# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1: MacMurray College</strong></td>
<td>6-8</td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td>6</td>
</tr>
<tr>
<td>Welcome, Vision, Mission, and Core Values</td>
<td>7</td>
</tr>
<tr>
<td>Non Discrimination Statement</td>
<td>7</td>
</tr>
<tr>
<td>Intolerable Behavior Statement</td>
<td>7</td>
</tr>
<tr>
<td>Cultural Diversity Statement</td>
<td>8</td>
</tr>
<tr>
<td>The Maggie</td>
<td>8</td>
</tr>
<tr>
<td>Changes to College Policies</td>
<td>8</td>
</tr>
<tr>
<td><strong>Section 2: Campus Services</strong></td>
<td>9-18</td>
</tr>
<tr>
<td>Bookstore</td>
<td>9</td>
</tr>
<tr>
<td>Campus Center</td>
<td>9</td>
</tr>
<tr>
<td>Campus Security</td>
<td>9</td>
</tr>
<tr>
<td>Career Services</td>
<td>9</td>
</tr>
<tr>
<td>The Center for Learning Excellence (CLE)</td>
<td>10</td>
</tr>
<tr>
<td>Check Cashing</td>
<td>10</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>10</td>
</tr>
<tr>
<td>Dining Services</td>
<td>11</td>
</tr>
<tr>
<td>Disability Services</td>
<td>11</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>12</td>
</tr>
<tr>
<td>Health Services</td>
<td>12</td>
</tr>
<tr>
<td>Insurance (Health &amp; Accident)</td>
<td>14</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>14</td>
</tr>
<tr>
<td>Library</td>
<td>15</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>15</td>
</tr>
<tr>
<td>Mail Center</td>
<td>16</td>
</tr>
<tr>
<td>Office of Communications and Marketing (OCM)</td>
<td>16</td>
</tr>
<tr>
<td>Office of Residence Life</td>
<td>16</td>
</tr>
<tr>
<td>Office of Student Life</td>
<td>17</td>
</tr>
<tr>
<td>Religious Life/ Spiritual Development</td>
<td>17</td>
</tr>
<tr>
<td>Student Billing</td>
<td>17</td>
</tr>
<tr>
<td>Campus Map</td>
<td>18</td>
</tr>
<tr>
<td><strong>Section 3: Academic Policies</strong></td>
<td>19-30</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>19-22</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>22</td>
</tr>
<tr>
<td>Academic Dishonesty and Plagiarism</td>
<td>22</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>23</td>
</tr>
<tr>
<td>Classroom Decorum</td>
<td>24</td>
</tr>
<tr>
<td>Contested Grades</td>
<td>24</td>
</tr>
<tr>
<td>Copyright Infringement Policy</td>
<td>25</td>
</tr>
<tr>
<td>Dropping or Adding a Course</td>
<td>25</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>25</td>
</tr>
<tr>
<td>Graduation</td>
<td>26</td>
</tr>
<tr>
<td>Honors</td>
<td>27</td>
</tr>
<tr>
<td>Incomplete Work</td>
<td>27</td>
</tr>
<tr>
<td>Late Registration</td>
<td>28</td>
</tr>
<tr>
<td>Probation — Dismissal</td>
<td>28</td>
</tr>
</tbody>
</table>
### Section 4: College-wide Policies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Drug Free Campus (Illegal Use Policy)</td>
<td>31</td>
</tr>
<tr>
<td>Communicable Diseases Policy</td>
<td>31</td>
</tr>
<tr>
<td>Computer Use Policy</td>
<td>32</td>
</tr>
<tr>
<td>Email Policy</td>
<td>34</td>
</tr>
<tr>
<td>Password Policy</td>
<td>35</td>
</tr>
<tr>
<td>Residential Network Acceptable Use Policy</td>
<td>36</td>
</tr>
<tr>
<td>Social Media Policy</td>
<td>38</td>
</tr>
<tr>
<td>Mail Distribution Policy (Bulk)</td>
<td>39</td>
</tr>
<tr>
<td>Motor Vehicle Policies</td>
<td>39</td>
</tr>
<tr>
<td>Refund Policies</td>
<td>41</td>
</tr>
<tr>
<td>Registered Sex Offender Information</td>
<td>42</td>
</tr>
<tr>
<td>Reservations of Campus Facilities</td>
<td>42</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>42</td>
</tr>
<tr>
<td>Student Identification Cards</td>
<td>43</td>
</tr>
<tr>
<td>Unaffiliated Religious Group Programming</td>
<td>43</td>
</tr>
<tr>
<td>Weapons Policy</td>
<td>43</td>
</tr>
<tr>
<td>Withdrawal Process</td>
<td>43</td>
</tr>
<tr>
<td>Constitution Day Policy</td>
<td>45</td>
</tr>
<tr>
<td>Voter Registration Policy</td>
<td>45</td>
</tr>
</tbody>
</table>

### Section 5: Student Affairs

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Life Mission Statement</td>
<td>46</td>
</tr>
<tr>
<td>Disability Services</td>
<td>46</td>
</tr>
<tr>
<td>Health Services</td>
<td>47</td>
</tr>
<tr>
<td>Religious Life</td>
<td>47</td>
</tr>
<tr>
<td><strong>Student Development</strong></td>
<td>48</td>
</tr>
<tr>
<td>Student Leadership</td>
<td>48</td>
</tr>
<tr>
<td>Student Activities</td>
<td>48</td>
</tr>
<tr>
<td>MacMurray Student Association (M.S.A)</td>
<td>48</td>
</tr>
<tr>
<td>Peer Mentoring Program</td>
<td>48</td>
</tr>
<tr>
<td><strong>Residential Living</strong></td>
<td>50</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>50</td>
</tr>
<tr>
<td>Residence Hall Services</td>
<td>52</td>
</tr>
<tr>
<td><strong>Residence Hall Policies &amp; Community Standards</strong></td>
<td>53</td>
</tr>
<tr>
<td>Academic Break Housing</td>
<td>53</td>
</tr>
<tr>
<td>Air Conditioners</td>
<td>53</td>
</tr>
<tr>
<td>Alcohol and Drug Policy</td>
<td>53</td>
</tr>
<tr>
<td>Athletic and Recreational Equipment</td>
<td>56</td>
</tr>
<tr>
<td>Audio Equipment</td>
<td>56</td>
</tr>
<tr>
<td>Bicycles</td>
<td>56</td>
</tr>
<tr>
<td>Candles/Incense</td>
<td>56</td>
</tr>
<tr>
<td>Cohabitation</td>
<td>56</td>
</tr>
<tr>
<td>Courtesy Hours/Quiet Hours/Noise Violations</td>
<td>57</td>
</tr>
<tr>
<td>Damages</td>
<td>57</td>
</tr>
<tr>
<td>Doors</td>
<td>57</td>
</tr>
<tr>
<td>Electric Space Heaters</td>
<td>58</td>
</tr>
<tr>
<td>Fines</td>
<td>58</td>
</tr>
</tbody>
</table>

*The Maggie 2018-2019 (Revised October, 2018)*
Fire Response Protocol 58
Full-Time Status Housing Policy 58
Furniture 59
Halogen Lights 59
Guest Policy 59
Keys 60
Lock-outs (Dorm Room) 60
Housing Agreement 61
Meal Plans 64
Missing Students 64
Non-Traditional Housing 65
Off-Campus Housing 65
Personal Effects Insurance 66
Pets 66
Possession of Weapons & Explosives 69
Readmitted Student Housing 69
Residence Hall Room Entry 69
Roofs 71
Room Changes 71
Room Condition Reports 71
Room Consolidation 71
Room Decorating 72
Single Room 72
Substance Abuse Education 72
Suicidal Gestures, Ideation, Attempts and Self-Harm Policy 72
Summer On-Campus Housing 72
Tornadoes 73
Trash Removal 73
Waterbeds 73
Window Screens 73
Withdrawal/Dismissal/Vacating of Residence 74
Residence Life Fees and Fines 74

Section 6: Student Conduct and Procedures 76-96
Student Code of Conduct and Integrity Statement 76
Standards of Conduct 76
Individual Student Conduct Process 77
Hazing 77
Title IX Compliance 81
Sexual Conduct Policy 81
Reporting Sexual Harassment to MacMurray College 86
Amnesty and Good Samaritan Policy 86
Confidentiality 87
Retaliation 88
Reporting Party’s Rights 88
Responding Party’s Rights 90
Interim Measures 91
Alternate Judicial Board Hearing 92
Alternate Judicial Board Appeals 95
Involuntary Withdrawal 95
No Contact Order and Interim Measures 96
<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction-General College Community</td>
<td>97</td>
</tr>
<tr>
<td>Jurisdiction-Students</td>
<td>97</td>
</tr>
<tr>
<td>Off-Campus Conduct</td>
<td>97</td>
</tr>
<tr>
<td>The Student Conduct Judicial System</td>
<td>97</td>
</tr>
<tr>
<td>Amnesty and Good Samaritan Policy</td>
<td>98</td>
</tr>
<tr>
<td>Alleged Violations inside Residence Halls</td>
<td>98</td>
</tr>
<tr>
<td>Student Conduct Process Flowchart</td>
<td>99</td>
</tr>
<tr>
<td>Reporting Complaints</td>
<td>100</td>
</tr>
<tr>
<td>Meeting Notice</td>
<td>100</td>
</tr>
<tr>
<td>Conduct Progression</td>
<td>100</td>
</tr>
<tr>
<td>Appeals</td>
<td>101</td>
</tr>
<tr>
<td>Conduct Status</td>
<td>101</td>
</tr>
<tr>
<td>Third Party Notifications</td>
<td>102</td>
</tr>
<tr>
<td>Campus Conduct Board</td>
<td>103</td>
</tr>
<tr>
<td>Student Rights</td>
<td>103</td>
</tr>
<tr>
<td>Ethics</td>
<td>104</td>
</tr>
<tr>
<td>Standards of Conduct: Violations</td>
<td>104</td>
</tr>
<tr>
<td>Disciplinary Sanctions</td>
<td>108</td>
</tr>
<tr>
<td>Disclosure of Disciplinary Results</td>
<td>110</td>
</tr>
<tr>
<td>Student Complaints and Procedures</td>
<td>111</td>
</tr>
</tbody>
</table>

*The Maggie 2018-2019 (Revised October, 2018)*
SECTION 1
MACMURRAY COLLEGE

EMERGENCY CONTACT INFORMATION
For all emergencies, Campus Security should be notified: 217-479-7020. (NOTE: from a MacMurray College campus phone most campus offices can be reached by dialing just the last four digits of the number, and Campus Security can be reached by dialing “7020”. In the event the emergency takes place in a residence hall, a Resident Assistant should also be notified.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Campus Security</td>
<td>217-479-7020</td>
</tr>
<tr>
<td>General</td>
<td>Office of Student Life</td>
<td>217-479-7123</td>
</tr>
<tr>
<td>Jacksonville Emergency Services</td>
<td>Jacksonville Police Department</td>
<td>911</td>
</tr>
<tr>
<td>Medical/First Aid</td>
<td>Health Services</td>
<td>217-479-7160</td>
</tr>
<tr>
<td>Medical</td>
<td>Springfield Clinic Prompt Care</td>
<td>217-528-7541</td>
</tr>
<tr>
<td>Medical</td>
<td>Passavant Area Hospital</td>
<td>217-245-9541</td>
</tr>
<tr>
<td>Fire Services</td>
<td>Jacksonville Fire Department</td>
<td>217-479-4656</td>
</tr>
<tr>
<td>Counseling and Advocacy</td>
<td>Prairie Center Against Sexual Assault</td>
<td>217-243-7330</td>
</tr>
</tbody>
</table>

Campus Security maintains a presence on campus 24 hours a day, 7 days a week. Always call Campus Security 217-479-7020 after you have placed a 911 or other call to emergency personnel. Campus Security can then direct the police and/or other first responders to the specific building or area in need of service.

911 CALLING INSTRUCTIONS
If calling 911 from a cell phone, your call will be answered by a Jacksonville dispatcher. You MUST tell the dispatcher that you are calling from MacMurray College. While talking to a dispatcher, give him/her your exact location. In classrooms, signs have been posted with specific location information that can be passed along to the 911 dispatcher.
WELCOME TO MACMURRAY!

Your decision to attend MacMurray College is one of the most significant decisions of your life. By doing so, you have chosen to become a member of a very special community. We hope that you will take full advantage of the many opportunities available to you and in the process, add your contribution to those of students who have preceded you.

It is the hope of the Student Life Staff that the information contained here will be helpful to you. We have included information you will need now and in the future.

Each Student Life staff member is sincerely committed to maximizing the quality of your life outside of the classroom. We look forward to getting to know each of you personally and assisting in any way we can.

— The Student Life Staff

THE VISION, MISSION AND CORE VALUES OF MACMURRAY COLLEGE

Vision
By 2030 MacMurray College will be recognized as an educational leader in promoting an engaged, diverse, and inclusive teaching and learning environment where students, faculty and, staff are supported by a broad array of resources including modern facilities, innovative technology, and international opportunities.

Mission
The mission of MacMurray College is to educate a diverse student population by providing a learning environment and programs of study that prepare graduates for professional careers and further education, equipping them with the broad based skills and ethical insights of a liberal arts education, to confront the global challenges of the twenty-first century.

Core Values
The core values of MacMurray College are Knowledge, Faith, Service, Wisdom, Duty, and, Reverence, which define, inform, and guide the philosophy and work of the College.

NON-DISCRIMINATION STATEMENT
MacMurray College shall not discriminate on the basis of age, race, sex, color, religion, national or ethnic origin, sexual orientation, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

INTOLERABLE BEHAVIOR STATEMENT
MacMurray College is dedicated to ensuring that all students, faculty, and staff are treated with respect. To this end, MacMurray College will not tolerate racism, sexism, harassment, bullying, abuse, or physical violence on our campus. All students, regardless of race, ethnic background, gender, religion, sexual orientation, disability, or other protected status, are welcome on our campus.
CULTURAL DIVERSITY STATEMENT
We, the MacMurray College community, pledge ourselves to the creation of a multicultural environment in which people of all cultures and origins are brought together to share their histories, beliefs, and attitudes. We dedicate ourselves and our college to the process of finding solutions to multicultural problems. We hope this will lead to a community that fosters the ideas of harmony, unity and understanding; and that the creation of this multicultural community will serve as a model for others.

THE MAGGIE
This student handbook, published by the Office of Student Life, is intended to provide important information about college life. It includes reference material for campus resources, student-related policies, student rights and responsibilities. This handbook is named after The Maggie Tree, which has been a historic MacMurray College landmark.

On April 27, 1915, the entire class of that year (at that time, all women) gathered in front of Main Hall and planted the class gift, a magnolia tree. Each girl added a shovel of dirt and dubbed the tree “Maggie”. This event was part of Tree Day, a tradition practiced since the early 1880s that featured a ceremonial burning of examination papers after which the ashes were placed in a hole alongside a new tree. This tradition was upheld until the early 1960s.

Maggie was by far the best-known of these gift trees. For several years, Maggie’s birthday was honored, but that custom has long since passed. And, although Main Hall no longer stands, Maggie herself remains at the corner of Clay and State Streets – a constant reminder of her presence every spring with a colorful display of pink and white blossoms accompanied by the inviting scent of magnolia.

The graduating class of 2015 revived the tradition and planted a magnolia tree in front of Rutledge Hall, in honor of the 100th birthday of the iconic Maggie.

CHANGES TO COLLEGE POLICIES
The policies and regulations of the “Maggie” may be amended from time to time by actions of the responsible bodies. Therefore, the documents in this handbook are subject to change during the academic session. Because of the likelihood of these changes, the official version will be available on the campus life website; https://www.mac.edu/students/index.asp.
SECTION 2
CAMPUS SERVICES

BOOKSTORE
GAMBLE CAMPUS CENTER, 217-479-7133
The Bookstore is located on the first floor of the Campus Center next to the student mailboxes. The Bookstore is open from 9 a.m. to 4 p.m. Monday through Friday. The Bookstore is also open on some Saturdays for special events. Summer hours are from 9 a.m. to 2 p.m. Monday through Friday.

The Bookstore carries a full array of supplies and miscellaneous items students will need, from new and used textbooks (some available for the rental program), reference books, school and residence hall supplies, computer accessories, apparel, gift items, some food items, snacks, cold drinks, and bookstore gift cards. You may make bookstore purchases with cash, credit and debit cards, and checks. **Checks require a driver’s license or student ID.** For more information please visit the website at: http://www.bkstr.com/macmurraystore/home/en

CAMPUS CENTER (IRMA LATZER GAMBLE)
Need a place to relax between classes, hold a meeting, access wireless service for your laptop or go for a snack? The Campus Center is the answer.

Relax and enjoy a big screen TV or a game of pool or ping pong available in the lobby area. *(Your I.D. is required to check out equipment.*) On the second floor, Piper’s is open for students who wish to grab a beverage, sandwich or a quick snack. Soda machines are also available in the Campus Center Lobby.

The Campus Center is home to the Office of Student Life. Members of the Student Life Staff are available to help answer questions about life on campus, club activities, housing, counseling, health and chaplain services. You will also find information about campus events held throughout the year by MacMurray clubs and organizations. The Campus Center is the central hub for mail and package service for all students and faculty.

A variety of meeting rooms in the Campus Center are available for student use. Stop by the Office of Student Life to make a reservation or to make arrangements for special setups. Lockers are available for Commuter Students.

CAMPUS SECURITY
GAMBLE CAMPUS CENTER, 217-479-7020
Security officers may be identified by their uniforms. Students should contact the Security Office to report incidents or to request a late-night escort between academic buildings and the residence halls by calling extension 7020 or 217-370-3207. To learn more about the Campus Security department, please visit the website at: https://www.mac.edu/students/security.asp. For MacMurray College’s “Annual Safety and Security Report”, please visit the Student Life page on the college’s website at: https://www.mac.edu/students/index.asp.

CAREER SERVICES
JENKINS EDUCATION COMPLEX 107, 217-479-7141
The mission of the Career Services office is to equip our graduates with career insight coupled with confidence for the future. Employers recruit Mac graduates because they know our students have excellent credentials to demonstrate knowledge, confidence, and professional skills.

Career Services Office is located in the Jenkins Education Complex (EC) in room 107. Depending on staff availability, drop-in hours are posted for drop-in help. Assistance is available on such subjects as getting started with your resume, identifying resources, internship possibilities and graduate school planning.
For most majors, MacMurray College requires experiential learning, which can include internships, study tours, or other career experience opportunities. Early in your course work, have a conversation with your advisor about the requirements and benefits of a well-chosen Career Experience.

MacMurray majors which have other specific career experience requirements are Social Work, Psychology, and Nursing. Please contact those departments directly for information on the specific program requirements. For more information please visit the Career Services website at https://www.mac.edu/careerservices/contact.asp.

THE CENTER FOR LEARNING EXCELLENCE (CLE)
HENRY PFEIFFER LIBRARY, 2nd Floor 217-479-7178
The Center for Learning Excellence is located on the 2nd floor of the Henry Pfeiffer Library. The Center has seven computers and several round tables for individual or group study. It also has comfortable furniture for quiet study. The CLE provides academic support for students and community at no extra cost. We have professional tutoring, peer tutoring, study groups and assistance with study skills, time management, test taking and much more.

Our Assistant Director serves as a professional tutor and offers assistance in writing, psychology, education, Deaf studies (including American Sign Language) and other subjects. Our Writing Specialist offers assistance with RHET 091, 131, 132 and writing for other courses. We also have a Math Specialist who offers assistance with all math and math-intensive courses. Our peer tutors are faculty recommended and trained to assist students in their subject. Tutoring is available on a walk-in basis or by appointment. Tutors’ schedules are posted across campus, on the website, and are emailed to the campus community. Some faculty also hold office hours in the CLE.

Also available in the CLE are practice writing prompts and sample grading rubrics. Students who struggle with writing exams should meet with the Assistant Director immediately to begin working on necessary skills.

For maximum benefits, students should prepare their assignments well in advance and use the CLE on a regular basis. Research shows that students should spend 2 hours of study and preparation for every 1 hour spent in class, including lab times. Because Mac students often take 15 hours of classes per week, the CLE recommends a total of 30 hours preparing for classes. Some professors and coaches may require a portion of that time to be spent in the CLE.

Study assistance can also be found on the Center for Learning Excellence web page. All students should spend time each week in the Center and get help immediately when they encounter a problem. For more information please visit the CLE’s website at https://www.mac.edu/cle/hours.asp.

CHECK CASHING
A student may cash personal checks in any amount up to $50 in One-Stop Student Services. Students picking up or cashing checks must show their MacMurray identification card. No exceptions are made. There is a $50 charge for each check returned for insufficient funds. In addition, one returned check causes a student to lose his/her check cashing privileges.

COUNSELING SERVICES
OFFICE OF STUDENT LIFE, 217-479-7160
Students interested in receiving personal counseling must go to the Office of Student Life. The nurse or Dean of Student Life will assist the student to set up the first appointment with Park Place Counseling Services located just a few blocks from the College Campus. Students may receive up to 3 counseling sessions per academic year at no cost to the student. If it is determined that the student will need on-going
counseling, the student insurance will be billed. If insurance does not cover counseling, the Office of Student Life will work with Park Place on an individual basis to continue providing services to the student. Office hours (to set up appointments): Monday - Friday, 8 a.m. - 4:30 p.m.

**DINING SERVICES**

**MCCLELLAND DINING HALL, 217-479-7070**

<table>
<thead>
<tr>
<th>Dining Hall</th>
<th>Meal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>11:30 a.m. - 1 p.m., 5:30 pm - 6:30 p.m.</td>
</tr>
<tr>
<td>Monday, Tuesday, Wednesday, Thursday</td>
<td>11 a.m. - 1 p.m., 5 - 7 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>11 a.m. - 1 p.m., 5 - 6:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:30 a.m. - 1 p.m., 5:30 – 6:30 p.m.</td>
</tr>
</tbody>
</table>

**PIPERS, GAMBLE CAMPUS CENTER, 2ND FLOOR**

<table>
<thead>
<tr>
<th>Pipers</th>
<th>Meal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Wednesday, Thursday</td>
<td>7:30 a.m. - 3 p.m., 7 - 9 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. - 3 p.m.</td>
</tr>
</tbody>
</table>

Chartwells provides enjoyable, nutritious, and creative meals to the whole student body. Students with special dietary needs are encouraged to make their needs known to the Dining Services Director.

Piper's Grill located at the Student Center provides breakfast meal plans as well as a full retail of great snacks, beverages, and groceries. For the students on the go Piper's offers a wide variety of Grab & Go products as well: salads, sandwiches, wraps, coffee and drinks. The grill also features a full line of grill and appetizer items. You will be able to select items from our deli, hot food line, or the salad bar in the Dining Hall. Careful purchasing and good consumer habits will assure you of satisfaction in your diet all year long. Dining Services also offers a full-service catering department. See the Director of Dining Services for more information.

**DISABILITY SERVICES**

**HENRY PFEIFFER LIBRARY 103, 217-479-7176**

Misty Eisfelder, Director
misty.eisfelder@mac.edu

It is MacMurray College’s goal that all enrolled students have reasonable access to the vast array of educational experiences the College offers. The Office of Disability Services (ODS) serves specifically as a resource to students with documented disabilities to secure the access they need to enjoy those experiences and achieve their educational goals.

If you have a learning disability, attention deficit/hyperactive disorder, mobility challenge, psychological/psychiatric diagnosis, a vision or hearing impairment, including blindness or deafness, or have another documented disability you may be eligible for accommodations. It is important that you contact ODS when you are accepted to the College, or soon after, because you may need time to secure appropriate documentation and because certain types of requests take time to fulfill. Then, each semester, thereafter, you will need to make contact with ODS to make arrangements for the following semester.

