing.

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.

Students may request to change rooms at any time during the semester, but only after all reconciliatory efforts have been made. The following reconciliatory measures will be asked of the students requesting to change rooms.

- Engage in a face to face conversation addressing the concerns between the roommates.
- Requesting a roommate-mediation meeting to be conducted by Residence Life staff.
- If necessary, implement a roommate agreement to aid in reconciliatory efforts.

If these measures have been exhausted, then the roommate requesting the change must first fill out the Room Change Form and submit to their Resident Director, then discuss the change with her/him and follow through on any requests made. A \$25.00 charge for changing rooms will be applied to the account of the student requesting to leave. The student initiating the change must be the one to vacate the room.

Room and board for students does not cover Christmas. Residence Halls are closed to students during the Christmas Break unless otherwise approved the Director of Residence Life and Student Conduct. The university completely closes for a period of time during Christmas break, during which, the residence halls must be completely empty with the exception of leasing tenants in Volkman Hall.

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

RESIDENCE HALL POLICIES

Bedroom Furniture

1. All furniture must stay within the premises of your assigned room, 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.

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. The University reserves the right to make room inspections for cleanliness and they will be inspected during regularly scheduled times during the school year. The university may also search your room without notice if there is reasonable suspicion of damage, or of possession of prohibited substances.
4. 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.
5. Objects, posters, photographs, magazines, or depictions, that are, or border on being pornographic or obscene should not be posted or displayed.
6. It is a violation of Judson University policy and state/federal law to possess or display government/municipal signs or equipment. The University reserves the right to confiscate these items.
7. 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.
8. The University reserves the right to remove decorations deemed to be inappropriate or objectionable by the Residence Life Staff.

Check-out Procedures

No Hassle Check Out

Each Spring semester the Residence Halls will hold individual mandatory meetings per hall, where each student will receive a packet labeled by name and room number. The packet contains check out information, as well as a key-envelope. Once you are ready to leave for finals, please complete the check-out checklist located in the manila folder you received at the mandatory meeting. Once you have completed the check list, you may turn the whole folder, with completed contents, into the black box outside of the Resident Director's door. Any fines will be assessed, applied and communicated within the first 7 days of the last day of finals. You may appeal fines to the Dean of Student Life and Leadership via email should you feel they are unfairly assessed. All appeals must be submitted by May 31st. If you fail to turn in this packet, you will be

automatically charged with a \$100.00 fine, in addition to any other fines accrued for damages and/or missing keys.

Cleanliness of the Rooms

You are responsible for the cleanliness of your own room and bathroom. 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 the University on a regular basis during the week.

Curfew

All freshman have curfew for the first 7 weeks of classes. Students with fewer than 12 transfer credit hours and under the age of 21 must observe the following community curfew:

Sunday – Thursday 12:00AM – 7AM.

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 is off limits after curfew unless permission has been granted from the RD.

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 5 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've reached your 1st, 4th, and 5th skip. On the 6th curfew skip, a discipline action plan will be initiated by your RD requiring additional weeks of curfew. Upon any skips beyond your 6th skip, you will be given 3 work hours per skip and a meeting with your RD will be

required.

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 your name off and resign in again upon 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, additional weeks of curfew will be assessed and applied by your RD. 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 additional weeks of curfew.

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.

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.

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.

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 or University related obligations may be permitted to move in within a week before the start date of the academic school year. Students must provide a form of authentication to show they are returning due to special circumstances or for a university related obligation. A flat fee of \$100.00 per student will be applied for students requesting to move in early. International students and students living more than 500 miles from campus will be charged half the fee amount for approved early arrival. Traditional students who

move in earlier or leave later than the stated dates without permission will be charged a fee.

Students wanting to apply for a late departure must do so through the Director of Housing. Students desiring to stay later than the stated move out times must show authentication that demonstrates why they need to stay late and must pay a fee of \$34.00/night. International students and students that live more than 500 miles away from campus must pay half of this fee.

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.

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.

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.

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.

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 ensure your room is locked when you are absent.

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 Housekeeping 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.

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 open dorm hours, you must not enter the living area of the opposite gender or of any person of whom you are currently in a romantic relationship with without prior permission of the RD. If you wish to have family member come and see your room, please make arrangements and receive permission in advance from your RD.
2. Judson Residence Halls have open dorm hours that vary between halls. Upperclassman halls are allotted more open dorm hours, where freshman dorms have open dorm on weekends, in addition to one rotating night a week that changes from semester to semester. Open dorm hours are communicated at the beginning of the year during the mandatory meeting and posted throughout the halls.
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).
5. Any Res. Life staff member has the right to 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 Eyrie lounge is closed to female visitors from 4:00am and reopens at 6:00am.

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.

Playing and Pranks

Residence halls are also a place for relaxation and entertainment. As you enjoy each other's company in planned and spontaneous activities, be respectful and be good stewards of our campus buildings and assets. You will be held responsible for any damage (intentional or accidental) to University property that results from your actions. You will also be held responsible for any cost that is incurred to the University for cleaning that is out of the ordinary schedule and scope. The wireless ports and fire alarms are vulnerable to damage, and setting them off carries a large fine.

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.

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.

We 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.

Residential Programs Emotional Support Animal Policy for Students Guidelines for Emotional Support Animals

Judson University is pleased to provide these guidelines to individuals using Emotional Support Animals (ESA) on our campus.

While legal access rights are afforded to individuals of ESAs, with that comes the responsibility of ensuring that the animal behaves and responds appropriately at all times, and must adhere to the same socially accepted standards as any individual in the university community. This policy addresses those standards expected of both the individual and the animal. At Judson University the individual and the University have responsibilities to ensure the success of using an Emotional Support Animal.

Requirements of Emotional Support Animals and Their Owners:

Identification and Other tags: The animal must have tags or some other method of indicating ownership and rabies clearances.

Health and Vaccinations: The animal must be clean and in good health. All animals on campus must have an annual well care visit with a licensed veterinarian. They must have had a general maintenance vaccination series appropriate to the species. All vaccinations must be current and applicable animals must wear a current rabies vaccination tag. Proof of vaccinations and good health letters from the animal's veterinarian must be filed with the Student Life Office annually.

Ill Animals: A person with an ill animal may be asked to remove the animal from university facilities.

Grooming: The animal must be well groomed, and measures should be taken at all times for flea and odor control. University housing facilities and bathrooms cannot be used for animal bathing or grooming.