The Office of Disability Services and your faculty work within the bounds of their resources to provide accommodations to meet your needs.

If approved for services, you may be eligible to receive assistance securing note takers; sign language interpreters; alternative testing arrangements; audio text formatting; Braille/large print texts; and/or on-
campus housing accommodations. It is important to remember that ODS and faculty will make appropriate accommodations to provide equal access, but course content, academic rigor, or requirements will not be altered to accommodate the needs of an individual.

It is your responsibility to request services, to show evidence for the need of disability services through documentation, to keep the ODS apprised of your continued service needs and satisfaction and to pursue assistance as needed from programs and agencies outside MacMurray College. The College is available to assist you with these processes. The Office of Disability Services also assists students in need of temporary accommodations due to injury or other illness. Students in need of such services should contact the Office of Disability Services.

FINANCIAL AID

MacMurray College offers a comprehensive program of financial assistance including federal, state and institutional grants, scholarships, loans, and work study. To apply for federal, state and MacMurray need-based financial aid, students must complete the Free Application for Student Aid (FAFSA) each year at www.fafsa.gov. It is recommended that the FAFSA be filed as soon as possible after October 1, but no later than November 1, as some sources of aid may not be available after that date.

You’ll find it worth your time to talk with a staff member if you have any questions about your financial aid or are experiencing financial difficulties. Office hours are Monday-Friday, 8 a.m. to 4:30 p.m. You may also contact the office at one-stop@mac.edu. Complete information about all financial aid programs and important policies is available at www.mac.edu/financialaid.

HEALTH SERVICES

MacMurray’s Health Service offers a comprehensive coordinated health care with on-site and off-site options. More serious health problems are treated by referral to local physicians or Passavant Hospital. It is recommended that students carry medical insurance. Please carry the policy name and number with you when you receive medical care at the hospital or physician’s office.

Physician or hospital care costs are the responsibility of the student or parent. You may be expected to pay in cash when seen in the office of local physicians.

Students who have special health needs should consult with the Health Services Coordinator. If you are not sick, but interested in improving your general physical well-being, Health Services is the place for that too. The coordinator will assist you or refer you to the appropriate provider to obtain information on contraception, family planning, stress management, sexually transmitted infections, diet, nutrition, physical fitness, and other resources to help you enjoy the healthiest years of your life.

All full-time students entering MacMurray College are required to have a record of childhood immunizations, including proof of immunity to diphtheria, pertussis, tetanus, measles, mumps, and rubella. A TB skin test with results and a meningitis shot is also required for all students. A physician-completed Health Certificate, which includes a physical examination, is also required and kept on file in the Health Services Office. There will be a $10 health record retrieval fee charged to the student’s account if a student has not submitted the required records to the MacMurray College Health Services Office and the College Nurse has to obtain these records.

If you are too ill to contact Health Services for assistance, notify your RA, RD or roommate to seek assistance for you. Health Services does not write excuses for missed classes. You are responsible for any class work missed because of illness. If you have a scheduled exam, you are responsible for contacting the instructor before the exam.

The Maggie 2018-2019 (Revised October, 2018)
In cases where you are hospitalized or sent home because of illness, you must notify One-Stop Student Services, who will contact your instructors. Call 911 in the event of an emergency. Medical emergencies occurring before or after Health Services hours should be reported to your Resident Advisor or Resident Director. Please note that the college will require outside medical and/or treatment evaluation for students when deemed appropriate.

**Helpful Hotlines**

- Centers for Disease Control and Prevention - National AIDS Hotline
  - English service (7 days/week, 24 hours/day): 800-342-AIDS
  - Spanish service (7 days/week, 8 a.m.-2 a.m. ET): 800-344-7432
  - TTY service for the deaf (Monday - Friday, 10 a.m. - 10 p.m. ET): 800-243-7889
- Centers for Disease Control Information: 800-232-4636
- Nightline: 5 p.m. - 5 a.m., 800-628-9240, www.aidsnightline.org
- Centers for Disease Control and Prevention - National STD Hotline: Monday - Friday, 8 a.m. - 11 p.m. ET, 800-227-8922
- Web Sites:
  - www.ashastd.org
  - www.unspeakable.com
- Emergency Contraception Hotline: 888-NOT-2-LATE
- Gay & Lesbian National Hotline: 800-THE-GLNH
- National Clearing House (Alcohol/Drug Information): 800-729-6686
- National Criminal Justice Reference Service: Mon.-Fri., 10 a.m. - 6 p.m., call at 800-851-3420
- National Herpes Hotline: Monday - Friday, 9 a.m. - 7 p.m. ET, 919-361-8488
  - 5 p.m. - 7 p.m. chat room
  - 8 a.m. - 8 p.m., 800-227-8922
- Rape, Abuse & Incest National Network (RAINN): 24 hours, 800-656-HOPE

**Community Health and Support Services**

- **AIDS Information:**
  - Confidential testing: 217-789-AIDS
  - Springfield Area AIDS Task Force, Sangamon County Health: 217-535-3100
  - For general information about AIDS: 800-243-AIDS, TDD/TTY 800-243-7889
    - Spanish: 800-344-7432
    - National: 800-342-2347

- **Family Planning Clinics & Pregnancy Testing:**
  - Pregnancy Resource Center, 1440 W. Walnut, Suite A-3, Jacksonville, IL, 217-245-9340. All services are free.
  - Morgan County Health Department, 345 W. State Street, Jacksonville, IL, 245-5111
    - Family Planning Clinic every Wednesday morning. Service fees are priced on a sliding scale. Appointments must be made in advance. Pregnancy testing available Monday-Friday.
  - Planned Parenthood, 1000 E. Washington, Springfield, IL, 217-544-2744
    - Appointments must be made in advance. Fees are priced on a sliding scale.
Hospital:
- Passavant Area Hospital, 1600 W. Walnut, Jacksonville, IL, 217-245-9541, TDD 245-2711
- Outpatient services available. You may see a physician 24 hours a day.

Emergency — Dial 911

Mental Health Services:
- Crisis Center, 320 9th Ave., 243-4357
- Morgan County Health Department, 345 West State St., 217-245-5111
- Park Place Center, 201 East Morgan, 217-245-1655
- Suicide Prevention & Crisis Intervention, 217-525-1789
- Wells Center, 1300 Lincoln Ave., 217-243-1871, TDD 243-0470

Domestic Violence:
- Crisis Center Foundation, 345 W. 9th St., Jacksonville, 217-243-4357.

Sexual Assault Services:
- Prairie Center Against Sexual Assault, 2001 W. Lafayette, 217-243-7330

Sexually Transmitted Disease Testing:
- Morgan County Health Dept., 345 West State Street, Jacksonville, IL, 217-245-5111
- Springfield Health Dept., 1415 East Jefferson, Springfield, IL, 217-789-2182

INSURANCE (HEALTH & ACCIDENT)
Health insurance is recommended for all students. However, athletes in season must show proof of insurance.

INTERCOLLEGIATE ATHLETICS   JENKINS EDUCATION COMPLEX 112, 217-479-7142
Mac’s athletic tradition dates back to 1957 when a competitive program of intercollegiate sports was initiated. Today, that program includes sports which annually involve more than 300 student athletes in 14 sports. MacMurray currently fields teams in the following sports:

Women (7)
- Basketball
- Cross Country
- Golf
- Soccer
- Softball
- Volleyball
- Wrestling

Men (7)
- Basketball
- Baseball
- Cross Country
- Football
- Golf
- Soccer
- Wrestling

Athletic Training Policy
1. **Drugs** — The use or possession of illicit drugs is prohibited, specifically including, but not limited to, the drugs on the NCAA list of banned drugs.
2. **Drug Paraphernalia** — Possession of drug paraphernalia is prohibited.
3. **Tobacco/Smoking** — The use of tobacco products and e-cigarettes are prohibited in all sports during practice and competition.

4. **Alcohol** — Breaking the law and/or MacMurray College policy with regards to alcohol consumption or possession is prohibited.

The Athletic Compliance Committee (the Director of Athletics, Senior Women Administrator, and the Faculty Athletic Representative) may be called to rule on any interpretation or clarification of the above policy.

The College is committed to fostering an environment which encourages good citizenship and a corresponding respect for state and local laws, as well as for institutional regulations. This philosophy is particularly applicable to the use of alcohol and illegal drugs by MacMurray College students.

**LIBRARY (HENRY PFEIFFER)**

Henry Pfeiffer Library helps students learn these skills through in-class instruction and through one-on-one assistance.

Formal instruction in locating resources in both print and electronic forms, evaluating web sites, and how to correctly document what you have found is provided in Rhetoric courses, and subject-specific instruction is provided at the request of faculty. JUST ASK – to get personalized assistance with your information needs.

Pfeiffer Library houses or provides access to a wealth of information resources. Some of what you will find inside the building:

- Books, journals and DVDs
- Material reserved for specific courses
- The Loft collection, for recreational reading

The Library has wireless internet access and offers Windows and Mac desktops, printers, and printer/copier/scanning equipment for student use.

From the Library’s website (www.mac.edu/pfeiffer), you can access our online book catalog, full-text magazine and journal databases that we subscribe to, electronic reference sites we have reviewed and selected to support Mac's curriculum, books owned by other libraries, and more. Again, JUST ASK for assistance, either in person, by e-mail, chat, text, phone, or in person.

**REGULAR SEMESTER HOURS**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays - Thursdays</td>
<td>7:30 a.m. - midnight</td>
</tr>
<tr>
<td>Fridays</td>
<td>7:30 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>1:00 p.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Sundays</td>
<td>3 p.m. - 9 p.m.</td>
</tr>
</tbody>
</table>

Hours during summer & class breaks are posted at the front door of the Library and are on the Library Website.

**LOST AND FOUND**

If you’ve lost something or found something belonging to someone else, contact the Office of Student Life (extension 7123) or Facilities (extension 7220).
MAIL CENTER

Mail Center hours are Monday – Friday, 8:00 am – 4:30 pm. A mailbox is required and issued to every student, including commuters. **All mail (Campus, UPS, Express and U.S. Mail) will be delivered to your mailbox. Please check your mailbox daily.** All College department personnel, faculty and staff will send important information on a regular basis through our College mail system. If you have a large package, you will receive a notice in your mailbox to pick up your package in the Mail Center. Outgoing mail and packages may be shipped through the Mail Center if received prior to 2:45 p.m. Monday through Friday. If it is after 2:45 p.m. and you need your mail to go out that day, you must go to the US Post Office located in downtown Jacksonville. For your convenience, a mail receptacle is located outside the door of the mail center. This allows students to drop off their mail even if the mail center is closed. Postage is available to purchase if you need it. To avoid delays in receipt and distribution of incoming mail, all students should have family and friends enter their Campus Mailbox Number on all incoming mail.

OFFICE OF COMMUNICATIONS AND MARKETING (OCM)
KATHRYN HALL, 3RD FLOOR, 217-479-7180

The Office of Communications and Marketing is located on the third floor of the Kathryn Hall building. They are responsible for all news disbursement, article development, marketing, and public initiatives for the College. This includes student news releases on honors, awards, and athletic participation.

Please keep student information current with One-Stop Student Services – news release information is generated from this office. Also, the photo that is taken with the Student Life Office will become part of your public relations record for news releases.

The Office of Communications and Marketing Director is the chief spokesperson for the College. Please refrain from giving speeches on behalf of the College. Your contact information will not be given to the media for student interviews unless you have given prior approval. Any questions or concerns with regards to the media, please call 217-479-479-7028 or email at ocm@mac.edu. Media representatives should be promptly referred to the Office of Communications and Marketing.

OFFICE OF RESIDENCE LIFE

MacMurray College recognizes that a substantial part of your education will take place outside the classrooms, laboratories, and library – in the residence halls. It is in the halls that many close friendships will develop and continue long after you graduate from Mac.

The residence halls are places where living and learning meet. It is there that you will meet new and different people, encounter new ideas and differing values, and test your independence. You’ll find the halls are places where all of the elements of the MacMurray Community fuse. Studies have shown that students who live in residence halls for at least part of their college career enjoy a significantly higher rate of graduation and are more satisfied with their overall experience.

Each residence hall is under the guidance and supervision of a Resident Director who is a member of the Student Life Staff. The Resident Director is responsible for the general management of the building in which he or she resides and is assisted in that endeavor by the Resident Assistants (RAs), and the Director of Campus Safety & Housing. The RAs are student staff members specifically selected and trained to assist the Resident Director in the management of the residence hall. The RAs are also in charge of coordinating the floor’s social, educational and recreational events as well as promoting a cooperative and productive living and learning environment. Should any problems occur, an RA is the first person you turn to for help.

The Maggie 2018-2019 (Revised October, 2018)
OFFICE OF STUDENT LIFE

The Office of Student Life, located on the first floor of the Campus Center, is open from 8 a.m. - 4:30 p.m. Monday through Friday. Services located within this office include: campus activities, student conduct, health services, religious life, counseling referrals, residence life, and student leadership.

RELIGIOUS LIFE/SPIRITUAL DEVELOPMENT

The Coordinator for Religious Life and College Chaplain is available to students, faculty and staff for pastoral care, event-planning, educational programs, facilitating communication, and representing the College on various boards.

The Coordinator for Religious Life will assist in the development of new and existing faith-based student organizations, cultivating prayer groups, Bible studies, or other religious programs to support the spiritual development of students. The Coordinator of Religious Life will assist students in connecting with local churches upon request.

The Coordinator for Religious Life and Chaplain’s office is located in the Office of Student Life. Office hours are posted in the Office of Student Life.

STUDENT BILLING

If you have any questions pertaining to student billings (i.e. payment plans, billing statement, etc.), please contact One-Stop Student Services. Please be advised that the policies and amounts of refunds upon withdrawal as calculated by One-Stop Student Services are separate and distinct from the policies regarding refunding financial aid as calculated in accordance with Federal and State Regulations that govern the policies regarding refunding financial aid awards. Students can check with One-Stop Student Services to determine refunds or liabilities resulting from a withdrawal decision.
## Section 3
### Academic Policies

**Fall Semester 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 10</td>
<td>Friday</td>
<td>Fall payment due date</td>
</tr>
<tr>
<td>August 24-26</td>
<td>Friday - Sunday</td>
<td>Move-in weekend; residence halls open at 8 a.m.</td>
</tr>
<tr>
<td>August 27</td>
<td>Monday</td>
<td>Opening Convocation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online Session 1 begins</td>
</tr>
<tr>
<td>August 28</td>
<td>Tuesday</td>
<td>Classes begin, including Module 1</td>
</tr>
<tr>
<td>September 4</td>
<td>Tuesday</td>
<td>On-campus Enrollment Census Day: last day to add/drop a ground course</td>
</tr>
<tr>
<td>September 21</td>
<td>Friday</td>
<td>Last day to drop Online Session 1 courses with a W</td>
</tr>
<tr>
<td>October 1</td>
<td>Monday</td>
<td>Registration for J-term and spring semester open for seniors</td>
</tr>
<tr>
<td>October 2</td>
<td>Tuesday</td>
<td>Registration for J-term and spring semester open for juniors</td>
</tr>
<tr>
<td>October 4</td>
<td>Thursday</td>
<td>Registration for J-term and spring semester open for sophomores</td>
</tr>
<tr>
<td>October 8</td>
<td>Monday</td>
<td>Registration for J-term and spring semester open for freshmen and new students</td>
</tr>
<tr>
<td>October 12</td>
<td>Friday</td>
<td>Module 1 ends</td>
</tr>
<tr>
<td>October 15</td>
<td>Monday</td>
<td>Module 2 begins</td>
</tr>
<tr>
<td>October 19</td>
<td>Friday</td>
<td>Midterm grades due</td>
</tr>
<tr>
<td>October 19-21</td>
<td>Friday - Sunday</td>
<td>Homecoming</td>
</tr>
<tr>
<td>October 20</td>
<td>Saturday</td>
<td>Online Session 1 ends</td>
</tr>
<tr>
<td>October 22</td>
<td>Monday</td>
<td>Online Session 2 Enrollment Census Day: last day to add/drop a Session 2 or Module 2 online course</td>
</tr>
<tr>
<td>October 24</td>
<td>Wednesday</td>
<td>Online Session 1 grades due</td>
</tr>
<tr>
<td>October 26</td>
<td>Friday</td>
<td>Last day to drop on-campus courses with a W</td>
</tr>
<tr>
<td>November 8</td>
<td>Thursday</td>
<td>Last day to drop Online Session 2 courses with a W</td>
</tr>
<tr>
<td>November 9</td>
<td>Friday</td>
<td>Deadline to petition to change final exam</td>
</tr>
<tr>
<td>November 12</td>
<td>Monday</td>
<td>Last day to drop Module 2 courses with a W</td>
</tr>
<tr>
<td>November 16</td>
<td>Friday</td>
<td>Residence halls close by 6 p.m.</td>
</tr>
<tr>
<td>November 17-25</td>
<td>Saturday – Sunday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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</tr>
<tr>
<td>November 25</td>
<td>Sunday</td>
<td>Residence halls reopen at 12 p.m.</td>
</tr>
<tr>
<td>December 7</td>
<td>Friday</td>
<td>Last day of classes; Module 2 ends</td>
</tr>
<tr>
<td>December 10–</td>
<td>Monday –</td>
<td>Final exams</td>
</tr>
<tr>
<td>13</td>
<td>Thursday</td>
<td>Residence halls close at 6 p.m.</td>
</tr>
<tr>
<td>December 14</td>
<td>Friday</td>
<td>Final grades due by 4:30 p.m.</td>
</tr>
<tr>
<td>December 15</td>
<td>Saturday</td>
<td>Online Session 2 ends</td>
</tr>
<tr>
<td>December 19</td>
<td>Wednesday</td>
<td>Online Session 2 grades due</td>
</tr>
</tbody>
</table>

**Winter J-term 2019 (20 class days — including Saturdays)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2</td>
<td>Wednesday</td>
<td>First day of classes</td>
</tr>
<tr>
<td>January 3</td>
<td>Thursday</td>
<td>Last day to add J-term classes</td>
</tr>
<tr>
<td>January 10</td>
<td>Thursday</td>
<td>Spring/J-term payment due date</td>
</tr>
<tr>
<td>January 18</td>
<td>Friday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades due by midnight</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<tr>
<td>January 20</td>
<td>Sunday</td>
<td>Residence halls open at 12 p.m.</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
<td>Online Session 3 begins</td>
</tr>
<tr>
<td>January 22</td>
<td>Tuesday</td>
<td>Classes begin, including Module 1</td>
</tr>
<tr>
<td>January 30</td>
<td>Wednesday</td>
<td>On-campus Enrollment Census Day: last day to add/drop a course, including Module 1</td>
</tr>
<tr>
<td>February 15</td>
<td>Friday</td>
<td>Last day to drop Online Session 3 and Module 1 courses with a W</td>
</tr>
<tr>
<td>March 15</td>
<td>Friday</td>
<td>Midterm grades due</td>
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<tr>
<td></td>
<td></td>
<td>Module 1 ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residence halls close at 6 p.m.</td>
</tr>
<tr>
<td>March 16 - 24</td>
<td>Saturday - Sunday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 16</td>
<td>Saturday</td>
<td>Online courses remain in session</td>
</tr>
<tr>
<td>March 16</td>
<td>Saturday</td>
<td>Online Session 3 ends</td>
</tr>
<tr>
<td>March 18</td>
<td>Monday</td>
<td>Online Session 4 begins</td>
</tr>
<tr>
<td>March 20</td>
<td>Wednesday</td>
<td>Online Session 3 grades due</td>
</tr>
<tr>
<td>March 24</td>
<td>Sunday</td>
<td>Residence halls open at 12 p.m.</td>
</tr>
<tr>
<td>March 25</td>
<td>Monday</td>
<td>Module 2 begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration for fall and summer semester open for seniors</td>
</tr>
<tr>
<td>March 26</td>
<td>Tuesday</td>
<td>Registration for fall and summer semester open for juniors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop on-campus courses with a W</td>
</tr>
<tr>
<td>March 28</td>
<td>Thursday</td>
<td>Registration for fall and summer semester open for sophomores</td>
</tr>
<tr>
<td>April 1</td>
<td>Monday</td>
<td>Last day to add/drop Module 2 courses</td>
</tr>
<tr>
<td>April 2</td>
<td>Tuesday</td>
<td>Registration for fall and summer semester open for freshmen and new students</td>
</tr>
<tr>
<td>April 12</td>
<td>Friday</td>
<td>Deadline to petition to change final exam</td>
</tr>
<tr>
<td>April 19</td>
<td>Friday</td>
<td>Last day to drop Online Session 4 and Module 2 courses with a W</td>
</tr>
<tr>
<td>April 22</td>
<td>Monday</td>
<td>Easter Monday: no classes</td>
</tr>
<tr>
<td>May 7</td>
<td>Tuesday</td>
<td>Last day of classes, including Module 2</td>
</tr>
<tr>
<td>May 8</td>
<td>Wednesday</td>
<td>Study Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evening final exams begin</td>
</tr>
<tr>
<td>May 9-13</td>
<td>Thursday – Monday</td>
<td>Final exams</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<td>-----------</td>
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</tr>
<tr>
<td>May 10</td>
<td>Saturday</td>
<td>Online Session 4 ends</td>
</tr>
<tr>
<td>May 13</td>
<td>Monday</td>
<td>Residence halls close at 6 p.m. (except for graduates)</td>
</tr>
<tr>
<td>May 14</td>
<td>Tuesday</td>
<td>Final grades due by 4:30 p.m., including Online Session 4</td>
</tr>
<tr>
<td>May 17</td>
<td>Friday</td>
<td>Commencement rehearsal</td>
</tr>
<tr>
<td>May 18</td>
<td>Saturday</td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residence halls close at 6 p.m. for graduates and Commencement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>assistants</td>
</tr>
</tbody>
</table>

**Summer Semester 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3</td>
<td>Monday</td>
<td>Online Session 5 begins</td>
</tr>
<tr>
<td>June 5</td>
<td>Wednesday</td>
<td>Online Session 5 Enrollment Census Day: last day to add/drop a Session 5 online course</td>
</tr>
<tr>
<td>July 5</td>
<td>Friday</td>
<td>Last day to drop Online Session 5 courses with a W</td>
</tr>
<tr>
<td>July 28</td>
<td>Saturday</td>
<td>Online Session 5 ends</td>
</tr>
<tr>
<td>July 31</td>
<td>Tuesday</td>
<td>Online Session 5 grades due</td>
</tr>
</tbody>
</table>

**ACADEMIC ADVISING**
All MacMurray College students are assigned a faculty advisor with whom they will work to choose courses, explore professional interests, and stay on track for timely graduation. Students need to meet with their advisors each semester prior to registration for the next semester and whenever they want to make a change in their schedule or program. Advisors are available throughout the year, to answer academic related questions. Advising assistance is also available in One-Stop Student Services, where staff members can answer questions, provide guidance, and explain College policies and procedures.

**ACADEMIC DISHONESTY AND PLAGIARISM**
Action shall be taken against students who engage in conduct aimed at making false representation with respect to academic performance. Such conduct includes but is not limited to the following examples:

1. Cheating on an examination.
2. Collaborating with others in work to be presented contrary to the stated rules of the course.
3. Plagiarizing, including the submission of another person’s ideas and papers, even unintentionally (whether purchased, borrowed, or otherwise obtained) as one’s own.
4. Stealing examination or course materials.
5. Falsifying records, laboratory data, and other data.
6. Submitting work previously presented in another course, if contrary to the rules of a course.

Judgment as to the fact of academic dishonesty resides with the course instructor.
The instructor shall assign a grade of “F” for the work or the course at his or her discretion. A written report of academic dishonesty, including the circumstances and penalty assigned, shall be given by the instructor to the Academic Standards Committee. If the case warrants, the Committee may then write a letter to the student which would be made a permanent part of the student’s record. In cases considered by the Committee to be particularly egregious, such as multiple offenses, the Academic Standards Committee may suspend or dismiss the student from the College. If a student disagrees with the Committee’s decision- a written appeal can be submitted to the Provost Office with and additional supporting documentation. The Provost will review the case within 10 business days. The decision of the Provost is final.

CLASS ATTENDANCE
The Faculty of MacMurray College requires the student to be responsible for understanding and learning the material in a course. Students are expected to attend all classes. The Illinois State Assistance Commission also requires attendance as a “demonstration of academic progress toward a degree.” Specific policies regarding attendance are set by each individual faculty member and are explained in writing in the syllabus for each course. Each syllabus is on file in the Provost Office and is available online via the https://my.mac.edu portal. These policies should be followed in the event of illness, funerals, adverse weather conditions, etc. which could cause the student to be absent.

Students are responsible for knowing the following:

- Students who are going to miss class should notify their professors of absences in advance. Students should then show each faculty member written statements from physicians, lawyers, etc., where such documentation exists.

- For some emergency or privacy-sensitive situations, absence notices are sent out by One-Stop Student Services or other relevant offices. Examples of these incidents include the hospitalization of a student; the death of a parent, grandparent, sibling, spouse, or child; and a required court appearance. Subsequently, documentation should be provided.

- The decision of whether to excuse absences due to non-emergency situations is left to each professor. Students should communicate directly with each professor about whether absences are excused and about making up work.

- There are no automatically “excused” absences caused by participation in events sponsored by the College, such as athletic events, choir concerts, field trips, workshops, etc. These absences may be excused based on the following:
  - Students have the responsibility for arranging in advance to make up missed work.
  - Students should notify their instructors of scheduled absences at the beginning of the semester, or as soon as that information is available to them.
  - Faculty and staff who are responsible for coaching or coordinating college-sponsored activities should provide students with the dates of scheduled absences as early as possible in the semester and provide faculty with verified rosters and dates of scheduled absences at the earliest point possible.
  - If exact dates are unavailable, the number of scheduled absences and their approximate dates should be provided.
  - To the extent that coaches and coordinators have control of the number of scheduled absences, they should be prudent in the number of absences they require of students.
The relevant organization (class, coach, etc.) should verify the roster and time-schedule or itinerary by sending it to the Provost’s Office at least 24 hours prior to the event.

- In all instances, students are expected to conform to the requirements published in the syllabus of each course.
- In some courses, even excused absences can result in course failure due to the number of classes missed, the nature of the course, and division-specific policies.
- Attendance issues or extenuating circumstances related to student disciplinary situations or confidential health matters maybe accommodated by an official notice from the Dean of Student Life. Any such notices will be first approved by the Provost, then sent by the Dean of Student Life. Such notices may not contain all information to protect the confidentiality of the situation.

CLASSROOM DECORUM
The College expects its students to respect the laws of the state and The Code of Conduct of the College. If the behavior of any student in the residence halls, in the classroom, on the campus or in the community indicates that he or she is fundamentally out of harmony with the ideals of the College, that student is subject to disciplinary action and/or may be required to withdraw from the College. Examples of such behavior include, but are not limited to, verbal abuse of a faculty or staff member, failure to abide by College regulations and failure to attend class regularly. Furthermore, behavior that is disruptive to the classroom and academic environment will not be tolerated. A faculty member who feels that a student’s behavior threatens the learning environment may eject that student from the class. The student may be eligible to return to the class based on the discretion of the faculty member.

CONTESTED GRADES
1. Student should meet with the instructor in an attempt to resolve the conflict.
2. Student should meet with the Senior Director for the Division in an attempt to resolve the conflict.
3. Written appeal from the student indicating the basis for the appeal to be sent to the Provost of the College no later than the fourth week following receipt of grades, including the names of two faculty who might review disputed grades. Submission of relevant supporting materials and documents.
4. Written response from course instructor including the names of two faculty members who might review the disputed grade. Submission of relevant support materials and documents.
5. The Provost of the College appoints a three (3) person Committee using one Faculty member chosen by the student and one chosen by the course instructor. The third faculty member, who chairs the Committee, is appointed by the Provost of the College.
6. The Committee reviews all available materials and makes its decision, which is presented in writing with appropriate rationale to the Provost of the College.
7. The Provost of the College presents the written summary of the Committee’s decision to the student.
8. Any appeal made to the Provost of the College must be based on irregularities in the procedure (1-7 above) or additional evidence which was not available to the Adjudication Committee.
COPYRIGHT INFRINGEMENT POLICY

Downloading or distributing copyrighted material, e.g., documents, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act and several MacMurray College policies.

Those who obtain or distribute copyrighted material should be aware that if found liable for copyright infringement, the penalties can be severe depending upon the amount and the willfulness of the infringing activity. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

Students, faculty, and staff who may be in violation of copyright law place not only themselves at risk, but they also may be exposing MacMurray College to liability as an institution for contributory or vicarious infringement, e.g., using the campus network resources to obtain the material and/or to store the material on College computers and/or servers.

Violations of this policy are treated in the same way as other disciplinary infractions. Actions can result in disciplinary probation, expulsion, or, in extreme cases, legal action. MacMurray College disciplinary actions may be taken in addition to or regardless of the results of legal action.

DROPPING OR ADDING A COURSE

If a student wishes to add or drop a course outside of online registration periods or if online schedule changes are not working, he or she must obtain the signatures of the Academic Advisor and the course instructor on the proper form. These forms are available at One-Stop Student Services on the second floor of the Jenkins Education Complex. Courses may be added through the fifth class day of the semester or dropped through the end of the week following midterm. A student whose course program falls below twelve credit hours will be alerted to other steps to follow to remain in compliance with College policies. Failure to file the proper add/drop forms may cause credit to be withheld or, worse, failing grades to be assigned for courses not properly dropped. It may also negatively affect the student’s financial aid.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student’s education records within 45 days of the day MacMurray receives a request for access. Students should submit to One-Stop Student Services written requests that identify the record(s) that they wish to inspect. One-Stop Student Services will make arrangements for access and notify the student of the time and place where records may be inspected. Parent(s) financial records are not included in the student’s right to discovery.

2. The right to request an amendment of the student’s education records that the student believes is misleading or inaccurate. The requesting student should write to One-Stop Student Services, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. The request will be presented to the Academic Standards Committee. If the request is denied, MacMurray will notify the student and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Records may be disclosed without consent to:
a. A school official employed by MacMurray in an administrative, supervisory, academic, or support staff position (including law enforcement or health staff), a person or company with whom MacMurray has contracted (such as an attorney, collector, or auditor), or a person serving on the Board of Trustees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. Parents of financially dependent students, as defined under Section 152 of the Internal Revenue Code of 1954 (see Section 99.31[(a), (8)]).

c. Authorized representatives of certain governmental agencies in connection with the audit and evaluation of federally supported education programs.

d. A court or in compliance with judicial order or lawfully issued subpoena.

e. Educational testing organizations.

f. Appropriate persons in the case of health and safety emergencies.

g. Directory Information: This information will be routinely released unless the student files a request to block directory information release. The request to block the release of directory information must be submitted to One-Stop Student Services and will be enforced 10 business days after the request is filed.

   o Name, Address (Current And Permanent), E-Mail, Phone Number (Current And Permanent)
   o Photograph
   o Date Of Birth
   o Major Field Of Study
   o Participation In Officially Recognized Sports And Activities
   o Weight And Height Of Athletic Team Members
   o Dates Of Attendance (Including Current Classification, Year, Matriculation And Withdrawal Dates)
   o Degrees And Awards Received (Type Of Degree And Date Awarded)
   o Parent(S) Name
   o High School Attended
   o Year Of High School Graduation

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MacMurray to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C. 20202-4605

GRADUATION

Students are responsible for observing the requirements for the chosen degree and major, and the proper sequence of courses and other requirements. Students whose enrollments are interrupted for at least four consecutive semesters will forfeit the automatic right to use the requirements in effect at the time of original matriculation. One-Stop Student Services, in consultation with faculty in the student’s major, will review these cases on an individual basis.

1. Application for Graduation: In addition to fulfilling all requirements for a degree — general education requirements, major requirements, total hours, minimum grade point average — a student must file with One-Stop Student Services an Application for Graduation, specifying when the student wants the degree. The degree will be awarded at the end of any term after the student
has completed all requirements. Ordinarily this will be as soon as the student is eligible, but the date of graduation may be postponed if the student wishes.

2. **Graduation Requirements:** A MacMurray education consists of three interrelated parts: general education, major, and electives.

**Information about Course Requirements**

- **The general education** component ensures that each student receives a broad liberal arts education and develops skills in writing, speaking, and critical reading, and in reflective and analytical thinking. General education courses are not concentrated in the first two years but continue throughout the four years, interacting with courses in the major. Specific requirements for completion of the general education courses can be found in the MacMurray College Catalog.

- **A major** prepares students for specific careers. Specific requirements for completion of a major can be found in the MacMurray College Catalog.

- **Electives**, completing the 120 semester hours for a bachelor’s degree, provide opportunities for students to pursue interests outside their majors and to learn more about areas associated with their major fields. Specific requirements for completion of elective courses can be found in the MacMurray College Catalog.

**Information about Required Assessment Examinations**

MacMurray students may be required to complete various examinations to assess their academic progress throughout the course of their academic career from entry to graduation. Participation in these assessment processes supports academic excellence and our commitment to continuous improvement at MacMurray College. These assessments are used for statistical purposes and are not a part of the student transcript.

3. **Participating in Commencement:** Commencement exercises are held once a year, after the end of the Spring Term. All students who have completed graduation requirements during the preceding academic year and filed an Application for Graduation may participate. Students who have not completed all requirements for graduation but anticipate doing so by the end of the following MacMurray Fall Term may also file an Application for Graduate and participate in Commencement. Diplomas will be mailed to students a few weeks after all requirements have been completed.

**HONORS**

Academic honors recognize outstanding work during a given semester and accumulated academic standing at graduation.

To make the Dean’s List, the student must have passed twelve hours of academic work (exclusive of pass/fail courses) in a semester, with a GPA of 3.5 or better. Graduation honors for students who have completed their last sixty hours at MacMurray include cum laude (a G.P.A. of 3.50 to 3.79), magna cum laude (3.80 to 3.89), and summa cum laude (3.90 to 4.0) figured on all academic work, including transfer credits accepted by MacMurray.

**INCOMPLETE WORK**

Should illness or an emergency beyond your control cause you to fail to complete the requirements of a course by the end of the semester, you may request your instructor to give you a grade of Incomplete. The Professor must notify One-Stop Student Services of incomplete grades. Once approved, incomplete work must be completed within 4 weeks. Extenuating circumstances will be considered on a case-by-case basis.
LATE REGISTRATION POLICY
Any student registering after the third day of class is subject to a $75 Late Registration Fee.

PROBATION — DISMISSAL
If you are on academic probation, you will not be able to participate in any campus musical organization, intercollegiate athletics, student organization leadership positions and other programs where the student is representing the College to the public, and you will be in danger of losing your financial aid.

All is not lost if you find yourself on probation, but a prompt visit to your Academic Advisor, the Center for Learning Excellence, or One-Stop Student Services is definitely in order. Extended probation can result in dismissal from the College.

RESTRICTED MATERIAL
Students need not be allowed to look at financial information furnished in the past or future by their parents nor at confidential letters of evaluation included in the records before January 1, 1975.

SATISFACTORY ACADEMIC PROGRESS POLICY
Federal regulations require that MacMurray College establish and implement a policy to measure if a financial aid recipient is making satisfactory academic progress (SAP) towards a degree. The same policy will be applied to measure all students’ academic progress. Satisfactory academic progress is measured by evaluating three criteria: quantitative progress, qualitative progress, and progress toward degree completion. These criteria evaluate the quantity of academic work students complete, the quality of academic work completed, and overall progress towards earned the intended degree.

This policy indicates the standards that are used to measure SAP at MacMurray College for purposes of determining academic standing and financial aid eligibility. This policy applies to all students who are enrolled at the College (full time and part time).

Evaluation Method
SAP evaluations will be completed at the end of each academic term (i.e. fall, spring or summer semester) after final grades have been recorded. Timely submission of grades is essential. The review will determine academic standing and eligibility for the next upcoming term. Any financial aid offered for the year in advance is conditional upon satisfactory academic progress and is subject to cancellation. Each student’s record will be reviewed under the direction of the One Stop Student Services office. Students will be notified of their failure to meet SAP guidelines via letter and college email.

Criteria for Satisfactory Academic Progress

Maximum Degree Completion Timeframe
Federal regulations specify that a student must complete his/her degree within 150% of the published length of the program. The maximum time frame for which a student may receive federal financial aid may not exceed 150% of the published length of the program measured in credit hours. For instance, if the published length of an academic program is 120 credit hours, the maximum time frame during which a student will be considered in good standing and eligible for financial aid must not exceed 180 total attempted credit hours. Attempted credits include earned credits, repeated courses (both attempts), withdrawn credits, failures, incompletes and accepted transfer and advanced placement credit. Federal regulations do not allow for the exclusion of courses in which a student has remained past the drop period and earned a grade of ‘W” from its calculation of the maximum time frame. Students completing a second bachelor’s degree must complete their program within a total of 180 attempted credit hours.
**Required Completion Rate**
A student should make steady progress towards earning their degree by completing a minimum number of credits each semester. Students must successfully complete at least 67% of all credits attempted. Attempted credit hours are defined as any course that the student is enrolled in after the add/drop period expires at the beginning of each term. Successfully completed credits are defined as the number of credits in which the student receives a grade of A, B, C, D, P, or CR. Transfer credits accepted by MacMurray will be counted as successfully completed credits.

Withdrawn credits will be counted as credits attempted if they occur after registration or the add/drop period has ended. F grades and incomplete grades are counted as credits attempted but not completed. Repeated classes are counted in credits attempted each time a course is taken.

The 67% completion rate is monitored at the end of each academic term and is always cumulative. Developmental, or remedial, coursework will be counted as hours attempted and earned for the purposes of determining cumulative completion rate.

**Required Grade Point Average (GPA)**
A student must maintain a successful cumulative grade point average (GPA). The below chart illustrates minimum GPA requirements. Transferred courses will not count in the GPA. Developmental, or remedial, coursework will be counted in the cumulative GPA for the purposes of determining satisfactory academic progress. Repeated coursework will count in the cumulative GPA; whichever grade is highest is used.

<table>
<thead>
<tr>
<th># of semester at MacMurray College</th>
<th>Required Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.50</td>
</tr>
<tr>
<td>2</td>
<td>1.75</td>
</tr>
<tr>
<td>3 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Academic Good Standing and Financial Aid Good Standing Status**
Students meeting all of the SAP minimum requirements will be considered in Good Standing.

**Academic Probation and Financial Aid Warning Status**
A student who does not meet any of the SAP minimum requirements will be placed on Academic Probation and on Financial Aid Warning status. Warning status is only for one term during which the student may continue to receive financial aid funding and attempt to regain Good Standing by meeting minimum SAP requirements.

**Academic Dismissal and Loss of Financial Aid**
A student who does not meet the SAP minimum requirements for a second consecutive semester will be academically dismissed and lose financial aid eligibility. Students may appeal to be readmitted to the College and to regain financial aid eligibility.

**Appeal Process**
Students may appeal dismissal and loss of financial aid by describing extenuating and/or unusual circumstances, explaining why the student failed SAP and how the student plans to meet SAP during the next term if the appeal is approved. Appeals are submitted to the Academic Standards committee, via the One Stop Student Services office. Students with approved appeals will be placed on SAP probation, described in the next section. An appeal may be submitted; however, MacMurray College reserves the right to deny students’ appeals. Failure to meet SAP in any subsequent term will result in academic dismissal and loss of financial aid eligibility.
SAP Probation
Students with successful appeals will be placed on SAP Probation. SAP Probation students will be required to complete an academic plan for one or more terms, which must be followed to ensure continued eligibility to remain enrolled at MacMurray and eligibility of financial aid. SAP Probation students has one term to regain good standing unless the academic plan allows otherwise, depending on the student situation. Students who meet the goals outlined in their academic plan after one semester will be automatically placed on another semester of SAP Probation without having to appeal, even if minimum SAP is not yet met.

Reinstatement of Academic Good Standing and Financial Aid Eligibility
Students who earn unsatisfactory academic progress may regain eligibility by raising the cumulative GPA to the minimum standard and/or making up the credit deficiency. Completing a semester at another institution may allow the student to achieve the SAP standards or in many cases, demonstrate the ability to achieve SAP requirements. Keep in mind that credits taken elsewhere will not resolve the Required GPA component of SAP, but may be used to resolve the Completion Rate requirement. Simply sitting out of school for a semester or two will not restore eligibility for a student who has lost eligibility to receive financial aid funding due to not meeting SAP Standards. It is necessary to make changes to the GPA or Completion Rate that achieve the SAP standards to reestablish aid eligibility.

Withdrawal from the College
Students who desire to withdraw from MacMurray at any time must complete the withdrawal process. This process begins in One-Stop Student Services.

It is important for students to realize that there are important implications if one registers for classes but then leaves the College without officially withdrawing. These consequences include: (1) receiving failing grades in all courses not officially dropped; (2) possible forfeit of refunds; and (3) loss of financial aid for that semester.

Any student who leaves MacMurray, either through official withdrawal or otherwise, and leaves behind any personal belongings forfeits all rights to have the items returned or picked up. Any personal belongings left behind will be discarded within ONE WEEK after the student has left.

The information provided here is intended to be of assistance to you, but it is neither a complete nor an exhaustive collection of academic policies. For additional information, check the College catalog.

STUDENT RIGHTS FOR AMENDMENT OF RECORDS
A student has the right to add comments to those records that are accessible to him/her. If a student feels that the records do not reflect an accurate report of events, he/she has the right to insert additional comments and explanations. The student does not have the right to delete information from the records. For more information concerning these rights, a student should check with One-Stop Student Services.
ALCOHOL AND DRUG FREE CAMPUS (ILLEGAL USE POLICY)
MacMurray College strictly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on College premises, in vehicles provided by MacMurray College, at any work site or location at which College duties are being performed by MacMurray College faculty, students, staff, and administrators, or as part of any other MacMurray College activities.

MacMurray College complies with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (collectively, the “Acts”). MacMurray College subscribes to and endorses an alcohol and drug policy founded on the principle of freedom with responsibility. The College is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The institution will strive to provide an educational environment conducive to making conscientious and healthy decisions when individuals are faced with difficult choices associated with the use of alcohol and legal and illegal drugs.

Individual Responsibility
Members of the College community are individually responsible for being aware of applicable laws, regulations, ordinances, and institutional policy and for complying with them. Consistent with federal, state, and local laws individuals employed by the college who violate any portion of the above rule will be disciplined according to the severity of the violation.

An employee convicted under a criminal drug statute must report the conviction to his/her immediate supervisor within five days of the conviction. The supervisor must immediately report the conviction to Human Resources. Failure to report such a conviction will result in disciplinary action up to and including termination.

COMMUNICABLE DISEASES POLICY
Communicable diseases are diseases which are capable of being transmitted to other individuals in various ways. The Illinois Department of Public Health (IDPH) has specified diseases which are contagious, infectious, communicable, and dangerous to the public health in the Control of Communicable Disease Code (77-IL Administrative Code 690) revised and enforced throughout Illinois 4/1/2001 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure MacMurray College compliance with those and other existing state and federal rules, regulations, and laws.

Policy Foundations
1. MacMurray College decisions will be guided by sound medical advice and practice together with current and well-informed medical information.
2. MacMurray College actions will recognize and consider the interests of individual members of the College community together with the interests of the College community at large and in accordance with existing laws and sound medical advice and practice.

Non-Discrimination
The College shall not unlawfully discriminate in enrollment or employment against any individual infected with a communicable disease.
Confidentiality

1. The College shall comply with all pertinent statutes and regulations which protect the privacy and welfare of members of the College community who suffer from a communicable disease as well as the welfare of others within the College community.
2. The College will maintain procedural safeguards throughout the College with the objective of protecting the privacy of persons living with a communicable disease.
3. All confidential medical information about an individual will be handled in compliance with legal requirements and professional ethical standards.
4. The College will not disclose the identity of any employee or student who has a communicable disease, except as authorized by law, when necessary for the administration of this policy, or pursuant to guidelines following the general standards included in the American College Health Association’s Guidelines for a College Health Program.
5. Patient information is not revealed to any source outside the health service, within or outside of the college, without the patient’s informed consent. The only exception would be in cases of extreme urgency where there is an obvious “need to know.”

Individual Responsibilities

1. Individuals infected with a communicable disease should contact the Health Services Coordinator to assist with gaining information about health care services available in this community.
2. Individuals infected with a communicable disease should follow the treatment plan outlined by his/her health care provider.
3. Individuals infected with a communicable disease are responsible for understanding how the specific disease is transmitted and should behave according to guidelines established for the prevention of transmission of the specific disease.

College Responsibilities

1. The College shall identify sources of competent and confidential testing for communicable diseases as well as counseling services upon request.
2. The College shall identify sources of qualified medical care and encourage those with communicable diseases to utilize such sources.
3. Decisions in all situations involving students or employees with health problems are to be made on a case-by-case basis, based on the medical facts in each case and with concern for the confidentiality and best interest of all parties involved.
4. This policy is subject to applicable MacMurray College personnel policies. Provost and Dean of Student Life will administer this policy.

COMPUTER USE POLICY

Computing facilities are provided by MacMurray College to support and enhance the educational experience for every student as well as assist faculty and staff in professional activities according to the College's mission. Therefore, their misuse harms every member of the MacMurray College community. To this end, the Office of Information Technology staff encourages proper systems use and is open to suggestions of ways to improve operations.
Below are guidelines for proper usage of computing facilities at MacMurray College. This policy is not an exhaustive set of rules designed to cover every situation. No one should assume that any system use not specifically excluded by this policy is legitimate or that it will be treated as such. Anyone uncertain about what constitutes legitimate computer systems use should contact a member of the Office of Information Technology staff.

1. The Office of Information Technology is the only authorized provider of computing network services on campus. Permission to administer new or additional network services is granted solely by the Office of Information Technology. Any unauthorized service may be disabled by whatever means are necessary without notice.

2. Any department looking to make any type of equipment purchase that requires support from IT must contact the Office of Information Technology first. IT will not support any device not purchased using the proper means.

3. Workstations and terminals should not be moved or relocated without express permission of the Office of Information Technology. Out-of-service equipment should be reported to the Office of Information Technology.

4. Anyone who has been issued a laptop/tablet/other mobile device should take special precautions when traveling to secure the equipment and not leave the equipment unattended. Report any stolen/tampered equipment to the Office of Information Technology immediately.

5. Users should not install additional software on workstations and terminals without approval from the Office of Information Technology. Software will only be approved on a business-case basis.

6. Computer resources and facilities are limited. Academic or course-related work is the highest priority. If another user is waiting to use equipment for a task more urgent than yours, please give way.

7. Computers that are in use (i.e., have a user currently logged in) should never be left unattended. Lock the computer in question or log out.

8. Computer facilities and accounts are owned by the College and must only be used for purposes consistent with this policy.