Physical Control: The student with an ESA must be in full control of the animal at all times. The care and supervision of the animal is the sole responsibility of its owner. The animal must be maintained and used at all times in ways that do not create safety hazards for other persons. When ESAs are left unattended in a student's room, they are required to be caged, kenneled, or

restrained with a tie down. It is the responsibility of the owner to ensure that others are not disrupted by an unattended animal (e.g. no vocalizing).

Campus Property Responsibility: The owner of the animal is financially responsible for the actions of the animal including bodily injury or property damage including, but not limited to, any replacement of furniture, carpet, wall coverings, etc. This could include extensive damage to floors and carpets from animal paws which are not kept clean. The owner is expected to cover any costs upon repair and/or cleaning. The owner could be asked to move out if the damage is deemed excessive and/or the result of negligence. Then any costs incurred for cleaning above and beyond a normal cleaning or repair are assessed after vacating the premises.

Cleanup: The owner of the ESA is responsible to remove their animal's feces from their designated relief area. Always carry equipment and bags sufficient to clean up the animal's feces and properly dispose of the feces in a prearranged container. If the animal is litter trained, the owner must dispose of the contents of the litter box regularly and in a designated container. Cages and aquariums are to be well maintained and cleaned regularly. Student rooms should not have significant animal odor or smells emanating from them.

Registration Required: All ESAs must be registered with Student Life and the Student Success Center. Failure to register or maintain an animal, as required above, may subject the partner/handler to fines or refusal by the university for the animal to remain on campus.

Inspection of Student's Residence: The owner's room may be inspected for fleas, ticks, or other pests as needed. The room will be treated if fleas, ticks, or other pests are detected, and the owner will be billed for the inspection and for pest treatment.

Roommate Approval: If one or more roommates are involved, a document bearing the signatures and Student #s of each confirming their agreement to allow the ESA to be in residence with them is required. In the event of disapproval by a roommate, the owner and the ESA will be moved to a more suitable location.

Residential Policies: The owner agrees to all other residential policies. An exception to the Animal/pet policy does not constitute an exception to any other policy.

Assumption of Responsibility and Release of Liability: The owner is expected to keep the ESA under control at all times. Should the ESA bite, scratch, or in any way cause harm or damage, the owner assumes full responsibility for any associated costs and hereby releases Judson University and its agents from any and all responsibility

Requirements the student must agree to are:

1. Request for Accommodations form completed by physician (this must be done annually).
2. Register with the Office of Disability Services (located in the Student Success Center).
3. Provide a letter from a veterinarian stating that the Emotional Support Animal (ESA) is healthy.

4. ESA immunization records must be filed with Student Success Center annually.
5. If one or more roommates are involved, a document bearing the signatures and Student #s of each confirming their agreement to allow the ESA to be in residence with them is required (*this document needs to be submitted each time the owner/ESA changes on campus residence*).
6. When the student is out of the room, the ESA will be left in its kennel or confining environment.
7. Dogs as ESAs must be “house broken” and cats as ESAs must be litter box trained. Other smaller animals as ESAs (i.e. gerbils, rabbits, guinea pigs, etc.) are not to be left running loose in the student’s room.
8. ESAs will not leave the student’s room except for trips outside to visit relief area or to take the Emotional Support Animal for a walk.
9. The ESA will not go to classes or accompany the student in academic, administration, or cafeteria buildings.
10. When the student leaves campus for weekends, breaks, or any other lengthy period of time the ESA will go with the student.
11. The ESA will have fresh water and appropriate food on a daily basis.
12. Any biting or other aggressive behaviors on the part of the ESA will not be tolerated. This behavior could result in the removal of the ESA from the Judson University campus.
13. Should the ESA bite, scratch, or in any way cause harm or damage, the student assumes full responsibility for any associated costs.
14. The student is responsible for keeping their ESA from disturbing roommates or other people in the community (i.e. barking, excessive noise, etc.).
15. The student is responsible for any damage their ESA does to any property.

If issues arise, the student should contact their Resident Director or The Dean of Student Life and Leadership.

Room Assignments and Changes

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 Life 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.

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 after following requests of the Resident Director. 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.

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.

Residence Hall Vacancy in Case of Emergency

In the event of an unforeseen emergency that requires the relocation of residential students, the institution has the right to make decisions based on the information available at the time.

Severe Weather (Tornado)

When a TORNADO WATCH is issued, Campus Safety will notify the Residence Hall Staff in each residence hall. 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.

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.

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 Retention Director and have an exit interview. Also, you must comply with the Check-out Procedure stated above.

OTHER STUDENT POLICIES

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 Life.

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 encourage 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/campussafety

Censorship Policy

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 Dean of Student Life and Leadership. 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.

Fundraising

The Student Life 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 Life Office will consult with Vice President for Student Success and the Office of Advancement 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 office 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 for Student Success and counsel from the Advancement Office must be sought with oversight being provided as well as acting as the collection source.

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.

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.

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, the Dean of Student Life and Leadership, and the Vice President for Student Success 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."

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.

The university reserves the right to enter rooms without notice when reasonable suspicion is given of room damage, or of the presence of prohibited substances.

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.

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.

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.

SECTION TWO: 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. 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 transpire 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 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 Life 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 obtained from the Student Life 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 Life 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

F.E.R.P.A.

The Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.), also known as the Buckley Amendment, protects the privacy of student records. This Act provides students the right to inspect and review education records, the right to seek to amend those records, and to limit the disclosure of information from the records. Under FERPA, colleges and universities have up to 45 days to comply with a request from a student to view their records.

The Family Educational Rights and Privacy Act strictly limits parental access to the educational records of their University-enrolled children. Judson University intends to comply fully with this

Act. However, FERPA guidelines do allow students to voluntarily surrender some of their privacy rights.

As a result, while Judson recognizes the legitimate interest of parents, guardians, and spouses to consult with professional staff about the academic and personal well-being of their students, the University cannot do so without a written release signed by the student. Each letter of release should be as specific as possible, specifying what information can be released, to whom it can be released and who at Judson is being authorized to release the specific information.

For more information regarding FERPA, please contact Judson's Registrar's Office or visit the Department of Education website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Judicial Code

Section One: Code Authority

- 1.0 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 for Student Success who will participate in all disciplinary proceedings. The Dean of Student Life and Leadership serves as the administrator of the Judson University Judicial Code and as the primary investigator of misconduct.

Section Two: Definitions

- 2.10 When used in this code, the term “University” means Judson University.
- 2.20 The term “student” means any person 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 or Campus Safety 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/Counseling are required activities specifically designed to enhance understanding of an infraction and its impact on the self and the community.

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 and smoking materials.

Students are expected to refrain from the possession and use of tobacco and any smoking materials or products while on campus at Judson University.