9. Sensitive data pertaining to the College community should be housed on College-owned or College-approved storage only. Do not use unauthorized cloud storage to house sensitive data. Password protect or encrypt all removable storage (e.g., flash drives) that house sensitive data.

10. Staff and students may bring personally-owned devices to campus. The Office of Information Technology cannot support any of these personally-owned devices except where an issue lies in an IT-operated service (e.g., network connectivity).

11. College-owned software may not be installed on personally-owned devices. Exceptions exist for programs whose function is to allow personal devices to connect to the MacMurray network or Office 365 software that is distributed to members of the College community.

12. MacMurray College is not responsible for personal files. Users should not place personal files within network resources like shared drives, and files stored locally on a computer should be removed or backed up by the owner to prevent unexpected loss.

13. Users must not employ computing facilities to affect another’s work, either on campus or off, intentionally or through reckless system use.
14. Viewing or using files, programs, or data without authorization and copying, providing, receiving, or using copyrighted software in ways inconsistent with licensing agreements is an invasion of privacy. Users must realize that unauthorized access or use of computing resources may be a criminal or civil offense.
15. Users must not bring food, drink, or tobacco into any computer lab.
16. MacMurray College reserves the right to examine files generated by use of its computing system.
17. MacMurray College reserves the right to limit or restrict any individual's use of the system.
18. MacMurray College reserves the right to terminate unauthorized computing services or information services operated on MacMurray systems or equipment.

Violations of this policy are treated in the same way as other disciplinary infractions. Actions can result in disciplinary probation, expulsion, or, in extreme cases, legal action. MacMurray College disciplinary actions may be taken in addition to or regardless of the results of legal action. Users are obliged to notify faculty or Office of Information Technology staff of any instance of unethical computer use that comes to their attention. Failure to do so is an admission of shared responsibility for such actions and their results.

This policy is subject to change at any time. Any changes to this policy will be posted to the Information Technology section of My Mac.edu.

This policy was last modified on March 7, 2017.

EMAIL POLICY

MacMurray College provides all of its faculty, staff, and students with email addresses. These email addresses are important as they are one of the first lines of communication for the campus community. Failure to maintain your MacMurray email address can lead to missed communications which can have a negative impact on your College experience.

1. Email services must be used only for purposes consistent with this policy. Fraudulent, harassing, obscene messages and/or materials, and chain letters must not be sent, forwarded, or stored. Users whose email addresses have been proven to be sending such content, willingly or unwillingly, are subject to deactivation.
2. MacMurray College email distribution lists are to be used for official College business only. Messages to disseminate personal information, solicitations for other organizations, or non-College promotional announcements are inappropriate uses of College resources and are strongly discouraged.
3. The College will not disclose internal or constituent email addresses (individual or distribution lists) to alumni, students, or business associates or other persons or organizations. MacMurray College alumni or staff who wish to contact alumni individually or as a group for College-related business (i.e., class business, alumni gatherings, surveys, etc.) may be provided lists or labels. Requests for information will be subject to approval on a case-by-case basis.
4. Users are responsible for all content sent from their email address.
5. Email addresses that have been compromised in any way are subject to deactivation.
6. Students may keep their MacMurray email accounts as long as they are currently registered for courses at MacMurray College. Students not registered for classes at the time 10th day enrollment is posted for fall and spring semesters will have their accounts deactivated. Students who graduate, withdraw, or transfer will have access to their MacMurray email account until approximately 12 months after the end of the academic year during which they left the College. Faculty and staff may keep their MacMurray email accounts as long as they are employed at MacMurray College.
7. MacMurray email accounts on Office 365 are allotted 50GB of storage. The size limit for attachments in Office 365 is 25MB. For recipients outside of MacMurray College, whether or not your attachment will send is dependent on the receiving provider's limits.
8. Users are urged not to rely on email inboxes as file storage and should back up all important files sent to them via email.
9. Official MacMurray College campus communications will be sent to MacMurray-issued email addresses only. Members of the campus community are expected to check their MacMurray email account regularly.
10. All email communications at MacMurray College must accurately identify the sender.

This policy is subject to change at any time. Any changes to this policy will be posted to the Information Technology section of My Mac.edu.

This policy was last modified on May 4, 2018.

**PASSWORD POLICY**

Passwords are an important aspect of computer security, being the front line of protection for user accounts. A poorly-chosen password may result in the compromise of MacMurray's entire campus network. As such, all members of the campus community and outside users (e.g., contractors and vendors) with access to MacMurray College systems are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

1. Users are responsible for any use made of their accounts or of material stored in their accounts. To avoid misuse, **do not** share your account information with anyone. Office of Information Technology staff will never ask for your password, via email or otherwise.
2. If working with a member of the Office of Information Technology via phone or email regarding password resets, change your password immediately afterwards.
3. Passwords should never be written down without encryption or security.
4. Users should refrain from using the same password for different accounts.
5. Users are encouraged to use strong passwords, i.e., passwords that
   - contain both upper and lower case characters;
   - contain numerals and special characters;
   - are at least fifteen characters long;
   - are not a word in any language, slang, dialect, jargon, etc.;
   - are not based on personal information.
6. Passwords should be changed often, regardless of when/if they expire.
7. Users who suspect a password has been compromised should contact the Office of Information Technology.
8. Trying, by any means, to learn the username and/or password of another user, to access another's account, or trying to gain unauthorized privileges is a violation of this policy.

This policy is subject to change at any time. Any changes to this policy will be posted to the Information Technology section of My Mac.edu.

This policy was last modified on August 17, 2016.

RESIDENTIAL NETWORK ACCEPTABLE USE POLICY
MacMurray College provides computing resources and worldwide network access to members of the College's electronic community for legitimate academic and administrative pursuits to communicate, access knowledge, and retrieve and disseminate information. All members of the campus community (faculty, staff, students, and authorized guests) sharing these resources also share the rights and responsibilities for their use.

1. Students are free to bring any type of device to campus. The Office of Information Technology cannot support any of these personally-owned devices except where an issue lies in an IT-operated service (e.g., network connectivity).
2. Users are responsible for all traffic originating from their computer.
3. Users are responsible for the security of their systems.
4. Computers that are suspected to have been hacked or otherwise compromised should be taken off the network as soon as possible.
5. Computers on the residential network are required to have anti-virus and spyware protection that is kept updated as well as the latest updates for their operating system.
6. Under no circumstances may computers be configured with a static IP address.
7. Hacking, port scanning, and any other attempts to gain unauthorized access to another computer on the residential network is forbidden.
8. Packet sniffing or other deliberate attempts to read network information not intended for your use is forbidden. Running a packet sniffer configured to read your personal network information only is allowed.
9. MacMurray College reserves the right to regulate the flow of traffic on the residential network to ensure that all users receive a fair and equitable use of bandwidth.
10. Computers running any type of server that uses excessive bandwidth will either be disconnected from the network or have their bandwidth limited.
11. No computer connected to the campus network will be assigned a domain name.
12. Users are not permitted to use their network connection or computing privileges for commercial purposes.
13. Routers, wireless access points, or any other devices that act as a DHCP server to generate IP addresses or allow multiple computers to access one connection are not allowed on the network. Any devices of this type discovered on our network are quarantined upon discovery, and the network port to which it is connected is disabled so that network traffic is not interrupted. Anyone discovered to be using these devices will
be issued a warning for the first offense. A fine of $50 will be issued upon any recurring offenses.

14. Systems found to be intentionally running programs that disrupt network activity or attack specific computers on the network are in violation of this policy.

Violations of this policy are treated in the same way as other disciplinary infractions. Actions can result in disciplinary probation, expulsion, or, in extreme cases, legal action. MacMurray College disciplinary actions may be taken in addition to or regardless of the results of legal action. Users are obliged to notify faculty or Office of Information Technology staff of any instance of unethical use or residential network resources that comes to their attention. Failure to do so is an admission of shared responsibility for such actions and their results.

This policy is subject to change at any time. Any changes to this policy will be posted to the Information Technology section of My Mac.edu.

This policy was last modified on September 14, 2017.

COPYRIGHT INFRINGEMENT POLICY

Downloading or distributing copyrighted material, e.g., documents, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act and several MacMurray College policies.

Those who obtain or distribute copyrighted material should be aware that if found liable for copyright infringement, the penalties can be severe depending upon the amount and the willfulness of the infringing activity. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

Students, faculty, and staff who may be in violation of copyright law place not only themselves at risk, but they also may be exposing MacMurray College to liability as an institution for contributory or vicarious infringement, e.g., using the campus network resources to obtain the material and/or to store the material on College computers and/or servers.

Violations of this policy are treated in the same way as other disciplinary infractions. Actions can result in disciplinary probation, expulsion, or, in extreme cases, legal action. MacMurray College disciplinary actions may be taken in addition to or regardless of the results of legal action.

This policy is subject to change at any time. Any changes to this policy will be posted to the Information Technology section of My Mac.edu.

This policy was last modified on July 17, 2013.
SOCIAL MEDIA POLICY

Social media sites are powerful communications tools that have a significant impact on an organization’s reputation. This policy applies to the use of all social media used by students and all recognized student organizations. The purpose of this policy is to help present the College and members of the College community in the best light and to minimize risk to the College and those affiliated with it.

Social media is defined as electronic media designed to disseminate social interactions using widely accessible publishing techniques. Social media includes all means of communicating or posting information/content of any sort on the Internet. This includes but are not limited to; texting, blogs and propriety platforms such as Twitter, Facebook, LinkedIn, Instagram, Google+, YouTube, Snapchat, Flickr, and Yammer.

Usage Guidelines

**DO:**
- Respect the views of others, even if you disagree.
- Obey the Terms of Service of any social media site or platform in which you participate.
- Remember that laws and MacMurray policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by MacMurray students, faculty and staff through social media.
- When using MacMurray sites or acting within the scope of your College responsibilities, you may only endorse MacMurray College, its programs, or its services if you have been authorized to do so by the College.
- Carefully consider the tone of your comments before posting them. Posts on social media sites should protect the College’s institutional voice by remaining professional in tone and in good taste. Remember, your posts may last forever.

**DO NOT:**
- Do not post information about the College, faculty, staff, students or alumni that would be considered confidential in nature. Follow all rules, regulations and policies set by the College, such as those stated in this Handbook.
- Use social media to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any MacMurray social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.
- Use the MacMurray College name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.
- Spread gossip, rumors, or other unverified information. Furthermore, do not assume that everything posted on a social media site is true.
- Insult, disparage, disrespect or defame the College or members of the MacMurray community.
- Discuss legal issues or risks, or draw legal conclusions on pending legal or regulatory matters involving the College.

**Note:** MacMurray is not responsible for monitoring or pre-screening content posted

The Maggie 2018-2019 (Revised October, 2018)
MAIL DISTRIBUTION POLICY (BULK)
MacMurray College will not distribute external mass mailings to students, faculty and staff. MacMurray College will only distribute mail that includes a person's name, mailbox number and an individual postmark.

MOTOR VEHICLE POLICIES
MacMurray College’s vehicle policy is designed to keep the fire lanes open and to maximize parking on campus. Policies apply to all College property and parking lots, regardless of presence or absence of signs.

Registration
All members of the campus community (students, faculty, and staff) MUST register vehicles they will be operating on campus during the academic year. Vehicles may be registered in the Office of Student Life located in the Campus Center. There is a $60 per semester charge for registering vehicles. Anyone parking on campus without displaying a valid parking sticker will be subject to a fine, wheel lock installed, and/or towing of their vehicle.

Upon registration, a parking permit sticker will be issued for each vehicle. The sticker needs to be ATTACHED (inside the car) to the LOWER RIGHT CORNER (passenger side) of the FRONT WINDSHIELD.

Special Use Permits
Special Use permits may be applied for and are available for students who are injured or temporarily disabled. Students with Special Use permits may, for the duration of their incapacity, use faculty/staff parking lots. Special Use permits are available from the Director of Campus Safety & Housing office (ext. 7124) in the Student Life Office at the Campus Center. These permits allow the holder to park in the faculty/staff parking lots at the south ends of the Jenkins Education Complex, south of Henry Pfeiffer Library, and in back of McClelland Dining Hall. Holders of Special Use permits MAY NOT park in the accessible parking spaces, in the fire lanes, in the trash pickup areas, in limited use areas, or in any other restricted parking areas. Special Use permits will only be honored when used in currently registered vehicles displaying a valid parking sticker according to College specifications.

Rules and Regulations
The following rules and regulations govern the use and operation of all types of vehicles on College property:

1. All members of the College community (students, faculty and staff) possessing a valid driver’s license may operate a motor vehicle on campus. Vehicles parked on College property must display a current parking permit issued for that particular vehicle. A sticker MUST BE ATTACHED to the LOWER RIGHT CORNER of the FRONT WINDSHIELD. Fines may be applicable.
2. Motorcycles, motorbikes, and mopeds may not be parked inside College buildings or in non-designated parking areas and should be parked in the racks located outside of most College buildings.
3. No parking in the fire lane/driveway of Kendall from Hardin Avenue to the entrance of the Kendall Hall parking lot. No parking in the fire lane/drive-way on the west and south sides of Kathryn Hall (Rutledge fire lane.) Fines and discipline may apply.
4. Use of accessible parking spaces by an unauthorized vehicle will result in a fine, and possible towing at the owner’s expense. The fine may be $150.
5. Motor vehicles may not be driven or parked on sidewalks or grass surfaces. Nor shall they be parked as to block driveways or paved walkways. Violations may result in a fine plus disciplinary proceedings.

6. The fraudulent or unauthorized use of a parking permit sticker may result in a $150 fine.

**The following parking and vehicle usage restrictions will be enforced:**

a. Delivery trucks unload at the Dining Hall during the week, therefore, parking is permitted on the perimeter of the McClelland Dining Hall parking lot only, Monday through Friday, 4 a.m. to 5:00 p.m.

b. The Jane Hall circle drive is limited to 15-minute parking, 24 hours per day.

c. Vehicles may not park in any College parking lot inconsistent with normal parking patterns. Vehicles shall not park in such a manner as to block another vehicle.

The following parking lots are restricted to Faculty and Staff only Monday through Friday 6:00 a.m. to 6:00 p.m.

- South/East of the Jenkins Education Complex
- North/East lot across from the Gamble Campus Center
- South of Henry Pfeiffer Library

Violation of parking areas and/or violation of any of the parking and vehicle usage restrictions stated in the above rules and regulations may result in the following penalties:

- 1st Offense — $25 fine
- 2nd Offense — $50 fine
- 3rd Offense — $75 fine
- 4th and ensuing Offenses — $100 fine (and possible towing of vehicle at the owner’s expense)

Notification of a motor vehicle violation will be sent to your campus email. The violation and fine amount will be listed on each ticket. Citations will be tracked and maintained by the Student Safety Aide interns. A notice of the citation may be left on the windshield of the vehicle. The Student is still responsible for paying all fines even if the notification was taken off vehicle or inclement weather makes the notification hard to read. The College reserves the right to tow any vehicle at owner's expense.

**Dismissals/Appeals of Tickets**

Any student, faculty or staff member receiving a citation has 72 hours from the time the citation was issued to make an appeal. Appeals must be made in person at the Office of Student Life. Each student, faculty or staff member may be allowed one ticket dismissal, per academic year, reserved only for the first ticket received.

To appeal a citation, a written explanation, along with a copy of the ticket, must be sent to the Office of Student Life within 72 hours from when the citation was issued. The Director of Campus Safety & Housing will review all appeals. All decisions on appeals are final.

**Payment of Tickets**

Payment of tickets, cash or check, is to be made in the One-Stop Student Services Office. The Office of Campus Safety and Security cannot accept payment of tickets.

**Vehicle Damage**

Anyone parking on campus does so at their own risk. The college will not be responsible for damages, losses, etc. to vehicles or property.
From time to time students, faculty, employees and guests have reported damage to their personal vehicles while on College property. We would like to remind you that such damage is typically insured under the owner’s personal auto policy. MacMurray does not assume liability for such auto damage. We will not respond to claims for either the owner’s deductible or the owner’s failure to procure the appropriate coverage.

Regardless of who you feel might be at fault, you still need to report the claim to your personal auto insurer as quickly as possible.

REFUND POLICIES

MacMurray College One-Stop Student Services Refund Policy for Withdrawals
Students withdrawing from MacMurray College, regardless of reason, are required to complete the College’s withdrawal process that begins in One-Stop Student Services Office. Upon completion of the withdrawal process, students are entitled to a refund of Tuition and Fees, and Room and Board charges based on the schedule below:

<table>
<thead>
<tr>
<th>Withdrawal Percentage of Tuition Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE Prior to and through the First Day of class 100%</td>
</tr>
<tr>
<td>During Week 1 90%</td>
</tr>
<tr>
<td>During Week 2 70%</td>
</tr>
<tr>
<td>During Week 3 50%</td>
</tr>
<tr>
<td>During Week 4 30%</td>
</tr>
<tr>
<td>After Week 4 0%</td>
</tr>
</tbody>
</table>

Note: Withdrawing can prompt loss of financial aid awarded to students for which refunds have already been issued. Students may become liable for some or all of the lost financial aid. Be sure to contact One-Stop Student Services for an explanation of any aid reversals and the consequences to you, prior to your withdrawal.

MacMurray College Refund Policy Appeals
Students or parents who feel that their individual circumstances warrant exceptions from the refund policies stated, may appeal in writing to the Provost, MacMurray College, 447 East College Avenue, Jacksonville, Illinois, 62650

Financial Aid Refund Policy for Withdrawals
If you are withdrawing from MacMurray College, it is extremely important that you check with One-Stop Student Services to see how the withdrawal will affect your financial aid. One-Stop Student Services is located on the second floor of the Jenkins Education Complex. Students receiving any federal financial aid, who withdraw before 60% of the semester has been completed, will lose some of their federal financial aid.

LATE PAYMENTS AND DELINQUENT ACCOUNTS POLICY
Any student account having past due amounts are subject to a flat $25 service fee per month. In addition,
students whose accounts are not current will not be allowed to pre-register or register for the next academic term.

REGISTERED SEX OFFENDER INFORMATION FOR THE STATE OF ILLINOIS

In accordance with the Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386) all institutions of higher education are required to notify the campus community where registered sex offenders information may be obtained for the state in which the institution resides. Furthermore, Illinois Compiled Statutes (730 ILCS 152/115 (a) and (b) mandate that the Illinois State Police establish and maintain a Sex Offender Database. This database is updated daily and allows searching by name, city, county, zip code, compliance status or any combination thereof. This database is available via the internet at the following location: http://www.isp.state.il.us/sor/.

RESERVATIONS OF CAMPUS FACILITIES

To reserve a room on campus for an event:
To help coordinate activities and events on campus as well as to make sure there are no scheduling conflicts, please make the appropriate contacts to make your reservations for your proposed event. Once your reservation has been made, other departments that need to know about the event will receive a copy of the reservation. (For example, the Facilities Department will be notified if tables and chairs will be needed.) After your reservation has been approved and depending upon your needs, you may need to contact additional departments, such as Dining Hall Services for meals. Additional charges may apply for audio/visual or technology setups.

- **Buildings/Rooms**: Please contact the Student Life Office at Ext. 7123 in the Gamble Campus Center.
- **Classrooms**: Please contact the Registrar’s Office at Ext. 7018 in the One Stop Student Services in the Jenkins Education Complex.

To Arrange a Meal: Please contact the Director of Dining Services at the McClelland Dining Hall at Ext. 7069.

SMOKING POLICY

Electronic Cigarettes. E-cigarettes, personal vaporizers, or electronic nicotine delivery systems are not permitted in any enclosed public areas.

The Illinois Clean Air Act requires that institutions provide a smoke-free environment.

_Smoking prohibited in student dormitories._

*(a) Notwithstanding any other provision of this Act, smoking is prohibited in any portion of the living quarters, including, but not limited to, sleeping rooms, dining areas, restrooms, laundry areas, lobbies, and hallways, of a building used in whole or in part as a student dormitory that is owned and operated or otherwise utilized by a public or private institution of higher education.*

*Therefore, all buildings on the campus are smoke-free.*

_Smokeless tobacco is banned from ALL ENCLOSED PUBLIC AREAS at MacMurray including, but not limited to:*

- Classroom buildings;
- Campus Center;
- Residence hall lounges and hallways;
- Dining hall;
- Kathryn Hall and Jenkins Education Complex.

**STUDENT IDENTIFICATION CARDS**

*Please carry your I.D. with you at all times*

All MacMurray students are required to have an identification card to enroll and attend classes. Your I.D. card serves to identify you as a MacMurray student. Carry it with you to access College events, to purchase your meals, to use printers/copiers on campus to use the library, check out athletic equipment, and to use the campus center, gymnasium and other MacMurray facilities.

**Lost/misplaced cards**

Contact the Student Life Office or Student Accounts immediately if you lose or misplace your I.D. card. We will deactivate your card to prevent anyone from using your account. A new I.D. card can be obtained from the Student Life Office for a replacement fee of $25, which will be billed to your account. *PLEASE NOTE*, you are responsible for charges on your I.D. card until you have notified the Student Life Office.

**UNAFFILIATED RELIGIOUS GROUP PROGRAMMING**

Any unaffiliated religious organization that wishes to program on the MacMurray College campus must be sponsored by a recognized student organization. If no recognized student organization wishes to sponsor the activity, then the activity may be reviewed by the College Chaplain, who may serve as the activity’s sponsor. Appeals of the College Chaplain’s decision may be sent to the Dean of Student Life.

**WEAPONS POLICY**

MacMurray College is committed to providing a safe and secure environment where teaching, learning, scholarship, co-curricular life, and undergraduate living and activities flourish. In accordance with Illinois law, we clearly state this comprehensive policy that **the possession of weapons -- to include firearms -- by students, faculty, staff, or visitors is illegal and prohibited on all property owned or controlled by MacMurray College, including but not limited to places where college programs and activities are held. The new Illinois Concealed Carry legislature does not apply to colleges and universities. A licensee is prohibited from carrying a concealed firearm onto the MacMurray College premises.**

Violations of this prohibition of weapons will subject persons to arrest and referral for criminal prosecution, as well as to discipline up to and including expulsion from the college and/or termination from employment. Exceptions will be considered only through presidential review and presidential exemption. Official law enforcement officers are exempt from this policy.

**WITHDRAWAL PROCESS**

To withdraw officially and completely from MacMurray College, a student must fill out a withdrawal form and contact One-Stop Student Services in the Education Center (second floor) or by phone at 217-479-7041.

MacMurray College will hold official transcripts and/or diplomas on students who have not completed the official withdrawal process, including any applicable requirements listed below.

*The Maggie 2018-2019 (Revised October, 2018)*
Financial Aid
Students who withdraw mid-semester may also experience a loss in financial aid, pro-rated based upon the length of attendance. Please read the Return of Financial Aid Policy (https://www.mac.edu/financialaid/return_of_aid.asp) for more information about loss in financial aid.

Records Requirements
Those students who withdraw officially from the College prior to the last day for dropping courses as recorded in the academic calendar for their program will have the courses removed from their records. Students withdrawing from the College after the drop period but in the withdrawal period will receive Ws instead of letter grades.

The last day to withdraw from a course and the College without academic penalty each semester can be found on the academic calendar for the program in question. Please note that a withdrawal at this point will not reduce your charges. Petitions to withdraw from any or all courses with W grades after this date will be considered only for extenuating circumstances beyond the student's control. Failure to withdraw officially from any or all courses will result in an F being entered on the permanent record and will be included in the computation of the GPA. Further information on adding/dropping courses may obtained by contacting our office.

Transcripts are available by request through Parchment as well as My Mac.edu for current students.