5.13 Sexual Misconduct.

This includes violation of campus standards related to sexual behavior.

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.

Students are expected to abide by federal and state laws prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or college-sponsored activities, unless sanctioned by the University, is prohibited except as permitted by law.

5.16 Pornography.

This includes the use of pornography in any form on the University premises, University-related premises, or while participating in University-related activities.

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 any non-prescription drugs such as barbiturates, hallucinogens, marijuana, cocaine, and heroin. This also includes the inappropriate use of prescription drugs or the possession, use, and distribution of drug paraphernalia such as pipes, bongs, and grinders.

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 on the University campus, in University-owned facilities, in approved off-campus housing or commuter housing, in privately owned vehicles located on campus, and/or while participating in activities sponsored by the University. In addition, creating a disturbance on campus because of possession or use of alcohol 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 Associate 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 Illegal Acts.

This includes violation of local, state or federal laws.

5.26 Fraternization/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 of 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 Furnishing False Information.

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

5.38 Misuse of Computers.

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

5.39 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.

5.40 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.

5.41 Misuse of University Records.

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

5.42 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.

5.43 Destruction of Property.

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

5.44 Theft of Property.

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

5.45 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.

5.46 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.

5.47 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.

5.48 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.)

5.49 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.

5.50 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.

5.51 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.

5.52 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.

5.53 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.

5.54 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 Associate 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, Associate 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.

A thorough evaluation by appropriate medical and psychological professionals will be secured before a final decision is rendered.

Section Seven: Judicial Proceedings

7.01 Charges.

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

7.10 Investigation.

A University official, usually the Associate 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 Behavior Assessment Team.

7.20 Adjudicatory Proceedings

7.21 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.

7.22 Misconduct related to more serious violations of residence hall regulations and/or other violations of this code will usually be adjudicated by the Associate 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.

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

- 7.24 Notification of disciplinary action, if any, shall be made to the accused promptly after a decision is made.
- 7.30 Appeals
- 7.31 Request for appeal of disciplinary action must be submitted in writing to the Director of Residence Life and Student Conduct within two class days following notification of action.
- 7.32 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.
- 7.33 The Dean of Student Life and Leadership or the Director of Residence Life and Student Conduct 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 Dean of Student Life and Leadership or the Director of Residence Life and Student Conduct will determine whether or not to allow the appeal and shall communicate his/her decision in writing the student within five class days.
- 7.34 If the student is still not satisfied with this decision, they may appeal to the next appropriate person within the chain of command. The student conduct chain of command proceeds as follows: Resident Directors, Director of Residence Life and Student Conduct, the Dean of Student Life and Leadership, the Vice President for Student Success.

Section Eight: 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 identity or expression or addictions, -who choose to seek help through the Student Life Office will not automatically be punished and will receive the full cooperation, counsel and support of its staff as needed.

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 Life staff.

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 Student Life and Leadership at which time he/she may charge the student with a violation, 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.

Work Hours Agreement and Procedures

All work hours go through Coordinator of Student Services in Student Life.

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 approved locations and supervisors.

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.

SECTION THREE: STUDENT SAFETY

Judson University

Drug and Alcohol Abuse Prevention Policy

[DRAFT UPDATE 11.8.2019]

Foreword

The Judson University President and Cabinet have approved the Judson University Drug and Alcohol Abuse Prevention Policy for the campus community. This policy will be applied within the framework of the University mission and strategic plan and in compliance with “The Drug Free Schools and Communities Act Amendments of 1989” (20 U.S.C. § 1011i; 34 C.F.R. §86.1et seq.; 55 Fed. Reg. 33,580 (Aug. 16, 1990)).

The purpose of this policy (the “Policy”) is to provide:

- Clear standards of conduct and firm and consistent enforcement practices regarding drugs and alcohol in accordance with state and federal laws
- Sanctions the university will impose for violations of its standards of conduct
- Information related to prevention programs for students and employees
- Available counseling and treatment programs

This Alcohol and Drug Use Policy will apply to all students, faculty and staff on the Judson University campus, extension campuses and extension programs.

I. Policy Statement

The Judson University Drug and Alcohol Abuse Prevention Policy, like other standards of conduct applicable to the University community, is intended to further the educational mission of Judson University. Faculty, staff and students are expected to foster an environment that promotes the acquisition of knowledge, nurtures the growth of the individual and assures the safety and well-being of every member of the University community.

The unlawful manufacture, sale, distribution, possession or use of any illicit drug or substance, or misuse or abuse of legal drugs, including over-the-counter medications, is not allowed on campus. In addition, creating a disturbance on campus because of possession or use of alcohol is also prohibited.

The use, including sale, distribution, possession, and consumption of alcoholic beverages on University property is strictly prohibited. In addition, creating a disturbance on campus because of possession or use of alcohol is also prohibited.

Regarding tobacco, while the University allows persons over the age of 21 to purchase and use tobacco products responsibly off-campus in accordance with the law, the use of tobacco products, including vaporizer devices and chewing tobacco, while on campus is prohibited. Additionally, the possession of tobacco products is prohibited within dormitories and other campus buildings.

II. Definitions

- **Alcoholic beverage:** for the purpose of this Policy, includes any beverage having alcoholic content.
- **Behavioral emergency:** behavior that is so unusual, bizarre, threatening or dangerous that it alarms the person or another person and/or requires intervention.
- **Reasonable suspicion:** A reasonable belief based on facts and circumstances that a violation has been committed. Examples of reasonable suspicion could include the odor of alcohol or cannabis on a person or in their dorm room, a report from a

credible source of an illicit drug or alcohol violation, possession of alcohol or drug paraphernalia, or physical signs and symptoms of alcohol or illicit drug use.

Reasonable suspicion could be used as justification in searching a dorm room or other property or requiring a person to submit to alcohol or drug testing.

III. Standards of Conduct

- A. All University faculty, staff and students are expected to comply with applicable local, state and federal laws and all University policies pertaining to the possession, use or sale of alcohol and drugs. Judson University follows local, state and federal laws prohibiting the unlawful manufacture, distribution, sale, possession, advertisement or use of illicit drugs and alcohol by any person on property owned or controlled by Judson University or as part of any on-campus or off-campus University activity. These laws carry penalties for violations, including monetary fines, forfeiture, and imprisonment.
- B. University faculty and staff are expected to remain unimpaired by drugs or alcohol while working or when participating in any on-campus or off-campus University activity.
- C. Possession and/or consumption of alcoholic beverages and intoxication of any person, regardless of age, on the Judson University campus or as part of any on-campus or off-campus University activity is strictly prohibited.
- D. Faculty, staff and students are responsible for conduct of their guests on the Judson University campus or as part of any on-campus or off-campus University activity.
- E. Faculty, staff and students are responsible for notifying Campus Safety for any person known to be experiencing a health or behavioral emergency resulting from the consumption of alcoholic beverages or the use of illicit drugs.