Leave of Absence
MacMurray College students may apply for a Leave of Absence for up to one year. Students will formally withdraw from the College but will be sent registration materials one semester prior to their scheduled return and will be able to register during priority registration. One-Stop Student Services will determine if students need to reapply on an individual basis. Students who took college coursework elsewhere during the leave of absence are required to provide official transcripts from any other college attended to One-Stop Student Services. Student requests for extended leave of absence due to extenuating circumstances are considered on a case by case basis.

Student account requirements
During the first four weeks of classes, charges for the semester may be pro-rated. After the fourth week, students are charged for 100% of the semester. Visit https://www.mac.edu/one-stop/refund_procedure.asp for more details. Appeals based on extenuating circumstances must be made in writing to the Provost and will be considered on a case by case basis.

Please contact our office with any questions, concerns, or for assistance with these matters.

Student loan exit counseling
Students who borrowed Direct federal student loans while enrolled as a student at MacMurray College must complete exit loan counseling at http://www.studentloans.gov/.

Students who borrowed Perkins Loan funds while enrolled at MacMurray College must complete an exit interview session at http://www.myloancounseling.com/. This is in addition to any other exit loan counseling required.

Information on loan repayment can be found at https://www.mac.edu/financialaid/loan_repayment.asp. Our office is available to answer any questions regarding this process, loan repayment, deferment, and so forth.
**Student Life Requirements**

Students residing on campus must complete the proper check-out with Residence Life within 24 hours of withdrawing from the College. Any student who leaves MacMurray College, either through official withdrawal or otherwise, and leaves behind any personal belongings forfeits all rights to have the items returned or picked up. Any personal belongings left behind will be discarded within one week after the student has left. Contact Student Life with any questions.

**Important Final Information**

Withdrawal is not complete or official until all signatures have been obtained and the student has completed all required steps. It is important for students to realize that there are important implications if one registers for classes but then leaves the College without officially withdrawing. These consequences include

- Receiving failing grades in all courses not officially dropped;
- Possible forfeit of refunds and/or loss of financial aid;
- Inability to receive official transcripts from the College.

The College also reserves the right to enforce the withdrawal of any student if, in the judgment of the appropriate administrator or disciplinary body. A student may be dismissed for poor academic work or for conduct that is contrary to College standards. The judgment of the officers of the College is final in such cases.

Academic Probation and Dismissal policies may be found in the academic catalog for the program in question at https://www.mac.edu/oncampus_programs/catalog/index.asp.

**CONSTITUTION DAY POLICY**

In accordance with the Office of Innovation and Improvement Regulations, Department of Education, MacMurray College will hold an educational program pertaining to the United States Constitution on September 17 of each year. Should September 17 of any given year fall on a weekend or holiday, the educational program will be held either the preceding or following week.

**VOTER REGISTRATION POLICY**

The Office of Student Life at MacMurray College will assist students in registering to vote either locally or by absentee ballot. Annual promotion of voter registration will occur every fall semester.
STUDENT LIFE MISSION STATEMENT
The Office of Student Life allows students the opportunity to learn and grow academically, emotionally, physically, spiritually, and occupationally. Through intentional programs, services, and experiences, the Office of Student Life will help students to understand themselves, equip them with the skills to make good decisions, have an understanding of citizenship and civic responsibility, and be ready for the world of work.

DISABILITY SERVICES
MacMurray College's Office of Disability Services strives to transform students' lives and foster growth by providing both an environment and opportunities for students with disabilities that support and encourage them to become confident, self-aware, and self-accepting individuals. Through activities that guide the development of life skills of self-advocacy and recognition and utilization of available resources and with the support of reasonable accommodations in their core academic experiences, students with documented disabilities are challenged to fulfill their educational goals and their personal dreams.

Students arriving at MacMurray College from secondary education services will see quite a few differences between high school and college, especially in that college students are expected to assume much more responsibility for the services they need. Many non-traditional students, on the other hand, have been away from school for some time and face different challenges like managing family life and work while adjusting to rigors of lectures and exams.

No matter your background, the Office of Disability Services will work diligently to help you reach your goals. The collaborative environment fostered by MacMurray College faculty, staff, and administration in this small, private school setting helps to ensure students with disabilities have access not only to their core educational experiences but also to a college community that knows and cares for them. Current students and faculty may access additional resources at My Mac.edu.

Applying for Services
MacMurray College Office of Disability Services provides access and accommodations for eligible students with documented disabilities or functional limitations who intend to pursue coursework at MacMurray College. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in core academic experiences through appropriate and reasonable accommodations. The Disability Services Application constitutes an agreement to apply for these supports and should be submitted to the Disability Services office upon acceptance to MacMurray College. The approval process and accommodation arrangements take some time, so it is important for students to submit their applications at least six weeks prior to start of classes to prevent possible delays in service.
Qualifying Disabilities
To constitute a “disability,” an individual's condition must substantially limit a major life activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Disabilities may include, but are not limited to;
- Autism
- Learning disabilities
- Deaf/hard of hearing
- Blind/visual disabilities
- Chronic health conditions
- Temporary physical conditions
- Emotional/psychological disorders
- Attention Deficit/Hyperactive Disorder
- Mobility and other physical impairments

For the purposes of providing effective accommodations at college, it is important to be able to predict the functional impact of the student's disability on coursework, testing, and program requirements. Documentation of current functioning is, therefore, required. See Appropriate Documentation for details.

For more information for receiving services please contact the Director of Disability Services;

Director of Disability Services
Misty Eisfelder, 217-479-7176
misty.eisfelder@mac.edu

HEALTH SERVICES
The Health Services Office is located in the Gamble Campus Center, within the Office of Student Life. The Coordinator of Health Services hours are posted in the Student Life Office during the academic year and provides health education and one-to-one assessment on a walk-in basis as well as health promotion through campus activities with students. Over-the-counter medications can be administered for minor illnesses such as colds, sore throats, fever blisters, minor cuts, allergies, and mild gastrointestinal disturbances. Students may also be referred when necessary to a physician, hospital, and/or counseling service when appropriate. Confidentiality in regards to visits is always maintained.

Students who seek outside care must make sure that they have their parent or legal guardian's insurance information with them. This may include an actual card or a photo copy of both sides of the insurance card. Physicians filling prescriptions may need to see a copy of a student's schedule or other items as proof of college enrollment, depending on the insurance company. Some companies require this every semester. Many insurance companies issue new cards on a yearly basis, and orders may not be processed if the student does not have an updated card.

RELIGIOUS LIFE/ SPIRITUAL DEVELOPMENT
The campus ministry mission of the college is to be an institution that promotes a living-learning environment by implementing best practices for establishing a college climate that fosters spiritual exploration through both curricular and co-curricular programs.

Goals:
- Create campus activities that allow students to grow in the faith and serve the community.
• Create a space(s) in which students can share and grow in their faith.
• Provide opportunities for students to develop and grow a basic understanding of their faith and other faiths through practical life experiences and academic activities.
• Build an environment that fosters inter-faith dialogue, respect for diversity, moral maturity, and ethical understanding.

STUDENT DEVELOPMENT

STUDENT LEADERSHIP
MacMurray College recognizes that all members of the college community have the responsibility to contribute their strengths and talents to the learning environment, their social groups, their friends and families, and to society at large. Students are encouraged to explore opportunities of leadership and grow in their individual strengths. Student leaders are found in a variety of areas including student organizations, student government, peer mentoring, resident assistants, athletics, and student activities. Student leaders may be sought out and invited to participate in special trainings, workshops, conferences, or other leadership development opportunities. Students interested in learning how to be involved in student leadership should make an appointment with the Dean of Student Life in the Student Life Office, or speak with an officer of the MacMurray Student Association (MSA), or speak with an organization officer.

STUDENT ACTIVITIES
Students are strongly encouraged to participate in student organizations as a way to connect with the campus community, contribute to service, shared the experience of college life, and enjoy opportunities for leadership development. There is a wide variety of organizations to choose from. Students are encouraged to develop new organizations based on their talents and interests. Staff members are available to help students form new clubs or to give advice to currently established ones. Students should visit the Office of Student Life for information on joining and existing organization or forming a new organization.

MACMURRAY STUDENT ASSOCIATION (M.S.A)
The MacMurray Student Association (M.S.A), desires to perpetuate the best traditions of the College, to enhance its good reputation, to promote the rights and general welfare of the students, and to create and nurture a multicultural environment in which people of all culture and origins are brought together to share their beliefs, histories, and thoughts.

M.S.A. officers are elected by the student body. M.S.A. Officers represent the college on and off campus at college-related functions as requested.

M.S.A. is the governing body that oversees activities, student organizations, maintains records, and distribute funds as requested according to the M.S.A. constitution.

PEER MENTORING PROGRAM
New students will be assigned a Peer Mentor during the fall semester as part of their learning experience, assuring that all first-year students have access to a Peer Mentor to assist them in making successful transitions to MacMurray College. Peer mentors can help students adjust academically and socially to college life and assist students in developing skills for a successful college journey. Peer mentors have numerous resources available to them to help make a smooth transition between high school and college.

The Maggie 2018-2019 (Revised October, 2018)
The Peer Mentor Program is designed to cover all aspects of college life and to assist students from the first day of classes.

**What is mentoring?**
Mentoring is a process by which select students are trained to advise, guide, and facilitate the educational and social development of students.

**What will your peer mentor do for you?**
S/he will be:

- A helper – as you get to know the campus.
- A leader - to inspire you to stay focused.
- An experienced role model – showing you how to succeed.
- A source of information - to save you time and complications.
- An academic coach - helping you to be the best student that you can be.
- A confidant - listening to your concerns and sharing her/his ideas with you.

Returning students who are interested in becoming a peer mentor will have the opportunity to apply for the program during the spring semester. Contact the Dean of Student Life for further information at 217-479-7062.
The MacMurray College residence hall community includes traditional style and suite-style rooms and buildings. Below are descriptions of each residence hall:

**Jane Hall**
Jane Hall was built in 1930 with the funds of Senator James MacMurray and is named after his wife. Jane Hall is a co-ed suite style hall. Gender is separated by wing on each floor. Many rooms were renovated in 2018 and Jane Hall now has central air conditioning.

**Kendall House**
Kendall House was named for Rae Kendall, a benefactress and alumna of MacMurray. Kendall House is a co-ed, community style hall with newly renovated bathrooms (2018). Gender is separated by floor.

**Norris House**
Norris House was named for Louis Norris, a past president of the College. This was the second men’s residence hall and it was built in 1956. This hall became co-ed in 1980 and is now a co-ed, community style hall with newly renovated bathrooms (2018). Gender is separated by floor.

Rutledge Hall, a co-ed, suite style hall, was built by the MacMurray family in 1937. It was named after Ann Rutledge, a sweetheart of Abraham Lincoln. Gender is separated by wing on each floor.

For more information regarding each residence hall and their amenities, please visit the Residence Halls website at: https://www.mac.edu/students/residence_halls.asp

Residence Hall Accommodations
Students with disabilities who need accommodations for residential housing because of a disability should contact the Office of Disability Services:

Director of Disability Services
Misty Eisfelder, 217-479-7176
misty.eisfelder @mac.edu
RESIDENCE HALL SERVICES

- **Cable Television** — All residence hall rooms have a coaxial cable hookup. Students will need to provide a coax cable to connect their television to the campus televideo system. The channel lineup for Campus Televideo Services can be found online at https://www.mac.edu/it/cable_tv.asp.

- **Internet** — All residence halls have wired internet access in each room. Students will need to provide an Ethernet cable to connect their computers/devices to the campus internet connection. Wireless (WIFI) access is available in the residence halls but is not guaranteed in all rooms. Issues regarding Internet service should be reported to either to the Office of Residence Life or the Office of Information Technology (IT) on the third floor of Kathryn Hall. IT work orders may be submitted online on My.Mac.edu.

- **Laundry Facilities** — Washers and dryers are located in each residence hall. There is no fee to use the laundry machines. If students notice washers or dryers that need repair, they should report it to an RA in their building.

- **Refrigerators** — Microfridge units are available for rental. Each residence hall room is allowed one unit. If a student wishes to bring their own unit, the units output must be 11 amps or less. Microfridge units contain a microwave, and refrigerator. It is the student’s responsibility to clean the unit prior to their departure. Failure to clean the microfridge may result in a cleaning fee being assessed. **Microwaves and refrigerators other than the colleges rented microfridge unit are not allowed if they have a combined output greater than 11 amps.**

- **Vending Machines** — Soft drink vending machines are available in each residence hall and at the Campus Center. Students are asked to report any malfunction to an RA in the building.
RESIDENCE HALL POLICIES & COMMUNITY STANDARDS

In keeping with the MacMurray College Student Code of Conduct and Integrity Statement, it is expected that all residents will conduct themselves to the highest standards of civility and respect while living on campus. Students are expected to honor the Student Code of Conduct both on and off campus, during all curricular or extra-curricular activities, including times when classes are on holiday or summer breaks. Violations of the Code of Conduct are subject to disciplinary action which may result in loss of the privilege to live on campus.

MacMurray College’s policies and regulations exist to respect the fundamental rights of privacy and freedom to study and rest. Others have been developed to ensure your safety and the safety of others, and to reflect local, state, and federal laws.

Please note that MacMurray College reserves the right to refuse housing to anyone. Please also note that residence hall policies are subject to change during the course of the academic year. Students who demonstrate behavior that is detrimental to the student living group will be subject to disciplinary action that could result in reassignment to another residence hall space or suspension/expulsion from the college residence.

ACADEMIC BREAK HOUSING
In season student athletes are permitted to stay during those breaks provided they make arrangements with the Housing Office prior to the break.

Limited housing during academic breaks may be available, although it is not guaranteed. If break housing is available email notification will be sent out and fliers will be posted in the halls. A charge per night is assessed for housing when classes are not in session. Summer housing is offered on a limited basis for eligible students for a monthly rate. If break or summer housing is available students must meet specified criteria. Dining services are not available during break housing. Interested students should see the Housing Office for more information.

AIR CONDITIONERS
Generally, residence halls are not air conditioned; however, some dormitory rooms have air conditioning units. If you are a person with a disability who requires an air conditioning unit as an accommodation for your disability, please contact the Office of Disability Services or the Housing Office. Your request must be accompanied by all of the required documentation which clearly establishes that because of your disability you require an air conditioning unit as an accommodation. This written statement from your doctor or medical provider must be received as early as possible by the Office of Residence Life and NO LATER than the time one’s housing form is received. The medical provider’s statement must be provided for EACH YEAR an accommodation is required. You will then be assigned to an air-conditioned room as space is available.

Students who do not have a disability may also request a room with an air conditioning unit. There are a designated number of rooms in each hall that are equipped with an air conditioner and these rooms will be assigned on a first-come first-served basis.

ALCOHOL AND DRUG POLICY
The following is the statement regarding alcohol and illegal drugs from the United Methodist Social Principles Document (1984):

    We affirm our long-standing support of abstinence from alcohol as a faithful witness to God’s liberating and redeeming love for persons. We also recommend abstinence from the use of
marijuana and any illegal drugs. As the use of alcohol ... is a major factor in both disease and death, we support educational programs encouraging abstinence from such use.

The College is committed to fostering an environment, which encourages good citizenship and a corresponding respect for state and local laws, as well as for institutional regulations. This philosophy is particularly applicable to the use of alcohol/illegal drugs by MacMurray students.

**Alcohol**

It is the position of MacMurray College that alcohol use is detrimental to a successful educational environment. Therefore, any use, regardless of age, is strongly discouraged while living in the residential halls. MacMurray students who are younger than Illinois’ legal drinking age of 21 are prohibited from possessing (includes closed containers) or consuming alcoholic beverages on College property. Students who are at least 21 years of age may consume alcoholic beverages only in the privacy of the residence hall rooms with the door closed. Students under the age of 21 may not be present under any circumstance. All students who are in a room where both alcohol and underage students are present will be subject to disciplinary action. The question of who is consuming alcohol is irrelevant in cases where both alcohol and underage students are present. Kegs, party balls, jugs, as well as any other rapid consumption devices are prohibited whether open or closed, and are subject to confiscation. In accordance with Illinois law, powdered alcohol is prohibited on campus. Residence halls may be designated as “dry halls”, no alcohol is permitted in these halls. Any violation of alcohol policies has an automatic fine. Other disciplinary action and sanctions may occur.

Behavior which interferes with the rights of any other member of the campus community, especially other residents, and which is precipitated by or includes the use of alcoholic beverages may result in disciplinary action. This includes but is not limited to: loud parties, disorderly conduct, disturbing the peace, public drunkenness, rude conduct toward College employees or other residents, and providing alcohol to minors. To help deter abusive drinking behavior, no more than 4 persons are allowed in a room or suite where alcoholic beverages are being consumed. Absolutely no “parties” are allowed in residence hall rooms where alcohol is present. Students of legal age who choose to drink in their room assume all responsibility for the outcome of drinking. They should understand that they are expected to keep their drink in private and assume adult responsibility for their choices to drink alcohol. College sanctions involving underage students and alcohol are considered more severe and include confiscation of the alcohol. Should a question of “who” is in possession of alcohol arise, the resident(s) of a room in which a violation occurs will be assumed to have principal responsibility even though he/she might not be present when the offense is discovered.

It will be standard procedure for Residence Life staff to check all students’ cups and/or glasses for alcoholic beverages when the cup and/or glass is carried outside of the resident’s room (i.e. lounge, hallways, restrooms, etc.). This is not intended as an infringement on the rights of students but rather a means by which a positive environment is fostered for all students. Any alcohol brought into a building must be in a bag or covered container. See the Standards of Conduct Section of this document for further disciplinary violations and sanction information.

**Illegal Drugs**

The illegal use of drugs and the possession of drug paraphernalia by MacMurray students is a Level III offense and is prohibited. The College cooperates fully with local law enforcement agencies, and is prepared to pursue prosecution in cases which suggest drugs and drug dealing. In accordance with Illinois law, caffeine in powdered form is prohibited on campus.
As with questions regarding “who” is in possession of drugs, room residents bear the same responsibility in the determination of “who” possesses alcohol.

Effective August 15, 1997, the School Reporting of Drug Violations Act became law. The act reads as follows:

“S.H. A. 105 ILCS 127/2

2. DUTY OF SCHOOL ADMINISTRATORS. It is the duty of the principal of a public elementary or secondary school, or his or her designee, and the chief administrative officer of a private elementary or secondary school or a public or private community college, college, or university, or his or her designee, to report to the municipal police department or office of the county sheriff of the municipality or county where the school is located violations of Section 5.2 of the Cannabis Control Act and violations of Section 401 and subsection (b) of Section 407 of the Illinois Controlled Substances Act occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from a school or a school related activity within 48 hours of becoming aware of the incident."

MacMurray College reserves the right to report all drug violations to the Jacksonville Police Department within 48 hours of the reporting of any drug-related incident. See the Standards of Conduct Section of this document for further disciplinary sanction information.

Any violation of drug policies has an automatic fine as well as other disciplinary action and sanctions may occur.

**Police Search using canine units** Police Officers with a canine unit may periodically be summoned as deemed necessary by the Dean of Student Life or other college administration. Students will not receive prior notification of the date and time of the canine sweep. Canine searches will sweep hallways and public areas only. If a hit occurs on a room door, the room may be searched whether or not the resident is present. The search will take place in accordance with search and entry policy.

**Drug Policy** MacMurray College is a drug-free zone. The use of drugs or possession of drugs or drug paraphernalia is explicitly forbidden on MacMurray College campus, at MacMurray College events, on or within MacMurray College property, etc. To better assist the Residence Life leadership team in enforcing MacMurray College’s Drug Policy, the following revision has been implemented effective January 1, 2017:

Any resident student who is deemed by an RD, the Director of Campus Safety & Housing, or the Dean of Student Life to smell of marijuana may be subject to a Drug Violation Fine. Any student issued a Drug Violation Fine will be required to meet with the student conduct officer. Any guest of a resident student who is similarly determined to be under the influence of marijuana will be required to immediately vacate the premises and his/her host will be required to meet with the student conduct officer and may be subject to a Drug Violation Fine, a Guest Policy Violation, or other sanctions as determined appropriate by the Director of Campus Safety & Housing.
RAs who believe that a student or guest of a student may be under the influence of marijuana are to contact their RD or the on-duty RD; the RD will determine whether to issue a citation. See the Standards of Conduct Section of the Maggie for further disciplinary sanction information.

**ATHLETIC AND RECREATIONAL EQUIPMENT**
The use of athletic or recreational equipment or any other potentially dangerous or damaging equipment is prohibited in the residence halls, unless approved by the Office of Campus Safety and Housing. Athletic and recreational equipment are permitted to be used outside as long as the use does not disturb or threaten the safety and well-being of others or College property.

**AUDIO EQUIPMENT**
Audio Equipment must be used in such a manner that the sound will not disturb other students or interfere with the interests or standards of the College community. Students are required to comply with reasonable requests from their fellow residents, members of the Residence Life staff, and Security regarding noise complaints. Please note the policy on 24 hour courtesy hours and quiet hours.

**BICYCLES**
Storage racks are located near most campus buildings. For reasons of safety you may not store your bike in building corridors, lounges, or other public spaces. With the approval of the Director of Campus Safety & Housing you may store your bicycle in your room. You may not ride your bike indoors at any time. Bicycles and bicycle locks are the student’s responsibility. The college is not responsible for the loss of a bicycle.

**CANDLES/INCENSE**
Candles and incense are not allowed in the residence halls. This includes decorative candles. Possession of candles and incense may lead to confiscation of such items by Residence Hall staff without prior notice. See the Standards of Conduct Section of this document for further disciplinary sanction information. Candles and incense are known to be used to disguise the use of cigarettes or marijuana as well as present a fire hazard. Therefore, rooms demonstrating evidence of candles or incense are subjected to a search at the discretion of Residence Life. Violations of the candles and incense policy may be subject to a fine.

**COHABITATION**
Cohabitation is not permitted in residence halls. Cohabitation exists when a person who is not assigned to a particular room uses that room as if he/she were living there. Examples of cohabitation may include, but are not limited to, accessing the room while the assigned occupants are not present, keeping clothing and other personal items in the room, sleeping overnight on a regular basis, and using the bathroom and shower facilities as if they lived in that room/suite.

All overnight visitations must be consistent with any applicable roommate agreements and the guest policies. If the Residence Life staff observes evidence of or is informed of cohabitation between people other than the assigned person(s) of the room, sanctions may result. Any resident found having an individual living with them, who is not assigned to their room, or who is not a MacMurray College student may result in immediate dismissal from residence life. When a guest’s continual presence hinders a roommate’s or suitemate’s ability to study, sleep, and/or occupy their room, this will be considered a violation of this policy.

*The Maggie 2018-2019 (Revised October, 2018)*
COURTESY HOURS/QUIET HOURS/NOISE VIOLATION

Courtesy Hours
Courtesy Hours are in effect 24 hours per day, 7 days per week. We encourage students to feel at home in the residence halls; however, loud behavior in the halls, which negatively affects another resident, is prohibited. If someone is being loud, each resident is encouraged to talk to the responsible party by respectfully asking the responsible party to be quieter. If you need assistance, talk to your RA.

Quiet Hours
Quiet Hours are in effect between the hours of 10:00 pm and 9:00 am from Sunday to Thursday and from midnight until 9:00 am on Friday and Saturday. Quiet Hours apply inside and outside of the residence halls.

Noise Violation
Any resident or guest of a resident who violates the above policies will receive 1 warning from an RA or RD. Failure to comply with the RA/RD’s instructions will result in a Noise Violation and may be sanctioned.