IV. Prohibitions

The University prohibits the following on Judson University's campuses, buildings used for academic or other official purposes, or as part of any on-campus or off-campus University activity:

- A. Pertaining to alcohol
 - 1. Possessing, distributing (any form of exchange, gift, transfer, or sale), or consuming alcoholic beverages.
 - 2. Driving under the influence of alcohol.
 - 3. Intoxication of any person (intoxication defined as a blood alcohol content in excess of 0.08).
 - 4. Possession of containers that previously contained alcoholic beverages
 - 5. It shall not be considered an automatic policy violation for a person over the age of 21 to possess in his or her vehicle an unopened container of alcohol, if the person removes the alcohol from campus within a reasonable amount of time after being asked to do so by Campus Safety, their supervisor, or other representative of the institution.

- B. Pertaining to illicit drugs
 - 1. Possessing, distributing (any form of exchange, gift, transfer, or sale), or consuming illicit drugs
 - 2. Driving while impaired
 - 3. Possession of paraphernalia including any item typically used to process, inhale, vaporize, smoke, ingest, inject, sell, or mask the use of drugs, regardless of whether the item has been used for illegal purposes
- C. Note that the possession and/or consumption of medical cannabis on campus grounds is also prohibited.
- D. Employees using prescribed or over-the-counter medication are prohibited from operating University vehicles or equipment at any time when their ability to do so might be impaired by the medication. In addition, no passenger in a University vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle.

V. Substance Abuse Testing

- A. Selected university positions may require substance abuse testing initially before a final offer of employment can be made. This testing may involve obtaining samples of saliva and/or urine.

Information regarding employee substance abuse testing will be maintained by Human Resources and kept confidential with the following exceptions: If an individual refuses to participate in drug abuse testing or fails it, Human Resources will categorize the individual as “not eligible for hire”. The individual may not reapply for employment for Judson University for one year. Positions that require pre-employment substance abuse testing:

- a. Campus Safety staff and student employees
 - b. Residence Life staff
 - c. Athletics coaches
 - d. Any positions that operate University-owned vehicles or with responsibility for transporting other employees or students
- B. Judson University may repeat substance abuse testing of any individual who was required to complete pre-employment testing if there is reasonable suspicion that the person has abused a substance, and shall order substance abuse testing of any employee immediately after any motor vehicle collision that occurred where the employee was the driver of a vehicle owned or rented by Judson University.
- C. Students may be selected by Student Life for substance abuse testing due to reasonable suspicion of drug use.
- D. The Department of Campus Safety EMS has the authority to administer a Breathalyzer alcohol test of any employee or student suspected of being under the influence of

alcohol. Results of any Breathalyzer test of a student or employee will be made available to the Vice President having authority over the tested individual, and to Human Resources if the individual is an employee of Judson University. Refusal to take a Breathalyzer test will be considered evidence of alcohol consumption.

VI. Disciplinary Sanctions

- A. Any person who violates this Policy or applicable laws while on Judson University's campus property or while participating in a University activity will be subject to disciplinary sanctions, removal from property and/or arrest and referral for criminal prosecution.
- B. Additional sanctions beyond what is specified in this Policy may apply to persons who are involved in other activities (for example loss of student leadership positions or scholarships).
- C. Pertaining to traditional student alcohol or illicit drug violations:
 - 1. First violation – Discipline Action Plan meeting with Dean of Student Life, assignment to mentor as appropriate, follow-up substance abuse testing, and work hours:
 - i. For alcohol violations by students under 21: 15 work hours
 - ii. For dry campus alcohol violations by students 21 and over: 10 work hours
 - iii. For alcohol violations involving students who provide alcohol or host a location for alcohol consumption to students under age 21: 20 work hours
 - iv. For illicit drug or other substance abuse: 20 work hours
 - 2. Second violation – Discipline meeting with Dean of Student Life, completion of Renz Center substance abuse evaluation and outpatient treatment if recommended, with results made available to Judson University Student Life staff (cost assumed by student), follow-up substance abuse testing, and work hours:
 - i. For alcohol violations by students under 21: 15 work hours
 - ii. For dry campus alcohol violations by students 21 and over: 10 work hours
 - iii. For alcohol violations involving students who provide alcohol or host a location for alcohol consumption to students under age 21: 20 work hours
 - iv. For illicit drug or other substance abuse: 20 work hours
 - 3. Third or subsequent violations – Discipline meeting with Dean of Student Life, Behavior Assessment Team review, and work hours:
 - i. For alcohol violations by students under 21: 15 work hours
 - ii. For dry campus alcohol violations by students 21 and over: 10 work hours
 - iii. For alcohol violations involving students who provide alcohol or host a location for alcohol consumption to students under age 21: 20 work hours

iv. For illicit drug or other substance abuse: 20 work hours

- D. Pertaining to non-traditional students committing alcohol or illicit drug violations, if a non-traditional student commits an alcohol or illicit drug use violation, he or she will be immediately removed from campus and suspended pending a follow-up meeting with the department or division chair and a representative from Campus Safety. The purpose of this meeting is to determine disciplinary sanctions for the violation which would range from suspension up to dismissal from the program. Additional measures could include requiring the student to participate in substance abuse treatment and follow-up drug testing.
- E. In situations where the Dean of Student Life or Director of Campus Safety believes a student's behavior poses a threat to their own or another person's physical safety or health, he or she may refer the situation to the Behavior Assessment Team who may recommend additional measures to protect the safety of the student and campus community which could include removal of the student from the campus pending treatment in an approved program.
- F. Students who operate a motor vehicle on campus while intoxicated or impaired due to alcohol or other substance abuse, or who attempt to operate a motor vehicle while in this state, may have their parking permit revoked by Campus Safety to protect the safety of the campus community.
- G. For violations related to distributing (any form of exchange, gift, transfer, or sale) illicit drugs or other controlled substances, the sanction may increase to the maximum penalty of expulsion.
- H. Campus Safety will notify law enforcement to turn over any discovered illicit substances that are seized or otherwise recovered.
- I. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance may be ineligible for federal student aid for specific periods, ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender.
- J. As Judson University is a member of the NCCAA (National Christian College Athletic Association), we have adopted the Code of Conduct for athletes as stated in the NCCAA Official Handbook, dated July 2017, Article VII, Section II. Athletes of participating institutions must refrain from practices such as the use and promotion/possession of illegal drugs, cannabis, alcoholic beverages, simulated alcoholic products, and tobacco/nicotine products. This type of behavior may result in immediate suspension of an individual or institution from participation. The Athletics Director will be notified of policy violations by student athletes.
- K. Any employees who are directly engaged in the performance of work pursuant to the provisions of a federal grant or contract are required under the Drug-Free Workplace Act to notify their supervisors within five days of a conviction for a drug-statute violation

occurring in the workplace. Employees found to be in violation of this Policy or applicable law will be subject to University disciplinary procedures up to and including dismissal from employment. Additionally, employees must report any drug-related or alcohol-related misdemeanor or felony conviction to the Office of Human Resources.

- L. The University is committed to referring members of the community for appropriate treatment and education through its student and employee assistance programs. Judson University may provide amnesty from disciplinary sanctions to students and employees who request assistance dealing with an alcohol or substance abuse problem. Part of this process may include requiring the student or employee to participate in subsequent drug abuse screening.

VII. Health Risks:

Health risks associated with the abuse of drugs or alcohol are numerous and can include mental and physical impairment. The abuse of drugs or alcohol can affect a person's academic, professional and personal life. Drug or alcohol use can create a health and safety risk for the user and other members of the University.

A. Alcohol

Alcohol consumption causes a number of changes in behavior and physiology. Even low quantities of alcohol significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving.

Continued alcohol abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle. Sudden cessation or withdrawal after chronic, long-term alcohol use may cause delirium tremens, a life-threatening complication that may increase risk of seizure.

B. Illicit Drugs

1. Cannabis, including cannabinoids/cannabinols and natural or synthetic derivatives (containing THC or CBD or other compounds related to or closely mimicking the properties of those chemicals) may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy levels. A 2016 peer-reviewed study found that college students who use cannabis have lower GPAs, miss class more frequently, and are less likely to graduate on time. Frequent users often have a lowered immune system, increased risk of depression and anxiety, and an increased risk of lung cancer if cannabis is smoked. Additionally, medical evidence supports that long-term cannabis use can lead to addiction.
2. The use of hallucinogenic drugs including LSD, mescaline, and psilocybin causes hallucinations and illusions. Feelings of panic, confusion, suspicion, anxiety, and loss of control are common. Users may experience flashback events after use has stopped. Phencyclidine (PCP) affects the section of the brain that controls the

intellect, and can block sensations of pain, resulting in violent episodes with self-inflicted injury.

3. The use of opiates/opioids such as heroin, fentanyl, morphine, and abuse of prescription narcotics (Vicodin, Oxycontin, Percocet) can cause diminished pain and drowsiness as well as respiratory depression leading in some cases to respiratory arrest, a total cessation of breathing. This danger is increased when opiate use is combined with alcohol.
4. The use of stimulants such as amphetamines, methamphetamines, and cocaine can cause heart problems including dysrhythmias, chest pain, anxiety, paranoia, memory impairment, mood disorders, tremors, seizure, and in some cases death.

C. Prescription Drugs

Prescription drugs are FDA-approved drugs that must by federal law be dispensed under the direction and supervision of a physician. Prescription drugs may have effects on mood and the ability to safely operate vehicles or other heavy equipment. Abusing prescription drugs or combining alcohol or illicit substances with prescription drugs may result in a greater health risk including the possibility of respiratory depression, seizure, or heart arrhythmias.

VIII. Student and Employee Assistance Programs

The University provides the following services and resources for alcohol and/or drug-related problems.

- A. Referrals from the Wellness Center for substance abuse treatment programs, 12 step programs, and faith-based area programs.
- B. For full-time employees, Judson provides LifeWorks, an Employee Assistance Program through Metlife. Employees may access this free, confidential service 24/7 at 888-319-7819 for help with problems including addiction and recovery.

IX. Laws

The following list of local, state, and federal laws pertains to the unlawful possession or distribution of illicit drugs and alcohol.

- A. Drugs
 1. Illinois Controlled Substances Act 720 ILCS 570
 2. Illinois Cannabis Control Act 720 ILCS 550
 3. Compassionate Use of Medical Cannabis Pilot Program Act PA 089-0122
 4. Illinois Cannabis Regulation and Tax Act 410 ILCS 705
 5. Illinois Vehicle Code 625 ILCS 5/11
 6. Federal Controlled Substances Act 21 U.S.C. 801

- B. Alcohol
 - 1. Illinois Liquor Control Act
 - 2. Driving Under the Influence

X. Judson University Alcohol and Drug Policy Committee

The following Committee members are responsible for the maintenance of Judson University's Alcohol and Drug Policy. The Policy is reviewed frequently and revisions to the Policy are made only after the Committee and Cabinet has approved them. Please contact any of the Committee members with comments, questions or concerns regarding Judson University's Alcohol and Drug Policy.

Committee Members:

- Nick Salzmann, Assistant Vice President of Campus Operations
- Aubree Flickema, Dean of Student Life
- Amber Randolph, Wellness Center Director
- Joel Popenfoose, Director of Athletics
- Chris Moment, Assistant Director of Athletics
- Michelle McMurray, Director of Human Resources

Record of Changes:

6/15/2018 – Enacted as policy

7/12/2018 – Updated committee members and employee assistance program information

7/16/2018 – Added to: Disciplinary Sanctions section K, Prohibitions section D, section VIII

8/27/2018 – Reapproved by Leadership Team

11/8/2019 – Added to: Disciplinary Sanctions section K; section VII, Updated committee members

Judson University Sexual Misconduct Policy

Scope

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

Definition of 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.

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.

Definition of 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.

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. On-duty Campus Safety staff at the Elgin campus can be reached at

847-622-9999. 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.

Definition of Domestic Violence

Domestic violence is a crime and is prohibited by law. The Illinois Domestic Violence Act defines domestic violence as hitting, choking, kicking, threatening, harassing, and interfering with the personal property of another family or household member.

Under Illinois law family members and household members include:

- Family members related by blood.
- Family members who are married or used to be married.
- People who share a home, apartment or dwelling.
- People who share a child in common.
- People who are dating or engaged, or used to date.
- People with disabilities and their personal assistants.

Persons who believe they have experienced domestic violence are encouraged to notify Campus Safety. On-duty Campus Safety at the Elgin campus can be reached at 847-622-9999.