DAMAGES
There are two types of damages for which you may be billed:

1) Individual Room Damage: Damage to your room or its furnishings will be billed to you. The cost to repair or replace damaged items will be determined on a case by case basis. Damage may be repaired by outside contractors with commercial rates being charged. Residents must complete a room checkout with their Resident Assistant or Resident Director. The Housing Office will go through each vacant room following the completion of the semester and do the final damage billing assessment. Once the damage total is assessed, it will be documented by the Housing Office and referred to the student’s account within 10 business days.

2) Common Area Damage: Damages occurring in common areas (hallways, lounges, etc.) will be billed to all members of a floor or hall if the responsible party does not come forward or is not reported to the Housing Office. Damage may be repaired by outside contractors with commercial rates being charged. To determine who caused the common area damage residence life staff will investigate the incident and communicate the conclusion to all members of that floor/hall. Members of the floor/hall will be billed if no one comes forward. Common area damage that is discovered during hall closings will be billed at least twice a year, once at the conclusion of fall semester and once at the conclusion of spring semester. The minimum common damage charge will be $10 per student.

Individual room damage charges may be appealed in writing to the Director of Campus Safety & Housing within 30 days of receiving the bill from the Business Office. Once the appeal is received, it will be reviewed and a decision will be rendered. All decisions are final. Common area damage charges cannot be appealed and are final. Once assessed, damages will be billed to the floor or hall. If the responsible party comes forward, the charges will be removed from the floor or hall. The responsible party will then be billed.

DOORS
Students are prohibited from propping open residence hall exit doors, egress doors, or interior fire doors. Violations subject the occupants of the entire hall to a safety risk. Violations will be addressed in the student discipline process. Students found propping doors are subject to a fine.

The Maggie 2018-2019 (Revised October, 2018)
ELECTRIC SPACE HEATERS
Electric space heaters are prohibited in resident rooms. Residents who are found to have personal space heaters will face disciplinary sanctioning and the heater will be confiscated. A fine may be assessed. Individuals with a medical need for a space heat should come to the Office of Disability Services.

EXTENSION CORDS
For fire safety all extension cords need to be 14 gauge extension cords and have surge protection.

FINES
Fines for damages or loss will be assessed according to the charges listed on the Room Condition Report upon room check-out.

FIRE RESPONSE PROTOCOL
Your Resident Assistant will provide you with information about evacuation in the event of a fire. In general, the following information is important:
1. If a fire alarm sounds, you must evacuate the hall immediately (required by law).
2. Leave your lights on, close your windows (leave curtain open), and lock your door behind you.
3. Wear shoes and a coat.
4. Carry a towel for protection from smoke inhalation.
5. Remain calm.
6. Remain outside the building until your Resident Director, the Fire Department, or Student Life Staff gives you permission to re-enter.

If you discover a fire, proceed to the nearest alarm box and pull the alarm to evacuate the building. Please exit the building as quickly as possible. If you are able to, please notify your RA, RD, Student Life Staff, or security.

Fire Equipment
Fire extinguishers and the alarm system are provided for the protection of your life and the lives of others in the hall. Tampering with fire equipment is a federal offense may result in a minimum fine of $200 plus restitution, possible prosecution, and possible removal from the residence hall. In the event of a pulled fire alarm, the entire building will be charged if no one comes forward.

The Rutledge and Jane fire escapes are to be used in emergency situations only. Students who are found using these fire escapes are subject to disciplinary action. See the Standards of Conduct Section of this document for further disciplinary sanction information.

Tampering with a security, fire, or life safety system when he or she knowingly damages, sabotages, destroys, or causes a permanent or temporary malfunction in any physical or electronic security, fire, or life safety system or any component part of any of those systems is a Class 4 felony pursuant to Illinois State law (720 ILCS 5/17-11.5). Violators may be prosecuted. Fines associated with local emergency responders and law enforcement are in addition to college sanctions and fines.

Fire Lane
Parking in any fire lane is prohibited, except in emergency situations. Students may be ticketed, fined, referred for endangerment, and/or towed at the owner’s expense.

FULL-TIME STATUS HOUSING POLICY
Students should maintain full-time status (12 credit hours) while residing on-campus. Part-time (less than 12 credit hours) and on-line students are not eligible for on-campus housing. Students requesting an
exemption for extenuating circumstances should provide a detailed explanation and documentation of their particular situation to the Dean of Student Life.

**FURNITURE**
Furniture may not be removed from your room. Removal of room furniture may result in a fine or the price of replacing the furniture. Removal of furniture from public areas will be considered theft. Rooms are furnished for double occupancy. All furniture must remain in the room even if the room is assigned as a single.

**HALOGEN LIGHTS**
Halogen lights are not permitted in the residence halls. This also includes octopus lamps.

**GUEST POLICY**
It is essential that every member of the MacMurray residential community cooperates with campus safety policies and programs. All residential students must accept responsibility for their own personal safety and security as well as that of the residence hall community. To this end, all students who invite guests into the residence hall must accompany them at all times, as well as take personal responsibility for their guest’s behavior with regard to campus policies.

A guest is anyone who is not a resident of the hall. Non-residential MacMurray students must follow procedure to stay as an overnight guest. ALL overnight guests must be approved by the Resident Director 24 hours in advance of the guest’s arrival. Students must request overnight guests using the online application form; the Resident Director (RD) will approve or deny the request and you will be notified via campus email. The RD will notify Resident Assistants (RA) of approved guests. Weekend overnight guest requests must be submitted to the RD before the close of business on Friday. Arrangements for overnight guests must be acceptable to the host student's roommate.

All guests must sign-in and sign-out at all times. The host student must accompany non-student guests at all times. All guests must carry a valid government issued photo ID. Guests arriving without approval from the RD may not be allowed to stay.

Overnight guests are limited to three (3) nights per week and two (2) weekends a month, staying no longer than three consecutive nights. Students experiencing extenuating circumstances that require additional consideration to the overnight guest policy may submit a written request to the Director of Campus Safety & Housing for approval.

Overnight guests under the age of 18 must fill out the online application form located on the My.Mac.edu website. After the form is completed, a copy of the parent or legal guardians photo ID must be submitted to the Office of Student Life. In addition, the parental permission slip must be printed out and signed for the guest to be in a MacMurray residence hall. No guest under the age of 16 is permitted to be in the residence halls without the presence of a parent or legal guardian. All Non-student guests who are not registered to stay overnight must leave the residence hall by 12:00 midnight on weekdays and 1:00 am on weekends.

Any unescorted non-student guests may be required to leave the building and campus security and the Jacksonville Police Department may be notified. Residents who notice an unaccompanied guest, should contact an RA, RD, Student Safety Aide, or campus security. Security can be reached at 217-370-3207.

Students must understand that allowing guests who are not pre-approved in the hall places the entire resident community at great risk. It is essential that Student Life Staff know who is in our residence halls.
Violations of this policy may result in sanctions such as, but not limited to, loss of visitation privileges, monetary fines, and dismissal from the residence halls.

The host is responsible for guest’s compliance with the Standards of Conduct and all other campus policies. The college reserves the right to revoke visitation privileges for a guest and/or host at any time. See the Standards of Conduct section of the Maggie for further disciplinary sanction information.

**KEYS**

Dorm keys are your responsibility. The loss of keys or sharing your key is a severe security breach. If you lock your keys in your room, call Security immediately. If you lose your keys, call Security or the Housing Office immediately. Your keys should not be given or loaned to anyone. Disciplinary action may occur if you let anyone use your keys. You will be billed for replacement of keys (both room and/or building). Charges for replacing lost, stolen, or misplaced keys are billed to the student based upon the type of key(s), for example, the cost for a lost dorm room key is $100.

Your keys are your responsibility and you will be billed for replacement of keys (both room and/or building). This fee is non-negotiable and will be placed on your student account as soon as you report your keys lost. You will be responsible for the replacement costs of your keys even if they are stolen. You may not make copies of your keys or take it upon yourself to have an outside locksmith rekey your room. See the Standards of Conduct Section of this document for further disciplinary sanction information. A security breach related to keys results in re-keying the building doors within 24 hours.

**LOCK-OUTS (DORM ROOM)**

Residents must always carry their room keys and student IDs with them when leaving their room or residence hall. Residents are responsible for the location of their keys. If a student locks themselves out of their room they should understand that it places an undue burden on security and residence hall staff to let them in their room; as well, it calls into question where the student’s keys are located, which may indicate a security breach. The room lock-out procedures are:

- The student must immediately call Security and locate a Resident Assistant.
- The Resident Assistant (RA) will be present with security to assist them. For security purposes the following questions will be asked; to show their student I.D. Why the student locked themselves out, and the location of the keys. Once the student is let into their room, they must show their room key to the staff present. The RA will submit a staff report.

- After the report is received by Student Life, there will be a $10 fine added to the student’s account.
- If a RA is not available, the security officer will verify the ID of the student using the housing rosters, write down the name, room number, and date and time of the lock-out. The security officer will ask to view the keys when the student is let back in and make a note confirming the keys were recovered. The student will initial the written report. The security officer will submit the written report to the Student life office and a $10 fine will be added to the student’s account.
Terms of Housing

1. **Housing Requirements**: All Students are required to live on campus until they have 90 credit hours or turn 21 years of age; unless they are married, have a child that lives with them, or are living with their parents or guardians within 50 miles of campus. The student must be enrolled in a minimum of 12 credits (full time) to stay in the residence hall. If a student falls below 12 credit hours, and wishes to stay in housing, the student must appeal to the Dean of Student Life. Appeals will be considered on a case-by-case basis. Students who are student teaching locally will be allowed to stay in residence on campus. Students with residential-related scholarships are required to live on campus according to the terms of their scholarship agreement.

2. **Agreement**: The Housing Agreement is a binding contract which obligates the student to live in College operated residence halls for a full academic year or remainder thereof, exclusive of vacation/break periods. This Agreement may not be cancelled after Tuesday, September 4th 2018 or “Census Day” of any given year unless a student withdraws from the College, is graduating, or participating in an off campas academic endeavor. After Census Day, cancellation of this Agreement may result in the loss of MacMurray institutional aid up to the value of the student’s room and board rate each semester.

3. **Move-in**: New Students that are not instructed otherwise by their coaches or who are non-athletes will move in Friday August 24th between 8am and noon, and Returning Students will move in the Saturday August 25th from 8am to noon. Requests for early move-in must be made to the Office of Residence Life. Early move-ins are subject to a fee of $40 per night.

4. **Assignment**: The College will make every attempt to honor the requests of students in regard to residence hall room assignments; however, the College reserves the right to make all final decisions regarding all housing assignments depending on availability. Additional costs required by their assignment may be assessed. Assignments are made without regard to race, color, or national origin. Students must not sell, rent or sublet his/her assigned residence hall room, or assign this agreement to anyone without the prior written consent of the Office of Residence Life. Room change requests must be submitted to the Office of Residence Life.

5. **Accommodations**: Students needing accommodations for room and board may submit documentation to the Office of Disability Services. Students receiving room and board accommodations for a disability and/or medical reason are not assessed additional fees.
related to plan, single, suite-style, or air-conditioned rooms. Meal plan accommodations are arranged through the Office of Disability Services, Residence Life, and Dining Services.

6. **Room Consolidation**: The Office of Residence Life will run a room consolidation process at least once a semester. During this process any student who is in a double room without a roommate may be consolidated with another student. Students will receive notice and instructions about the consolidation through campus email. If a student chooses not to be consolidated or is not assigned a roommate that student will be assessed a fee to have a single room. If consolidation is not possible by no fault of the student he/she will not be assessed a charge. The Office of Residence Life reserves the right to set dates, times, and assignments related to room consolidations; or change or cancel consolidation procedures as deemed necessary. Housing accommodations for students with disabilities and/or medical singles are not included in room consolidation.

7. **Closing**: Students must vacate the assigned residence hall by 6:00pm on the last day of classes before a break period or within 24 hours following his/her last final examination at the end of any semester (whichever is sooner). A student may receive permission from the Office of Residence Life for an extended period of occupancy. Approved housing extensions are subject to a $30 per night charge.

8. **Guests**: The student agrees to abide by the policy concerning guests and overnight guests as outlined in The Maggie. Violations of the guest policy may result in sanctions up to and including dismissal from the residence hall.

9. **Withdrawal/Dismissal**: Students must vacate the residence hall within 24 hours following their withdrawal, suspension, or dismissal from the College and/or residence hall.

10. **Personal Property Damage/Loss**: The College is not responsible for any personal property loss or damage that occurs within the residence halls, regardless of the cause. Residents are encouraged to check their parents’ homeowners’ insurance policy for coverage or take out renters insurance to protect their belongings.

11. **College Property Damage/Loss**: Students responsible for damage or loss in the residence halls or any other building or property belonging to the college will be liable for the costs associated with the damage/loss.

12. Disciplinary action for damage or loss to College property will include sanctions up to and including removal from College residence.

13. **Communication**: The primary form of communication for Housing Related Information will be through campus email (@student.mac.edu email address). All students should check their MacMurray email regularly for updates on policies, expectations, closing information, etc.

14. **Drugs and Alcohol**: The student agrees to abide by all drug and alcohol policies as outlined in The Maggie. Violations of the drug and alcohol policies are subject to disciplinary action up to and including removal from College residence.
15. **Room Search and Entry:** The College respects the privacy of students. The student agrees to comply with the policies set forth in The Maggie related to room search and entry for probably cause including suspicion of illegal drugs, alcohol violations, weapons, health/safety/fire concerns, and other probable cause concerns as outlined in The Maggie.

16. **Policies:** By signing this agreement a Student accepts and agrees to all of the College/residence hall rules and regulations, including those outlined in the most current MacMurray College Handbook (The Maggie) found in the Student Life Section on the MacMurray College website (http://www.mac.edu/maggie).

17. **Acknowledgment:** By signing below, I acknowledge that I am fully responsible for knowing the content of The Maggie. If the actions of the student are found by the College to be in violation of the above referenced rules and regulations, or detrimental to the welfare of the student’s fellow residents, the student may be required to move to a different residence hall, may be subject to college disciplinary action, or may be required to vacate the College’s residence hall. Violation by a student of any terms of this Agreement may result in immediate termination of the agreement by the College. This agreement is only valid for the stated academic year during the time in which the residence halls are open. Upon early termination of this agreement by student, any refund of room and board charges to student will be made in accordance with the College’s published refund policy. If the College fails to enforce any provision of this Agreement, the College is not deemed to have waived such provision and is not prevented from enforcing such provision thereafter. I hereby certify that I understand and accept the housing terms, and that I will comply with college rules and policies found in The Maggie and other publications. The College reserves the right to refuse housing to anyone.

Entrance Year __________ Term ________

Student Signature: ___________________________ Date: __________________________

Student Name (please print): __________________________________________________

Office of Campus Safety and Housing
447 East College Ave., Jacksonville, IL 62650 Phone (217) 479-7124 Fax: (217) 479-7138
aaron.eisfelder@mac.edu
MEAL PLANS

Residential/On-Campus Students
Resident on-campus students are assigned one meal plan that can be used at the Dining Hall or Pipers areas. The Best Value plan is always assigned to students. If you wish to change your meal plan you must contact One-Stop through email before the end of the second week of school to request the change. This request should be emailed to StudentLife@mac.edu. The following are the meal plan options:

- Best Value – 19 meals per week plus $25 flex dollars + 4 guest meals
- Student Favorite – 14 meals per week plus $100 flex dollars + 4 guest meals
- Upper-class Option – 200 meals per semester plus $100 flex dollars + 4 guest meals

Meal plans are required for residential students. Highlander Cash can be added to your plan. Monies may be added by contacting the Business Office at extension 7006, or at the Dining Hall, or by going to the MacMurray Website. Highlander Cash rolls from semester to semester. Meal plan accommodations are arranged through the Office of Disability Services, Residence Life, and Dining Services.

Meals for Commuter/Off-campus Students
A commuter meal plan is now available to all off-campus students. Interested students may sign up for this plan in the Business Office.

MISSING STUDENT NOTIFICATION POLICY
The Higher Education Opportunity Act (Public Law 110-315) requires higher education institutions that maintain an on-campus housing facility must establish, for students who reside in an on-campus student housing facility, both a policy and procedures for missing student notification. A residential student is one who resides in on-campus housing under a current housing contract and is currently enrolled at the College.

Notification
All students living in on-campus housing facilities have an option to register a confidential contact person with the Housing Office. The contact person will be notified in the case the student is determined to be missing for 24 hours. However, the requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster response. Only authorized campus officials and law enforcement officials in furtherance of a missing person investigation may have access to this information. The student is responsible for keeping the contact information current.

Even if a student does not register a contact person, the Jacksonville Police Department will be notified that the student is missing. If a student is under the age of 18 and not emancipated, the College will notify the parent or guardian in the case the student is determined to be missing for 24 hours.

All official missing student reports will be referred immediately to campus security and/or the Jacksonville Police Department.

Procedures for Reporting and for Investigating Missing Students:

1. Any individual on campus who believes that a student may be a missing person must notify the Director of Campus Safety & Housing, the Dean of Student Life, security, and/or another member of the residence life staff immediately. If the student is an off-campus student, the reporting person should immediately call the local police. The College will assist external authorities with the investigation if it is requested to do so.
2. Upon receiving a report, College officials will attempt to gain all relevant information from the person making the report.

3. College officials will attempt to contact the student via phone and send the student an e-mail.

4. If the student is unable to be reached via phone, two staff members will visit the student’s room in the residence hall. The staff members may key in to perform a health and well-being inspection.

5. Staff members will speak to residents and staff members to ascertain if anyone can confirm the missing student’s whereabouts or confirm the last time the student was seen.

6. Staff members will contact all relevant faculty and staff.

7. Staff members will look up student’s car make, model and license plate. Check parking lots to see if car is currently parked on campus.

8. Staff members will check all on-campus locations mentioned by the above stated parties as potential locations of the missing student.

9. Staff members will contact any friends that are made known through the above stated inquiries.

10. Staff members reserve the right to contact parents/guardians/emergency contacts as part of the investigation.

If these procedures provide an opportunity for College officials to make contact with the missing student, verification of the student’s state of health and intention of returning to campus will be made.

If these procedures do not provide an opportunity for College officials to make contact with the missing student, the local law enforcement agency will be notified. The local law enforcement agency may be contacted sooner if circumstances warrant a faster implementation.

NON-TRADITIONAL HOUSING POLICY
MacMurray College housing facilities are designed for the traditional age student (18-25). If you are a new or readmitted student falling outside the age parameters, you must appeal, in writing, to the Dean of Student Life to be considered for MacMurray College housing. MacMurray College reserves the right to refuse housing on any legally non-discriminatory basis.

OFF-CAMPUS HOUSING POLICY
MacMurray is a residential college. Studies show that students who live in residence halls are more persistent in college and are generally more satisfied with their overall experience.

For these reasons full-time students who entered the College in 2009-10 or later who have not earned 90 semester hours of credit (60 semester hours of credit for students who first entered the College prior to 2009-10 academic year) must live in MacMurray College residence halls. Credits earned by students while attending high school will not be considered toward exemption eligibility from the housing requirements. For transfer and readmitted students, the number of credit hours earned will be subject to verification by the Office of Admissions and One-Stop Student Services. Students may live off-campus if they live with and commute from the permanent legal residence of parent(s), grandparent(s), or
guardian(s); are married; have a dependent child living with them; or are 21 years of age on the first day of the term in which they enter MacMurray College. Part-time students taking less than 12 credit hours may also live off campus.

If you feel you have an EXTRAORDINARY reason why the rule should be waived for you, you may visit the Housing Office and submit a request to be exempt in writing. After your petition is received and reviewed, a response will be sent to you. All appeal decisions are final. Residents entering college in 2016-2017 or later may be subject to residency requirements set forth by their scholarship. Moving off campus may negatively impact scholarship awards.

PERSONAL EFFECTS INSURANCE
MacMurray College cannot be an automatic insurer of students' personal possessions and the College's liability insurance will not pay to replace student's personal belongings in the event of fire, theft, flood, etc. Students should consult with their parents regarding the availability of coverage under their parent's homeowners or tenant’s policy. If no such coverage exists, but coverage is desired, the student should purchase personal effects coverage at his/her own expense.

Students should take care to always keep their residence door locked at all times, even if leaving for a few minutes. While in the room students should always lock and deadbolt their doors. Cars should always be locked when parked on campus.

PETS
Pets, other than fish in 10 gallon tanks or less, are not permitted in student rooms. ANY animal other than fish found in the residence hall may institute an automatic fine and disciplinary action for each of the residents of the room. Animals that are found in the residence hall must be removed immediately. If the animal cannot be removed animal control will be contacted. If you find a stray animal, DO NOT TAKE IT INTO THE RESIDENCE HALLS. Call campus security to report stray animals. See the Standards of Conduct Section of this document for further disciplinary sanction information.

Service dogs in the aid of students with disabilities are not pets. Any student who must use a service dog must contact the Office of Disability Services prior to bringing the service dog to his/her residence.

Assistance Animal (including Emotional Support Animal) Agreement
MacMurray College is committed to providing a safe, welcoming, and accessible campus for all students. As a residential campus, providing housing for students, MacMurray College complies with the Fair Housing Act (FHA). FHA regulations consider Assistance Animals, including Emotional Support Animals, to be a reasonable accommodation and require an individualized assessment and sufficient documentation to determine eligibility.

Assistance Animals, including Emotional Support Animals, are a category of animals that provide support to an individual by alleviating one or more symptoms of their documented mental or psychiatric disability. An Assistance Animal accommodation allows students with a disability an equal opportunity to use and enjoy College housing. Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with the activities of daily living, nor does it accompany the individual at all times. An Assistance Animal must be prescribed by a physician or mental health professional as part of a student’s ongoing treatment process.
Assistance Animals are not pets. An Assistance Animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability.

Students must obtain approval for their Assistance Animal before bringing the animal to campus. They should contact the Director of Disability Services (217-479-7176/ods@mac.edu) at least 6 weeks prior to move in to begin the process. Students are required to provide the following:

- Documentation from a licensed medical professional (not related to the student) dated within the past 6 months, stating that the student is under their care, has a diagnosed disability, has a disability-related need for an Assistance Animal, has an Assistance Animal prescribed as part of a comprehensive treatment plan, and that the Assistance Animal is necessary to afford the student an equal opportunity to use and enjoy the residence hall. (Acceptable documentation includes forms located in the Office of Disability Services and posted online at www.mac.edu)
- Documentation from a veterinarian confirming current vaccinations, compliance with all licensing or other animal-health regulations, and a clean bill of health for the Assistance Animal.
- Housing Accommodation Request
- Signed Assistance Animal Agreement

Requests for an Assistance Animal will be reviewed on a case by case basis by the Office of Disability Services and the Office of Student Life. If the accommodation is approved, it shall be for one academic year and must be renewed annually. Approval for an Assistance Animal is not transferable to another animal. Poisonous and illegal animals do not qualify as Assistance Animals and are prohibited on campus.