Definition of Dating Violence

Teen Dating Violence is defined in the Illinois Criminal Code as a “pattern of behavior” in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are) 13 to 19 years of age; or (2) Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age. The existence of such a dating relationship shall be based on the reporting party’s statement, with the length of relationship, type of relationship, and frequency of encounters taken into account.

Dating violence does not include acts covered under the definition of domestic violence. Persons who believe they have experienced dating violence are encouraged to notify Campus Safety. On-duty Campus Safety can be reached by phone at 847-622-9999.

Definition of Stalking

Stalking is a crime, and is defined in the State of Illinois as a course of conduct (2 or more incidents) directed at a specific person that would cause a reasonable person to fear for his or her own safety or the safety of another person or to suffer emotional distress.

Examples of stalking could include, continued contact with a person without their consent, following another person without their consent, taking pictures or video of another person without their consent, delivering “gifts” to a person without their consent, confining or restraining a person, damaging another person’s property or threatening their pet.

Persons who believe they are experiencing stalking are encouraged to keep records of incidents and notify Campus Safety. Campus Safety can assist with obtaining a campus No Contact Order as well as notifying local law enforcement to obtain a Stalking No Contact Order. On-duty Campus Safety can be reached by phone at 847-622-9999.

Sexual Misconduct Reporting Options

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.

- Dr. Kimberly Schellin-Rog, Coordinator of Domestic Violence Program
Community Crisis Center – Elgin, IL
847-697-2380
- Reverend Jason Poland, Executive Pastor
First Baptist Church – Elgin, IL
847-695-8700
- Rockford Sexual Assault Counseling, Inc.
4990 E State Street
Rockford, IL 61108
815-636-9811 (24/7 crisis hotline)
<http://www.rsaonline.org/>

Anonymous reporting of a sexual misconduct incident can be made using the Silent Witness/Anonymous form on the Judson University website under the Title IX Services section (found under Services from the main website). This form does not collect personal identifying information and is only used to provide the University with information for the purpose of crime statistics collection and identifying dangerous trends on campus. You may choose to provide your name and contact information if you wish for the University to follow up with you. The University will respond within 12 hours to all electronic reports that contain contact information.

Survivors are encouraged to directly report incidents to “responsible employees” of the University (deans, coaches, vice presidents, employees with actual or perceived supervisory responsibilities, full-time staff and faculty, Human Resources, and Campus

Safety). Notice to any “responsible employee” is considered official notice to the institution.

You have the right and can expect to have incidents of sexual misconduct taken seriously by the institution when reported, and to have those incidents investigated and properly resolved. 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
- Title IX Compliance Coordinator
- Deputy Title IX Coordinator(s)
- Campus Safety

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, dating 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 work with Campus Safety to 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, Campus Safety employee, full-time faculty member, 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 individuals/organizations at no cost to you 24 hours a day:

- Dr. Kimberly Schellin-Rog, Coordinator of Domestic Violence Program
Community Crisis Center – Elgin, IL
847-697-2380
- Reverend Jason Poland, Executive Pastor

First Baptist Church – Elgin, IL
847-695-8700

- Rockford Sexual Assault Counseling, Inc.
4990 E State Street
Rockford, IL 61108
815-636-9811 (24/7 crisis hotline)
<http://www.rsaonline.org/>

To obtain a medical forensic examination at no cost to you, please contact either of the following healthcare facilities (these are not affiliated with Judson University and will not share your information without your permission):

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>

The Judson University Title IX Coordinator will also assist parties involved in incidents 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. The Judson University Title IX Coordinator will also provide assistance obtaining campus counseling services.

Procedures for Investigating Claims of Sexual Misconduct

The Title IX coordinator, or his/her designee, 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 misconduct 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 separately for an initial interview after receiving

notification of a potential violation of the Policy. Both parties shall be provided sufficient notice prior to being interviewed to prepare and participate meaningfully. 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. If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving a full disclosure of the allegations and their options for formal resolution and if the Title IX Coordinator determines that the particular Title IX complaint is appropriate for such a process, the school may facilitate an informal resolution, including mediation, to assist the parties in reaching a voluntary resolution. The complainant or respondent may choose to end this process at any time and proceed with a formal investigation.
- 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 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). The assigned investigator shall create a comprehensive investigation report that will be made available to both involved parties.
- h. A hearing shall be conducted as part of the University's investigation into sexual misconduct, and shall be chaired by the assigned Deputy Title IX Coordinator. 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. The hearing committee shall receive the same investigation report as provided to the parties.
- 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. Advisors may not interrupt proceedings or harass or abuse any other party involved. The hearing chair may remove any advisor from proceedings who violates this rule.

- j. 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.
- k. During a hearing, neither the complainant nor respondent can be compelled to testify in the presence of the other party. If either party invokes this right, the hearing chair shall coordinate a means for each party to hear the other's testimony.
- l. Guilt shall be determined for each allegation using the "preponderance of the evidence" standard. The preponderance of evidence standard is met when it is determined based on fact that an incident more likely than not occurred.
- m. The investigation and hearing process shall be conducted fairly within a reasonably prompt timeframe. Both complainant and respondent shall be notified in writing simultaneously within seven days of the outcome of the investigation. Notification shall include the decision; any sanctions imposed; and the rationale for the decision and the sanctions.
- n. Disciplinary sanctions related to a finding of guilt shall be proportionate to the violation, and shall be determined by the hearing committee. Any student found guilty of sexual harassment or sexual assault faces disciplinary sanctions that could include: mandated counseling or treatment, no contact orders and restrictions, suspension, dismissal, or expulsion. Likewise any employee of the University found guilty of sexual harassment or sexual assault shall face sanctions that include suspension from duty or termination of employment.
- o. 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 who have not previously participated in the resolution procedure and who do not have a conflict of interest with either party. Appeals will be considered only on the basis of: (i) procedural error; (ii) new information that would substantially change the outcome of the finding; or, (iii) the sanction is disproportionate with the violation. 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. Any person who believes that they have experienced retaliation for making such a report shall immediately bring it to the attention of the Title IX Coordinator.

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:

- Understanding that alcohol may intensify the effect of certain medications, leading to rapid intoxication or unconsciousness
- 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 or Campus Safety 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*

Record of Changes:

8/6/2015	Enacted as policy
7/12/2016	Revisions approved by Leadership Team
8/15/2017	Revisions approved by Leadership Team
8/27/2018	Added to procedures, Coordinator changed, revisions approved

Judson University Threat Assessment Policy

I. Preamble

Judson University is committed to providing a safe and secure educational and work environment for all its students and employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety of all faculty, staff and students.