In addition to submitting the items listed above, the owner of an Assistance Animal agrees to the following terms and conditions:

1. Assistance Animals must never be let out of the residence hall room without being attended by and under the control of the owner. The animal must be on a leash or in a carrier/cage. The owner is liable for all actions of the Assistance Animal.
2. Assistance Animals must wear animal ID tags at all times, along with a veterinarian issued rabies tag, where applicable.
3. Assistance Animals are not permitted in other resident’s living spaces, lounges, lobbies, offices, classrooms, dining hall, campus center, or any other campus facilities.
4. Assistance Animals may not disrupt others by any means including but not limited to unreasonable noises, odors, or other behaviors.
5. Assistance Animals must behave well with and around other Service Animals and Assistance Animals.
6. Necessary precautions must be made for College personnel to enter the residence hall when the owner is not present. This means that Assistance Animals must be caged/crated or removed from the room during the time College personnel are in the room. The College is not liable if the animal escapes from the room during one of these visits.
7. In the event that other residents are negatively impacted by the Assistance Animal due to allergies, phobias, etc., the Office of Student Life and the Director of Disability Services will work with the residents involved to resolve the situation. This resolution may involve one or more residents being required to move to another room/residence hall.
8. The Assistance Animal owner is responsible for instructing others on how to interact appropriately with their animal.
9. The Assistance Animal owner is responsible for any damages caused by his/her animal. The cost to repair damages caused by the animal will be charged to the owner’s student account.
10. A room condition report of the owner’s living space will be completed prior to the Assistance Animal being allowed to occupy the space. At the time of check out, a walk-through with the original room condition report will be completed by College personnel to determine if damages have occurred and, if so, what charges need to be assessed.
11. The Assistance Animal owner is responsible for the regular care and cleaning of the animal and the living space in which it is maintained, including avoidance of excess fur and odor and the taking of reasonable precautions to avoid flea, tick, or pest infestation.
12. Assistance Animals may not be bathed or washed in the shower rooms, bathtubs, water fountains, or sinks of campus housing. Students should work with the Office of Student Life and Disability Services to identify an appropriate area to bathe the animal.
13. The Assistance Animal owner is responsible for properly containing and disposing of the animal’s waste in the outside trash dumpsters located next to each residence hall. At no time is it permissible to dispose of animal waste in indoor trash receptacles.
14. If the owner leaves campus for more than 12 hours, the Assistance Animal must be removed from campus. The animal may not be left overnight in the care of any individual other than the owner.
15. The owner shall notify the Resident Director on duty IMMEDIATELY if his/her Assistance Animal is missing/cannot be located.
16. The Office of Student Life has the right to inspect the owner’s living space to investigate complaints or concerns and/or to confirm owner’s compliance with this Agreement.
17. All liability for the actions of the Assistance Animal are the responsibility of the owner. An Assistance Animal owner is strongly encouraged to consider obtaining renter’s and/or liability insurance to provide coverage for any damage to property or person caused by the animal.
18. The Assistance Animal Owner must ensure that the animal is treated humanely. If mistreatment is reported, the Office of Disability Services will review the report with the Owner. Any reports of mistreatment may be referred to the Dean of Students to determine whether there has been violation of the community standards, rules and expectations listed in The Maggie or herein.
19. The Assistance Animal Owner understands and acknowledges that notwithstanding anything herein, the College maintains the right to immediately address any situation that is potentially harmful to the health and safety of others, including but not limited to requiring the immediate removal of the Assistance Animal or entry into the Owner’s room.

Students with an assistance animal must complete and sign the Agreement and Consent for Release of Information form.

Removal of Assistance Animal

In addition to the reasons previously set forth herein, MacMurray College may ask the student to remove an Assistance Animal from the premises if:

- The animal is not housebroken;
- The animal is out of control and the student does not/cannot take effective steps to control it;
- The animal causes substantial damage to property of the College or to others;
- The animal’s presence results in a fundamental alteration of the College’s programs; or
- The animal poses a direct threat to the health or safety of others.
POSSESSION OF WEAPONS AND EXPLOSIVES
The possession or use of firearms, knives, BB guns, airsoft guns, other weapons, or explosives, including fireworks of any kind, are prohibited on campus. Weapons or explosives found in your room will be considered your possession even if they do not belong to you. Weapons can include facsimiles of weapons such as play guns are not allowed. Weapons can be defined as something capable of firing projectiles of any kind. Disciplinary action may be up to and including dismissal from the halls. See the Standards of Conduct Section of this document for further disciplinary sanction information.

READMITTED STUDENT HOUSING POLICY
Readmitted students who wish to live on-campus must fill out a housing agreement. Once the request form is received, it will be reviewed by the Student Conduct Officer and the Dean of Student Life. The applicant’s past conduct and any prior disciplinary records will be evaluated. Discipline records will be evaluated on both the severity level and frequency of documented incidents. Students who have demonstrated behavior which is detrimental to the student living group will not be granted on-campus housing. MacMurray College reserves the right to refuse housing for any legally non-discriminatory reason.

RESIDENCE HALL ROOM ENTRY AND SEARCH PROCEDURES
The right of privacy of a student is respected. In residence halls controlled by the institution, the Dean of Student Life or designee may authorize entry to and search of a student’s room when such entry is deemed justified. Additionally rooms may be entered to address maintenance concerns, conduct routine health and safety checks, and for building closings. A college official may key into a room if it has been reported that a student is unusually depressed, unresponsive to messages, or has not been seen for a period of time. Also, a student’s room may be keyed into when they have locked their keys in their room or when suitemates have accidentally locked bathroom doors. A college official may enter any College premises at any time under legal compulsion or when the safety of persons or property is involved. The college also reserves the right to approve a police search when deemed justified.

Entrance into residence hall rooms is classified at three levels:

1. **General Entry:** A 24-hour notice will be given via email or residence hall postings for the following:
   - Periodic fire safety inspections
   - Maintenance projects that require room entry
   - Other non-emergency situations that require room entry

2. **Routine Maintenance:** By requesting a maintenance repair, a student has granted permission for a member of the Facilities Department or Information Technology to come into the room and make the repair. In addition, Facilities or Information Technology personnel may enter your room without prior notice or in exigent circumstances to verify damages or to perform other maintenance services.

3. **Probable Cause (investigative entry):** Entry into a room based on a reasonable suspicion held by staff members in Residence Life, Security and/or Facilities of violations, including, but not limited to:
   - Unauthorized entry by a person other than the resident of the room
   - Theft
   - Domestic Violence/ Intimate Partner Violence

69

The Maggie 2018-2019 (Revised October, 2018)
- Sexual misconduct, sexual assault, or sexual harassment (see definitions in the sexual conduct policy (p.79)
- Possible violation of local, state or federal laws
- Alcohol violations
- Pets
- Smoking
- Unregistered guests/missing persons
- Violation of the network acceptable use policy
- Unacceptable noise levels
- Drug violations
- Endangerment of persons relating to mental/physical illness, sexual assault or other assault, alcohol or drug-related illness
- Unresponsive behavior
- Disruptive conduct/aggressive behavior
- Fire safety
- Misuse or tampering with emergency equipment
- Weapons and/or fireworks
- Hazing
- Emergency maintenance repairs
- General courtesy issues (such as alarms, stereos or other items causing a disturbance for the community when there has been no response by the occupant)
- Network disruption issue (such as unauthorized/personal wireless router or other device that interferes with campus internet/network services)

**Room Search Protocol**

Individuals involved in the search:

1. To the extent practicable, at least two (2) individuals from the Residence Life staff will conduct searches.
2. In the event that two (2) staff members are not available, Residence Life staff may ask another staff member (i.e. Student Life, Security, Facilities, etc.) or student to serve as a witness to the search.

**Responsibilities of those conducting the search**

1. Residence Life staff members must announce themselves before entering the room and identify themselves for the students present.
2. The Residence Life professional staff member will be the lead person in the search.
3. Residence Life staff and student RAs are responsible for keeping the doorways clear and the students in sight while the search is being conducted.
4. Student residents of the room are permitted to witness the search. Other non-residents may be asked to leave.

**Information Collection**

1. All illegal items confiscated will be handed over to the police. Items prohibited by College policy will be confiscated and disposed of by the College.
2. Care will be taken in disturbing a student's personal property as little as possible in the room.
3. All confiscated items will be documented and included in the Incident Report. Pictures may be taken of confiscated items.
4. All possessions may be searched (i.e. drawers, bags, closets, book bags, etc.)
5. A physical search may not be conducted of a person; however, the Security and/or Residence Life staff member may ask the student to empty pockets, etc. Failure to comply with this request may result in the College contacting law enforcement authorities.
6. Pictures may be taken of items not confiscated.

**Canine Searches**
- College administration may authorize canine searches to sweep buildings for evidence of drugs. In the event of a canine sweep, the canine unit will sweep only in public areas. If a room door is identified, a room search may be conducted according to the search and entry procedures listed above.

**ROOFS**
Students are not permitted on Residence Hall roofs. See the Standards of Conduct Section of this document for further disciplinary sanction information. A fine may be incurred if a student is found on the roof.

**ROOM CHANGES**
Contact the Office of Residence Life for instructions. Be certain to fill out all necessary paperwork and properly check out of your old room and properly check into your new one. Failure to check out of your room may result in a fine plus any damage charges. Changes are permitted only during specific times of the semester.

Deadlines for room changes will be posted by the Housing Office each semester. Each room change, outside of the allowed timeframe, will cost per the posted fees list. Extensions are considered on a case by case basis. If an extenuating circumstance requires a room change, the fee may be withdrawn.

**ROOM CONDITION REPORTS**
Prior to your arrival a Residence Life staff member completed a room inventory of your room and noted any preexisting damages or concerns. You will sign a copy of this form when you check into the residence halls and have **24 hours** to report any additions to the hall staff. When you vacate your room hall staff will use the room inventory to indicate any damages for billing purposes. You will sign this form when you check out of the room to be aware of any potential damage billing. If there is damage to the room or the items in the room you will be billed for said damage at whatever cost the Director of Campus Safety & Housing and the Director of Facilities determine.

Any damage beyond normal wear and tear is billed to the responsible student. Students are commonly billed for things like missing furniture, nail holes or marks on the walls, and damaged window blinds. Students can avoid being billed by making sure that all assigned furniture remains in their rooms, by attaching items to their wall without using nails, or other methods that cause damage to the walls or pane, and by cleaning all marks from walls.

**ROOM CONSOLIDATION**
Students in rooms without a roommate who do not wish to pay the additional single room rate will be given the opportunity first to find a roommate. Should they not find a roommate they may be consolidated with another student in a similar situation (assignment will be based on seniority) after the second week of school. Should a student refuse to consolidate they will be billed the single room rate for the semester. **The option to have a single room is contingent on availability.** Housing accommodations for students with disabilities and/or medical singles are not included in room consolidation.
ROOM DECORATING
Students are encouraged to make their rooms comfortable. However, painting the room is not allowed. The College also asks students to be careful about using tape or other material that may damage the walls. Residents are responsible for the condition of their room and damages incurred during the contract period will be charged to the student.

SINGLE ROOM
Single rooms are limited and not guaranteed. If made available, single rooms will be offered on a first come first serve basis using a waitlist. Any student not having a roommate will be expected to pay the single room charge or complete the room consolidation process. All furniture provided in a room MUST stay. Even though you have a single room, furniture for double occupancy WILL REMAIN in the room.

SUBSTANCE ABUSE EDUCATION
Substance abuse education programs are presented periodically to provide valuable information and assist students to make informed choices. The College also utilizes counseling referrals in its efforts to promote student welfare on campus.

SUICIDAL GESTURES, IDEATION, ATTEMPTS AND SELF-HARM POLICY
All suicidal gestures, ideation, attempts and self-harm are considered to be serious events that may require intervention. Medical and/or psychological evaluation and treatment that includes involvement of professional counselors is required to ensure that students will receive necessary help. MacMurray Student Life staff is supportive of those who seek help and firm with those who refuse help. The response to those who exhibit suicidal behavior or attempt suicide may include:

1. Notification to the Jacksonville Police Department.
2. Outside medical evaluation or hospitalization;
3. Clearance before a resident can return to MacMurray College Residence Halls following hospitalization
4. Termination of the MacMurray housing contract if the resident is unwilling to take a measure of responsibility for addressing underlying problems;
5. Reassignment to a temporary space pending decision regarding the housing contract.
6. Involuntary withdrawal of resident from MacMurray College.

SUMMER ON-CAMPUS HOUSING
In order to accommodate summer school students who must remain in the Jacksonville area during the summer, MacMurray may offer summer housing in a residence hall to be determined each spring by the Housing Office.

Summer housing may be available to:

1. Students attending summer school classes at MacMurray, or
2. Students involved in the internship program, or
3. Students employed locally during the summer months who are pre-registered as a student for the fall semester.

Students must not owe money to MacMurray College and must not have any serious disciplinary violations. Students living in summer housing will be responsible for any damage to the room. Additionally, students in summer housing will be required to adhere to the college policies which are in effect during the regular academic year. Any major disciplinary incident may result in immediate removal.
from summer housing at the discretion of the Director of Campus Safety & Housing and Dean of Student Life.

Applications are available online located in the My.Mac.edu student document center. Applications will be accepted as space is available. The cost of summer housing is determined in the spring. Summer residents will be required to move to their regular room for the school year by the approximately move-in day in August of any given year, depending on the availability of Residence Life Staff and the arrival of pre-season athletes.

Students who move in prior to summer school and/or remain after summer school is over will be charged an additional rate for the extra days they live in the hall. Only individuals who are current MacMurray students and who are pre-registered for the fall semester are eligible to remain in housing. If space becomes an issue, first priority is given to those enrolled for summer session classes, followed by those employed full-time and are attending MacMurray.

Summer housing charges may be applied monthly or may be dependent on summer enrollment status according to the approved housing fees schedule. Please see the Housing Office for information about summer housing charges. Please note that financial aid may not be available for summer housing and students should visit One-Stop Student Services to verify eligibility.

**TORNADOES**
The RA will provide information about tornado warnings. In general, move to the basement floor or to a first floor area away from windows if the basement is inaccessible. Do not leave the hall.

**TRASH REMOVAL**
Students are expected to take garbage from their room directly to the dumpster closest to their residence hall. Garbage is not allowed to be kept in the hallway of any residence hall nor in any public space inside or outside of the building.

Fines may be assessed to students who do not remove garbage in a timely manner.

These fines will increase for garbage that is left overnight or for garbage that is set in front of other students’ rooms or in public spaces. In cases where two students reside in the room in question, both students may be held responsible. If trash is left in common areas and cannot be assigned to a specific student or room the floor will be charged a trash removal fee.

Students are also expected to clean up after themselves in residence hall lounges, kitchens, bathrooms, and other common areas. If students do not keep these areas clean the students using the area will be fined for the excessive clean-up time. If no student(s) can be found responsible for the mess, the floor or hall will be charged for the fine. Please note that common area garbage cans should not be used to put room trash in or be taken from the common areas (such as bathroom, kitchens, lounges). If trash is found to be accumulating to the point of creating a stench or a health hazard, the student will be given a notice. If the area is not cleaned by the deadline the student will be charged for cleaning from facilities at an hourly rate.

**WATERBEDS**
Waterbeds are not permitted.

**WINDOW SCREENS**
Window screens MUST remain in all windows at all times. Removal of screens may result in a damage or
loss fine of $50.

WITHDRAWAL/DISMISSAL/VACATING OF RESIDENCE

Students who have withdrawn or have been dismissed must leave the residence halls within twenty-four hours. Students who are chronically absent from class subject themselves to possible eviction from the residence halls. Residents needing to withdraw should contact the Housing Office.

Any student who leaves MacMurray, either through official withdrawal or otherwise (i.e. for the summer), and leaves behind any personal belongings forfeits all rights to have the items returned or picked up. Any personal belongings left behind will be disposed of within one week after the student leaves.

Any reports of a student vacating or “missing” from the residence without notification to the College or the Housing Office will be investigated. The room may be subject to search and entry. If deemed necessary, any investigative action, including a police report, may be taken to locate the student including notification to the student’s parent/guardian or other emergency contact if deemed necessary by the Housing Office. The Missing Student procedures may be activated by the Dean of Student Life.

Students who do not officially check out of their residence halls with their Resident Directors will be subject to a non-compliance fee, a cleaning and/or damage fee (if appropriate), and the standard fee for missing keys for failure to return keys. Should two students live in this space, each student may be accessed the fine.

RESIDENCE LIFE FEES AND FINES

The tuition and room and board fees for each academic year are available on the website. Other fees and fines related to residence halls are listed below:

<table>
<thead>
<tr>
<th>Residence Hall Fines</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol violation</td>
<td>$100 /1st offense; $150 + Mandatory Meeting /2nd offense; $200+ Mandatory Meeting /3rd offense</td>
</tr>
<tr>
<td>Candles or Incense violation</td>
<td>$50</td>
</tr>
<tr>
<td>Damage to common areas</td>
<td>$25 minimum or assessed in accordance with the cost of repairs</td>
</tr>
<tr>
<td>Damage to dorm room</td>
<td>List of fees are located on the Room Condition Report</td>
</tr>
<tr>
<td>Drug or drug paraphernalia violation</td>
<td>$200</td>
</tr>
<tr>
<td>Electric space heater</td>
<td>$25</td>
</tr>
<tr>
<td>Fire and life safety equipment tampering</td>
<td>$200/ or $25 per resident of floor or hall if individual does not come forward plus any additional fines assessed by the fire department or law enforcement.</td>
</tr>
<tr>
<td>Furniture removal</td>
<td>$50</td>
</tr>
<tr>
<td>Guest policy violation</td>
<td>$100 &amp; subsequent sanctions</td>
</tr>
<tr>
<td>Health records retrieval if required forms are not submitted</td>
<td>$10</td>
</tr>
<tr>
<td>Lock-out of room</td>
<td>$10</td>
</tr>
<tr>
<td>Violation</td>
<td>Fee</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Lost ID card</td>
<td>$10</td>
</tr>
<tr>
<td>Lost key – room door</td>
<td>$100</td>
</tr>
<tr>
<td>Improper check-out fee</td>
<td>$150</td>
</tr>
<tr>
<td>Microfridge clean-out at hall closings</td>
<td>$75</td>
</tr>
<tr>
<td>Motor vehicles unauthorized use</td>
<td>$50 (driving motor vehicles on grass or sidewalks or blocking driveways or walkways)</td>
</tr>
<tr>
<td>Noise violation</td>
<td>$25</td>
</tr>
<tr>
<td>Parking sticker – invalid or unauthorized use</td>
<td>$50</td>
</tr>
<tr>
<td>Parking violation</td>
<td>$25/1st offense; $50/2nd offense; $75/3rd offense; $100/4th &amp; subsequent sanctions</td>
</tr>
<tr>
<td>Pet violation</td>
<td>$100</td>
</tr>
<tr>
<td>Propping doors open</td>
<td>$100</td>
</tr>
<tr>
<td>Roof – being on roof of a building</td>
<td>$50</td>
</tr>
<tr>
<td>Room Cleaning Fee</td>
<td>Hourly rate of $30/hour</td>
</tr>
<tr>
<td>Smoking violations</td>
<td></td>
</tr>
<tr>
<td>-Within room or within 15 ft of a building’s entrance (cigarettes, e-cigs, etc)</td>
<td>$50</td>
</tr>
<tr>
<td>-Smelling like marijuana</td>
<td>$100</td>
</tr>
<tr>
<td>Trash removal</td>
<td>$50/ or per floor or in hall if individual does not come forward</td>
</tr>
<tr>
<td>Unauthorized parking</td>
<td>$150 (fire lane, driveways, accessible parking spaces) and potential tow at owners expense</td>
</tr>
<tr>
<td>Window screens – removal or damage</td>
<td>$50/ or per floor or in hall if individual does not come forward</td>
</tr>
<tr>
<td>Wireless routers – unapproved usage in room</td>
<td>Minimum $25 + $25 for each hour for IT staff to locate and correct the network interference</td>
</tr>
</tbody>
</table>
STUDENT CODE OF CONDUCT AND INTEGRITY STATEMENT

As students of MacMurray College, we recognize that our responsibility and obligation toward the pursuit of learning extends to our homes, our communities, the State of Illinois, our nation, and the world in which we live. As ambassadors of MacMurray College, we are dedicated learners seeking to become professionals who will contribute our talents with the highest standards, continually improving ourselves and the broader society in which we live and work.

At MacMurray, we understand that integrity is essential to our success. We act with honesty and adhere to the highest standards of moral values and ethical principles through our personal and professional behavior. To demonstrate our embodiment of this MacMurray philosophy we strive to uphold these values in every action and decision. Trustworthiness and ethical behavior go hand-in-hand with how we conduct ourselves. We accept responsibility for our actions, address conflict with a democratic spirit, and subject ourselves to the highest standards of civility and trust. We understand we will be held accountable for our actions and our words. We will work together with our peers and all members of the MacMurray Community to be of excellent reputation, holding ourselves and each other accountable to this highest standard of integrity and public trust.

As MacMurray students we uphold fairness; act as responsible citizens; respect equity, and the rights of others; respect the property of others; and treat all individuals with dignity. In public we are attentive to others, taking care to help and serve others, and behave as excellent role models for our fellow citizens. As students, we understand that education is our goal and reject academic dishonesty in all our learning endeavors. In the realm of new discoveries, we place the highest value upon truth and accuracy and acknowledge the contributions of others. We place a higher value on the advancement of, and sharing of knowledge than on personal recognition. We encourage and applaud our fellow students in their efforts and success as we strive together for excellence in our learning environment.

We are committed to always act in the best interest of the College. We pledge to be good stewards of the campus and resources that are available to us. We operate within the letter and spirit of the law, as well as campus policies, and strive to avoid impropriety or conflict of interest.

As members of this learning community, we demonstrate uncompromised integrity in support of the highest standards of excellence for the College. As individuals we contribute to this standard as an exemplary model for the institution everywhere we go as a student, a future alum, and as an ambassador for MacMurray College.

STANDARDS OF CONDUCT

It is the intent of the College to establish a climate conducive to the assumption of responsible conduct by students and the assurance of regard for the rights and welfare of others. In keeping with the MacMurray College Student Code of Conduct and Integrity Statement, it is expected that all residents will conduct themselves to the highest standards of civility and respect while living on campus. Students are expected to honor the Student Code of Conduct both on and off campus, during all curricular or extra-curricular activities, including time when classes are on holiday or summer breaks. Violations of the Code of Conduct are subject to disciplinary action which may result in suspension or expulsion from the College.

The following policies and regulations set forth herein are intended to ensure the College’s ability to meet its educational objectives, uphold the integrity of the Institution, and maintain our stated philosophy to
uphold fairness, act as responsible citizens, respect equality and the rights of others, respect the property of others, and treat all individuals with dignity.

INDIVIDUAL STUDENT CONDUCT PROCESS
Disciplinary actions and conduct proceedings at MacMurray are designed to be administrative and educational in nature, rather than criminal or punitive. College disciplinary action for violation of its regulations differs in nature, purpose, and procedure from civil or criminal proceedings. The goal of a College proceeding is to arrive at an appropriate and impartial decision that ensures the rights, freedoms, and safety of all members of the MacMurray community while protecting the special educational interests of the institution. It is the philosophy of the College that violations be handled in a manner that informs and guides students toward the development of personal responsibility and towards mature, moral, and ethical standards. For the College to achieve this purpose, it is necessary to handle each case consistently yet individually, taking in consideration the severity of the alleged violation, the individual student, and the unique details of each case.

When a student is charged with a violation of College policy or inappropriate personal conduct, conduct proceedings will result. When a student is charged with a violation of federal, state or local laws, regardless if the violation occurred on or off campus, it may result in proceedings within the College system and/or the appropriate civil or criminal judicial system. A student convicted of a serious violation of federal, state or local laws may be subject to suspension or expulsion by the College. Separate proceedings by the College and civil systems do not constitute “double jeopardy.” The refusal of either the campus or civil system to proceed with a case does not preclude the other from doing so.

Off-campus incidents which involve MacMurray students will be considered for disciplinary action. Arrests made on or off-campus will be included in the student’s discipline file and be considered for disciplinary action by the College.

Failure to comply with policies, procedures, and regulations outlined in the text of The Maggie: A Student’s Guide to MacMurray College, College Catalogue or any other official policy or procedure of the College may result in disciplinary action.