A threat assessment is a tool the University may use when facing an extraordinary discipline and safety issue. A threat 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 threat 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.

A student is defined as any person applying to the University or currently enrolled in any course at any campus location, and/or online, including high school students applying to Judson University.

A staff member is defined as any non-student employed by Judson University, or who is applying for a job with the University.

A faculty member is defined as any person employed by Judson University whose primary job responsibility is to instruct courses.

A threat is defined as any conduct that presents a clear and present danger to self, others, or the campus community in general. In immediate and serious threatening situations, the President or his or her designee reserves the right to waive the assessment process outlined in this document and act in the best interest of campus safety.

While threat assessment resolutions may result in disciplinary action against the student, staff or faculty member, it is intended that through the threat 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.

II. Convening the Behavior Assessment Team

A. 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 Behavior Assessment Team Chair to advise of the situation.

- Upon receiving a report of unusual or threatening behavior, the BAT Chair will immediately conduct an initial screening (triage) to determine if the report needs to be reviewed by the Behavior Assessment Team.

The initial screening will include, but is not limited to contacting other people on campus who are aware of the situation, reviewing physical evidence, and if deemed appropriate and necessary, meeting with the person whose behavior is the subject of the investigation. Should this person refuse to meet, but that meeting is deemed reasonably necessary to conduct and conclude a preliminary investigation, the person may be immediately removed from campus and subject to applicable disciplinary procedures.

Questions to ask during the initial screening include:

- Is this person possibly a threat to the health, safety, and welfare of himself and/or others? How was that determination made?
- Does this person have access to a weapon or are they trying to gain access?

If the answer to any of the above questions is yes, a full investigation should be initiated by the BAT Chair.

The President and/or BAT Chair has the discretion to call for a full Behavior Assessment Team review when facing an extraordinary discipline and/or safety issue.

B. Mandatory Review

The Behavior Assessment Team Chair 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. In cases involving students, the Vice President for Student Life will immediately suspend the student and have him/her removed from campus for no more than ten school days pending a hearing.

C. 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.

III. Composition of the Behavior Assessment Team

The Behavior Assessment Team membership will be as follows:

- Director of Campus Safety (Chair)
- Assistant Dean of Student Development
- Faculty Representative Undergrad
- Faculty Representative Adult Program
- Staff Representative

Members shall be selected on the basis of their ability to exercise good judgment and objectivity as well as ability to keep information confidential. Members shall be required to sign a non-disclosure agreement each year.

If a conflict of interest occurs or the appearance of a conflict of interest arises for any of the Team members, the Team Chair shall appoint a substitute for that individual.

IV. Notification to the Behavior Assessment Team and Student

Following an initial screening (triage) in which the determination is that the person poses a threat, it shall be the Chair's responsibility to assemble the Team. If the situation involves a code of conduct violation, the Chair will work with the Team member having jurisdiction over the subject of the investigation to provide timely written notification of the charges, including requirements for cooperation with the investigation, and the Team's investigation will serve as due process. Notification may be delivered by hand, through email or through standard mail. In the absence of a conduct violation, written notification to the subject of the investigation explaining that the Team has been assembled to evaluate the situation will be at the discretion of the Team.

The Chair shall provide the Team with a written report that includes:

- A full account (includes all relevant evidence) of the alleged concern or code of conduct violation.
- Factors for justifying a review by the Team.
- Any additional relevant information that would be useful to the Team to assist in their assessment.
- An initial assessment of the investigation's "priority level", which should indicate if the person is believed to be an extreme risk (poses a clear and immediate threat of violence or self harm. Would require immediate law enforcement intervention), a high risk (poses a threat but lacks immediacy), a moderate risk (Not necessarily a threat of violence or self-harm, but exhibits behaviors that are disruptive to the community), or a low risk of committing violence.

V. Role of the Behavior Assessment Team

The role of the Team is to assist faculty, staff and students in distress and help prevent situations of safety concern, either before or after a conduct violation has occurred, from becoming more serious. Specifically, the Team will:

- Review the alleged safety concern or code of conduct violation.
- Evaluate the person's behavior in light of the accumulated evidence.

- Provide appropriate recommendations to the President.
- Complete the assessment within five (5) business days if the person has been removed from campus.

At its discretion, the Team will have full investigatory authority when reviewing the alleged concern or conduct violation and evaluating the student's behavior. The Team has the right to:

- Interview the person that is the focus of the concern.
- Interview the victim (and notify the victim of a potential threat).
- Interview relevant witnesses.
- Interview any individual that the Team deems helpful in providing a proper assessment.
- Interview the accuser(s).
- Inspect any of the student's school records. Note: The Team has a legitimate educational interest in the student's school records.
- Request information from relevant law enforcement agencies concerning the person.
- Request the person to release medical records to the University.
- Request information from prior colleges the student has attended.
- Request information from previous employers the employee has worked for.
- Notify, within the Family Education Rights and Privacy Act (FERPA) guidelines, parents, guardians or next-of-kin.

Nothing herein prevents the President and the Team from segregating multiple violations of the student Code of Conduct and/or reported concerns and proceeding with an investigation on violations/concerns that may be related to any alleged threatening behavior.

Key Investigative Questions to be answered by the Team include:

1. What are the person's motives and goals? What first brought him/her to someone's attention?
2. Has the person taken any responsibility for his/her actions or shown remorse?
3. Have there been any communications suggesting ideas or intent to harm?
4. Has the person shown any inappropriate interest in campus attacks/attackers, weapons, incident of mass violence?\
5. Has the person engaged in attack related behaviors?
6. Does the person have the capacity to carry out an act of targeted violence?
7. Is the person experiencing hopelessness, desperation, and/or despair?
8. Does the person have a trusting relationship with at least one responsible person?

9. Does the person see violence as an acceptable, desirable – or the only way – to solve a problem?
10. Are the person’s conversation and “story” consistent with his or her actions?
11. Are other people concerned about the person’s potential for violence?
12. What circumstances might affect the likelihood of harm?
13. Where does the subject exist along the pathway to violence (Ideation, Planning, Acquisition, Implementation)?

In answering the investigative questions, the Team shall evaluate whether the person poses a threat of harm, and re-evaluate the person’s priority level.

- Priority 1 (Extreme Risk) – Appears to pose a clear/immediate threat of violence or self-harm. Requires immediate containment, law enforcement notification, target protection, and management plan.
- Priority 2 (High Risk) – Appears to pose a threat of violence or self-harm but lacks immediacy or specific plan. Requires threat management plan.
- Priority 3 (Moderate Risk) – Does not appear to pose a threat of violence or self harm at this time, but exhibits behaviors or circumstances that are likely to be disruptive to the community. Requires active monitoring and referrals.
- Priority 4 (Low Risk) – Does not appear to pose a threat of violence or self-harm at this time, nor is significant disruption to the community expected. Requires passive monitoring and referrals as appropriate.
- Priority 5 (No Identified Risk) – Does not appear to pose a threat of violence or self-harm at this time, nor is significant disruption to the community expected. Close case and document.

VI. Notification to Legal Counsel

During cases where the subject of an investigation is engaged in active litigation against Judson University or in situations where less than 120 days has passed since the person was last involved in litigation against the University, the BAT shall consult with the University’s legal counsel before making contact with outside agencies, including law enforcement, except in emergency situations where it is believed the potential threat level is an extreme risk.

VII. Cooperation with the Behavior Assessment Team’s Investigation

The person who is the subject of the investigation shall fully cooperate with the Team and their investigation. A person’s failure to cooperate with the Team in any way shall be considered by

the Team and will be reflected in the Team's recommendation to the President. Requirements for cooperation and consequences for failure to cooperate shall be stated in written communication to the person.

VIII. Recommendations by the Behavior Assessment Team

Once the Team has concluded their investigation and decided on a recommendation using a simple majority vote, the Team will issue a written recommendation report to the President (or if time is of the essence, the Team's verbal recommendations shall be reduced to writing as soon as practicable). These recommendations may include:

- An opinion as to whether or not the person may constitute a threat to the health, safety, and welfare to himself/herself or others, and if law enforcement has been notified.
- A suggested Case Management Plan for the person, if any. A Case Management Plan may include, but is not limited to the following:
 - Measures to de-escalate, contain, or control the subject who may take violent action.
 - Possible action to decrease vulnerabilities of the target.
 - Modifications to physical and cultural environment to discourage escalation.
 - Preparation for and mitigation against precipitating events that may trigger adverse reactions.

The President reserves the right to disagree with the recommendations of the Team and recommend other action in the best interest of campus safety. In such a case, a revised recommendation report will be prepared by the Team and approved by the President.

A copy of this recommendation report shall be included in the student's school records or the employee's personnel record, respectively.

IX. Documentation and Record-Keeping

The Behavior Assessment Team Coordinator shall maintain documentation of both preliminary and full BAT investigations to document due process and provide a record for future legal discovery.

Records of BAT activities shall be maintained by the Campus Safety Department.

X. Use of the Behavior Assessment Team's Recommendations

Once the Team has presented its report to the President and recommendations are finalized, the Team Coordinator will have a meeting with the person and explain the Team's recommendations.

The respective Vice President or Dean having authority over the subject of the Behavior Assessment Team's recommendations will also be in attendance at that meeting.

At this meeting, for an alleged safety concern or code of conduct violation, the person will be given:

1. Written notification of the investigation, findings, recommendations, and if applicable, discipline sanctions and the appeal process. Conditions under which the person may remain with the University and follow-up requirements will also be outlined.
2. If applicable and in accordance with the Team's recommendations, an agreement for signature by the person forgoing the right to a future hearing and all future appeals and bound by the Team's recommendations.

In the case of a safety concern absent a conduct violation, if the person does not voluntarily agree to the Team's recommendations, the Team may file the appropriate Code of Conduct charge and pursue the applicable student or employee discipline process.

XI. Case Management

The Team shall determine the need for managing cases on a case-by-case basis and create a written progress report that will be included in the student's school records or employee's personnel record. Case management options can include any of the following:

- Outpatient counseling/mental health care.
- Emergency psychiatric evaluation.
- Pastoral counseling.
- Mentoring relationship.
- Academic/work accommodations.
- Separation from the institution.
- Social skills training.
- Behavioral contract (does not include suicide contracts, which are not recommended)
- Parental/family involvement.
- Diversion programs.
- Law enforcement involvement.

If a student has been removed from campus, the student's record will be flagged and efforts will be made, to the best of the Team's ability and according to the availability of information, to monitor the student's progress and/or readiness to return to school. If the staff or faculty member has been removed from campus, their personnel record will be flagged. At the end of the review period, the Team will decide if additional monitoring is necessary and for how long.

For dismissal of a student, the following positions/departments shall be notified of the dismissal as well as restrictions regarding the student's continued presence on campus:

1. Student Success Office

2. Student's department head
3. Registrar
4. Director of Student Accounts
5. Director of Financial Aid
6. Provost
7. Athletics Director (if student is an athlete)
8. Department manager/director (if student holds campus employment)
9. Personnel administrator (if student holds campus employment)

Once additional monitoring is deemed unnecessary, the Team will create a final written progress report and include that report in the student's school records.

XII. Campus Communication Regarding the Behavior Assessment Team

Early each Fall and Spring semester, the campus community will be informed about the existence, function and membership of this committee. This will be carried out by distribution e-mail lists as well as already regularly scheduled meetings (such as Resident Life building meetings and faculty business meetings).

Additionally, names and contact information of members of the Threat Assessment Team and information regarding the existence of the Behavior Assessment Team shall be posted on the Judson University website.

(Revised 1/13/2017)

Judson University Weapons Policy

Scope

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

Definitions of Weapons

For the sake of this policy, weapons are defined as firearms, compressed air guns including airsoft guns, explosives, hazardous chemicals, fireworks, bows and archery equipment, slingshots, flammables, acids, swords and other large edged weapons including machetes and bowie knives, 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.

Possession of Weapons

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.

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.

Regarding the Illinois Firearm Concealed Carry Act

Pursuant to the Illinois Firearm Concealed Carry Act, 430 ILCS 66/65, concealed carry permit holders are not permitted to carry firearms into campus buildings. A permit holder may securely store his or her firearm in their vehicle when visiting campus, but should not exit their 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.

Exemptions

Weapons or devices used in accordance with an educational, recreational or training program authorized by the University are permitted, but must be handled and stored safely.

Folding “pocket knives” with a blade less than three inches and other utility tools (boxcutters, multi-tools, etc.) are permitted.

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.

Reporting Violations of the Weapons Policy

Violations of the University weapons policy should be reported to the Department of Campus Safety immediately at 847-622-9999. Reports can also be submitted anonymously through the Silent Witness reporting page on the Campus Safety website (under Services/Campus Safety).

Violation

Any employee, faculty member, student, or other representative of the University who violates this policy shall be notified of the violation by Campus Safety and subject to disciplinary sanctions under the applicable disciplinary process which may include behavior assessment. 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.

(Revisions approved by Leadership Team 6/7/2016)