HAZING
MacMurray College recognizes the importance of co-curricular activities in a comprehensive college education. The College will not condone hazing by ANY members of the College community.

Hazing Defined
The College defines hazing as any situation created on, or off, campus that affects any member of an organization, athletic team or any other member of the College community by:

1. Producing mental or physical discomfort for an individual.
2. Producing embarrassment, harassment, or ridicule of an individual or group.
3. Putting an individual or group in danger of physical injury or emotional trauma.
4. Violating Illinois statute (720 ILCS 120/5) which states:

Sec. 5. Hazing. A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational
institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

i. the act is not sanctioned or authorized by that educational institution; and

ii. the act results in bodily harm to any person.

Sec. 10. Sentence. Hazing is a Class A misdemeanor (up to 364 days in prison and up to $2,500 fine) except hazing that results in death or great bodily harm is a Class 4 felony (up to 3 years in prison and up to $25,000 fine).

Hazing is an issue that is often times rationalized or hidden behind the guise of tradition, yet these senseless “traditions” have no place in an organization whose object is to stand for character and dignity. Harassment and embarrassment do little toward encouraging spirit among the members of an organization. Hazing is not limited to causing physical harm. Hazing is usually not physically harmful but there can be a great deal of unnecessary pressures and anxiety created by the harassment and embarrassment of pledges by members.

The following are questions each organization or athletic team should ask. If you can answer anything but “no” to any of these questions, your organization may be engaged in hazing to varying degrees. These are only a few examples of what could be considered hazing.

1. Do you require your new members to answer the telephone or answer with a particular rhyme or jingle? Are new members required to address a member in a particular fashion?

2. Do you kidnap new members at an unreasonable time of the day or night, not allow them to dress properly and call undue attention to the group?

3. Do you require new members to earn points or merits by carrying dishes, running personal errands, saving seats for activities at athletic events?

4. Does your organization or team vote to accept new members before initiation?

5. Are new members required to wear certain apparel which is conspicuous and not normally or naturally worn on campus?

6. Are new members required to carry paddles, notebooks, or other particular items everywhere?

7. Do you require your new members to memorize poems, phrases, or specific personal information about each member to be recited on demand by an active member?

8. Do you gather or “line up” your new members before the members of a committee to question or interrogate them on group fraternity history?

9. Does your organization hold secret the date, time and/or place of initiation and/or do you initiate between the hours of 12:00 a.m. and 6:00 a.m.?

10. Are new members required to get signatures from the members and do any members intentionally make it difficult or uncomfortable for new members to secure their signature?
11. Are new members required to do anything that you would not now want to do yourself regardless of whether or not you have done it in the past?

_Hazing is doing ANYTHING that demeans people or forces them to do something they don’t want to do. For example . . ._

- Transporting people against their will.
- Forcing people to eat or drink anything against their will.
- Making people feel humiliated or inferior.
- Requiring or hinting that some sexual act must be done.
- Inflicting personal servitude, line-ups or any physical or verbal harassment.
- Preventing class attendance or normal sleep.
- Suggesting that a person might be excluded/rejected from membership.
- Requiring conspicuous, distasteful or embarrassing dress.
- Conducting any type of “hell week” activities.
- Requiring calisthenics or any other form of exercise.
- Kidnapping, or requiring scavenger hunts, road trips or vandalism of any sort.

**Hazing Policy Enforcement**

NOTE: An organization or team may be suspended for cause by the President of the College, the Provost, or the Dean of Student Life. Such action may be immediate and without a Hazing Committee hearing. Suspension may be recommended to the Dean of Student Life by a Hazing Committee. However, the traditional procedure is described below:

Should hazing activities come to the attention of any member of the College, the activity should be reported to the Dean of Student Life.

The process for dealing with alleged hazing incidents shall be as follows:

1. Upon receipt of the complaint, the incident shall be investigated by the Dean of Student Life and appropriate staff members as designated for the purpose of information gathering.

2. A Board of Inquiry will be promptly notified to arrange for a hearing. The Board of Inquiry consists of: an Office of Student Life Staff Member, the Student Conduct Officer, the Title IX Coordinator, a tenured faculty member, and the M.S.A. President.

3. Should the investigation substantiate a violation of this policy, a hearing shall be held, at which the organization or team may respond to the information presented by the Dean of Student Life.

4. The hearing shall be conducted by the Dean of Student Life.

5. Should the student organization have national affiliation or incorporation, the national office shall be notified of the alleged incident and results of the hearing if the incident is found to be hazing.

Should the hearing substantiate that the incident was hazing; one of the following sanctions will be imposed on the organization or team:

1. **Censure** — Censure will include a program of activities designed with the intent of eliminating hazing. The program will be devised by the Dean of Student Life with input from the organization’s or team’s officers and advisors. The program will be approved by the Dean of
Student Life or the Provost.

2. **Probation** — The organization or team will be placed on probation for one calendar year. Conditions of the probation will be determined by the Dean of Student Life or the Provost.

3. **Suspension** — The organization or team will be suspended. The terms of the suspension shall be defined in the sanction, including criteria that the organization must meet within a specified period of time to regain College recognition.

4. **Revocation** — The organization or team will have its status as a registered student organization revoked, with loss of all College recognition and privileges. In addition to enforcement of this policy regarding student organizations or athletic teams, the College may initiate appropriate disciplinary action against individual students for violations of the College’s Standards of Conduct. Hazing will be determined as an activity of an organization or athletic team when:
   
   a. The action was voted on in a meeting, even if it did not receive a majority vote.
   
   b. One or more officers were aware of the planned activity and did nothing to stop it from happening.
   
   c. Organization/team members or officers knew of the incident and refused to supply the College with any information regarding the incident.
TITLE IX COMPLIANCE
MacMurray College complies with Title IX of the Education Amendment of 1972 law which prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Title IX states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” To this end, if any student believes they have been subject to discrimination, harassment, or sexual misconduct of any kind, the student should contact either the Student Conduct Officer, who will notify the Title IX Coordinator, or report directly to the Title IX Coordinator. The Title IX Coordinator is Danielle Doerfler and her office is located in the Jenkins Education Complex (Room 109). Danielle Doerfler may be reached at 217-479-7156 or emailed at danielle.doerfler@mac.edu.

The Title IX Coordinator’s responsibility is to investigate alleged violations of Title IX and to ensure compliance with the protections afforded under Title IX for all parties involved.

SEXUAL CONDUCT POLICY
As part of its compliance with Title IX, MacMurray College prohibits all forms of sexual violence, sexual misconduct, and other conduct and behaviors that are prohibited by Title IX. All reports of sexual violence, sexual misconduct, and other behaviors prohibited by Title IX will be investigated regardless of whether the alleged incidents occurred on or off campus. The College affirms the view that violations of this Sexual Conduct Policy within the academic community threaten academic freedom. MacMurray College is a residential community that aims to enrich the lives of its members through learning, achievement, and service. For this goal to be possible, all community members must engage in responsible conduct that is protective and respectful of the rights and welfare of others.

MacMurray College will not tolerate violation of another person’s rights through sexual violence, sexual misconduct, or any other behavior that is prohibited by Title IX. All reports of Title IX violations will be investigated. Not only may such violations be subject to the disciplinary policies set forth herein, but they may also be punishable by civil and criminal legal action. College disciplinary processes are not dependent on the filing or outcome of criminal or civil proceedings.

Campus Security Enhancement Task Force
The Campus Security Enhancement Task Force is a campus-wide effort to work toward the prevention of sexual violence, domestic violence, dating violence and stalking; to ensure coordinated responses for law enforcement and victim services; and work toward improving coordination between community leaders and service providers. The task force shall meet once each semester to discuss and improve best practices, policies, and procedures, as well as collaboration and information-sharing among stakeholders.

Sexual Assault Educational Programming and Resources
MacMurray College is committed to the prevention of sexual violence and to increasing awareness regarding sexual misconduct. Intentional programming in both fall and spring semesters is planned and promoted for the benefit of all students, faculty, and staff members. Programs will include but are not limited to:
- Professional speakers/Presentations.
- Residence Hall Programming.
- Sexual Assault Awareness month in April.
- Bystander intervention training.
- Written resources about available community services and agencies will be available in the Campus Center and relevant campus offices.
• Written information about sexual assault will be placed in key campus locations.
• Health Services programming at various times each semester.
• Programming sponsored by student organizations.

Violations of the Sexual Conduct Policy
There are a variety of different behaviors and conduct which may constitute a violation of this Sexual Conduct Policy and require investigation and redress under Title IX. The behaviors set forth herein below provide an example of the types of behaviors that are expressly prohibited by this Policy. The list is not necessarily all-inclusive; however, attempt has been made to provide a thorough explanation of what each type of prohibited behavior involves.

Sexual Harassment
Sexual harassment is:
• Uninvited and unwelcome;
• Verbal, written, or physical behavior;
• Of a sexual, sex-based, and/or gender-based nature; and
• Directed against another person, often but not necessarily by a person of authority toward a subordinate.

Hostile Environment
A hostile environment is created when sexual harassment is:
• Sufficiently severe, or
• Persistent and pervasive enough,
• That a reasonable person would find that it unreasonably interferes with, denies, or limits a person’s ability to participate in or benefit from the college’s educational, employment, social, and/or residential program.

Quid Pro Quo Harassment
Quid pro quo harassment occurs when:
• A person having power or authority over another;
• Makes unwelcome sexual advances, requests sexual favors, or makes other verbal or physical conduct of a sexual nature; and
• When submission to such conduct is made either explicitly or implicitly a term or condition of receiving a benefit of any educational program, obtaining a good grade, rating or evaluation, or progressing through the course of educational study and matriculation.

Sexual harassment among or between students, among and between staff and faculty, and among and between students, staff, and faculty is regarded as unethical, unprofessional, and unacceptable. In all situations, power and authority implicit in the various academic and institutional relationships are not to be abused and/or exploited by any form of sexual harassment. Interpretation of this general definition of harassment will be with reference to societal standards of acceptable behavior, academic freedom, and freedom of expression.

Non-Consensual Sexual Contact
Non-consensual sexual contact is:
• Any intentional sexual touching;
• However slight;
• With any object;
• By a person upon another person;
• That is without consent and/or by force.

“Sexual contact” may include, but is not necessarily limited to:
• Intentional contact with another person’s breasts, buttock, groin, or genitals;
• Touching another person with any of these body parts;
• Making another person touch you or themselves with or on any of these body parts; or
• Any other intentional bodily contact of a sexual nature

Non-Consensual Sexual Intercourse
Non-consensual sexual intercourse is:
• Any sexual intercourse;
• However slight;
• With any object;
• By a person upon another person;
• That is without consent and/or by force.

“Sexual Intercourse” includes:
• Vaginal or anal penetration (no matter how slight the penetration) by a penis, object, tongue, or finger; and
• Oral copulation (mouth-to-genital).

Force
When used in the context of the terms defined herein, “force” is:
• The use of physical violence and/or imposing on someone physically to gain sexual advantage or access; and/or.
• The use of threats, intimidation (implied threats), and coercion that are intended to overcome a person’s free will, resistance, or to produce consent.

Sexual Exploitation
Sexual exploitation occurs when:
• A person or persons takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or the advantage or benefit of a third person.

Sexual exploitation may include behaviors and conduct that also violate other provisions of this Sexual Conduct Policy.

Intimate Partner Violence
Intimate Partner violence is:
• Violence or emotional and/or psychological abuse between those in an intimate relationship with each other.

Domestic Violence
A felony or misdemeanor crime of violence committed by:
• A current or former spouse of the victim;
• A current or former intimate partner of the victim;
• A person with whom the victim shares a child;
• A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

The Maggie 2018-2019 (Revised October, 2018)
A person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois; or
Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence**
Violence committed by:
- A person who is or has been in a social relationship of a romantic or intimate nature with the victim.

A social relationship will be found considering the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Stalking**
Stalking is:
- A course of conduct;
- Directed at a specific person;
- That is unwelcome; and
- That would cause a reasonable person to fear for his/her safety or the safety of others; or
- That causes a reasonable person to suffer substantial emotional distress.

For purposes of this policy, a “course of conduct” means two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

MacMurray College will not condone or tolerate any threat to the institution’s educational or work climate because of sexual misconduct or any other violations of the sexual conduct policy under Title IX. Such behaviors are particularly reprehensible between students and faculty/staff because of the trust and dependence implicit in the academic setting.

**What is Consent?**
Consent is a voluntary agreement to the act of sexual conduct or sexual penetration. A person who initially consents to sexual penetration of sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct. Those who want to engage in a specific sexual activity must understand that any sexual behavior must be acceptable to both parties. A previous or current sexual relationship or even silence may not be taken to imply consent, nor can the mode of dress, going out on a date, or presence in a room. Consent cannot be given by a person who is asleep or mentally or physically incapacitated, either through the effect of drugs, alcohol, or for any other reason. Furthermore, consent to sexual activity may be withdrawn at any time during the encounter.

**Effective consent:**
Consent is:
- Clear;
- Knowing;
- Voluntary (by affirmative, conscious, and voluntary words or actions); and
- Gives permission for specific sexual activity.
Effective consent is best attained verbally prior to sexual interaction and cannot be assumed based on any prior relationship or prior consent. Effective consent cannot be given by a person who is asleep or who is mentally or physically incapacitated, whether by drugs, alcohol, or any other reason.

**What to do if you are a victim of any of the behaviors prohibited by this Sexual Conduct Policy.**
There are numerous options for a person who has been victimized by sexual harassment, non-consensual sexual contact, or any other prohibited type of sexual intimidation or violence. MacMurray College urges all victims to seek appropriate resources to assist with the process following a violation of the Sexual Conduct Policy. A victim has the right to choose or not choose any resources outlined below.

**Legal**
An individual who has been a victim of criminal sexual conduct, has the option of notifying law enforcement or seeking the assistance of an attorney in order to pursue criminal prosecution and/or civil litigation. Contacting law enforcement will likely involve filing a police report and participating in a police investigation. MacMurray’s Title IX Coordinator can provide assistance and local contact information to anyone wishing to make such a report.

Pursuing criminal or civil relief through the court system is a separate legal process from what the College follows for investigating reports of violation of this Sexual Conduct Policy.

**To report a Crime:**
- Jacksonville Police Department. 200 West Douglas Avenue, Jacksonville, IL — 217-479-4630 or call “911” for emergencies.

**Medical Care**
Individuals who have been sexually or physically assaulted are advised to seek appropriate medical care as soon as possible. If the situation is life-threatening, emergency medical care should be obtained by calling “911”. For less serious injuries, for evaluation for sexually transmitted diseases, and for pregnancy testing, students are encouraged to seek appropriate medical care as soon as possible. MacMurray’s Title IX Coordinator can provide assistance and local contact information to anyone wishing to seek medical care.

In addition, the following local resources are also available:

**Medical Treatment**
- Passavant Area Hospital, 1600 West Walnut, Jacksonville, IL — 217-245-9541
  Emergency Room and Outpatient services are available 24 hours a day.

**Pregnancy Testing**
- Pregnancy Resource Center, 1440 West Walnut, Suite A-3, Jacksonville, IL, 217-245-9340. All services are free.
- Morgan County Health Department, 345 West State Street, Jacksonville, IL — 217-245-5111
- Planned Parenthood, 601 North Bruns Lane, Springfield, IL — 217-546-1060

**Sexually Transmitted Disease Testing**
- Morgan County Health Department, 345 West State Street, Jacksonville, IL — 217-245-5111
  Springfield Health Department, 2833 South Grand Avenue East, Springfield, IL — 217-535-3100
Medical-Legal Evidence Collection
An individual who has been sexual assaulted is also encouraged to obtain a collection of medical-legal evidence. This collection of evidence is essential should a person decide to pursue criminal or civil legal action. Federal law provides free medical-legal examinations for sexual assault. Students should seek medical care for collection of such evidence.

Counseling
An individual who has been a victim of sexual misconduct or sexual violence is also encouraged to seek counseling and support. The Title IX Coordinator can provide contact information to anyone wishing to pursue counseling. In addition, the following local resource is also available:

Counseling and Advocacy
- Prairie Center Against Sexual Assault, 2001 West Lafayette Avenue, Jacksonville, IL — 217-243-7330

REPORTING SEXUAL CONDUCT VIOLATIONS TO MACMURRAY COLLEGE
MacMurray College is seriously committed to a safe and hospitable environment that fosters learning. Violations of the Sexual Conduct Policy are a direct threat to this condition for learning. Whether the victim is a student or not, MacMurray College’s policies may apply if the individual accused of a sexual conduct violation is a MacMurray student or employee. In addition, MacMurray’s policies may also be activated if the behavior in question occurs on or off MacMurray’s campus and whether or not classes are in session, or an individual is fully matriculated. The reason for this broader interpretation of circumstances and conditions is that a violation of the Sexual Conduct Policy by a MacMurray student or employee will be considered a potential threat to the entire MacMurray community no matter when or where it occurs.

Individuals who are not MacMurray students who engage in behaviors that violate this Sexual Conduct Policy, while on MacMurray College’s campus, should be reported to the Dean of Student Life, the Title IX Coordinator, or campus security and may be banned from campus.

Amnesty and Good Samaritan Policy
Student health and safety are primary concerns of MacMurray College. Students may be reluctant to seek help in times of crisis or medical emergency because of potential student conduct consequences for themselves or others. In these instances, MacMurray seeks to reduce barriers for those needing assistance in dealing with an emergency situation. MacMurray students are expected to take appropriate action to get help for themselves and other members of the campus community even when Student Conduct violations have occurred.

In order to encourage reporting, the Amnesty and Good Samaritan Policy offers leniency to reporting parties in crisis situations involving alcohol, drugs, hazing, and/or sexual misconduct or sexual assault. The College strongly considers the positive impact of taking responsible action to help others when determining sanctions for alleged policy violations relating to the incident. This means no formal disciplinary actions may be assigned to the reporting student(s) or student in need of assistance for alcohol or drug possession violations relating to the incident. This policy also may apply to other student conduct investigations in which witnesses are asked to come forward. In such cases, the incident will be
documented. Educational and/or behavioral or health interventions may be required as a condition of deferring disciplinary sanctions.

**Anonymous Reporting**
Anyone who wishes to make an anonymous report of violations of this Sexual Conduct Policy, or other campus crimes, may do so by filling out the Anonymous Report Form for Sexual Assault and Misconduct. This form may be obtained in the Office of Student Life or online at https://www.mac.edu/students/index.asp. The form may be dropped off in the Student Life office, or at one of the black drop boxes which are located in the Campus Center, first floor by the water fountain; the Athletics hallway in the Jenkins Education Complex; and the Putnam –Springer Center lobby by office #114. You may also mail this form to the following address:

**Office of the Dean of Student Life**
MacMurray College
447 E College Avenue
Jacksonville, IL 62650

Reports received electronically will receive a response from the Dean of Student Life or the Title IX Coordinator as quickly as possible.

**Title IX Office**
Jenkins Education Complex, first floor, room 109; 217-479-7156

The Title IX Coordinator will be notified of any report of sexual misconduct, non-consensual sexual contact, or any other misconduct that falls under Title IX. The Title IX Coordinator will be included in the investigative process to help ensure proper investigative procedures and the safety of all parties involved.

**Reporting Stalking, Intimate Partner/Domestic/Dating Violence to MacMurray College**
Engaging in Stalking or Intimate Partner/Domestic/Dating Violence violates this Sexual Conduct Policy as well as MacMurray’s Student Code of Conduct. Allegations that a MacMurray student has engaged in any of this behavior are to be reported to the Dean of Student Life. Those alleged to have violated these policies will be subjected to the policies and procedures of the Sexual Conduct Policy. Allegations of more serious sexual misconduct by MacMurray students will not be subject to the College’s ordinary disciplinary procedures, but to the disciplinary process set forth herein below in this Sexual Conduct Policy.

**Procedures in Response to a Report of Violation of the Sexual Conduct Policy**
A member of MacMurray College community who has been the victim of any of the acts of sexual misconduct or non-consensual sexual contact that are described in this Sexual Conduct Policy, is encouraged to make an official report to the Dean of Student Life or the Title IX Coordinator. The Dean of Student Life and the Title IX Coordinator are trained in general matters of investigation and in the subject area of sexual violence.

**Confidentiality of Information**
Confidentiality will be respected as much as possible when any violation of the Sexual Conduct Policy has been reported. MacMurray College will make reasonable efforts to protect the privacy of the persons involved. However, due to the nature of the investigation and hearing process which is described further herein, the College cannot guarantee confidentiality. The College will, however, make reasonable efforts
to limit the sharing of private information with only those persons directly involved or impacted by any report or subsequent investigation.

Additionally, the Clery Act requires disclosure of information related to on-campus sexual assaults for statistical purposes. These reports are tabulated and published annually with sexual assault and other crime statistics included. These reports do not include individual identities or any personal identifiers.

Retaliation
Any form of retaliation against any individual involved with the reporting of sexual conduct policy violations is forbidden by this policy. Retaliation should be reported promptly to the Dean of Student Life.

Reporting Violation of the Policy
Violations of the Sexual Conduct Policy may be reported by the victim or by someone else with knowledge of the situation. The person making the report is referred to herein as “Reporting Party.” Once a report is made, the following process will be implemented and will generally include: investigation, interim measures, adjudication, and appeal.

All complaints, regardless of who reports, will receive prompt responses. In consideration of the general welfare of the individuals involved and the campus community, the Title IX Coordinator reserves the right to investigate complaints whether or not all parties choose to participate in the investigative process.

1. The Reporting Party will be encouraged to report the incident to the police. MacMurray College will comply with law enforcement and support police investigation at their request.

2. The Reporting Party, the Dean of Student Life, and/or the Title IX Coordinator will meet to discuss all options for the student, including the process of the investigation, adjudication, and the possible outcomes. The need for and availability of “interim measures” will also be discussed. The Dean of Student Life or the Title IX Coordinator will also explain the rights of the Reporting Party, which include the following:

   The Reporting Party has the following rights:

   a. to meet privately, at a place of his/her choice to make the report of violation;

   b. to receive a verbal explanation and a written copy of these rights;

   c. to receive written copies of his/her initial report made to the Dean of Student Life, any written witness statements, the Investigator’s Summary Report, the Reviewers’ Findings and Sanction, if any, any appeal filed by the Responding Party, any correspondence regarding an appeal, and the President’s final decision;

   d. to be treated with courtesy, sensitivity, dignity, understanding, professionalism, and confidentiality, regardless of gender or the gender of the Responding Party;

   e. to have the safeguards and limitations of confidentiality explained fully to you;

   f. to have your questions answered and receive explanations of the system and process involved;

   g. to receive information regarding resources for any medical, legal, or counseling needs;

   The Maggie 2018-2019 (Revised October, 2018)
h. to have assistance in arranging for any hospital treatment or other medical needs;

i. to have assistance in contacting available resources such as counselors, advisors, security officers, etc;

j. to have your case fully investigated;

k. to have MacMurray College cooperate with any law enforcement agents or police investigators who may become involved;

l. to be kept updated throughout the process;

m. to have an advisor/support person present throughout the investigative process including any interviews and, although the advisor/support person cannot speak on behalf of the Reporting Person, the advisor/support person may provide a written statement regarding the reported incident;

n. to not have his/her prior sexual activity or general reputation discussed or considered during the adjudicatory process;

o. to refuse to engage in self-incrimination;

p. to be offered reasonable protection from retaliation, intimidation, and/or harassment;

q. to be informed of the outcome and any sanctions resulting from the investigation and adjudication of a reported violation of the Sexual Conduct Policy;

r. to be provided assistance with on-campus/off-campus living arrangements, transportation, or work arrangements that may be needed following report of violation; including but not necessarily limited to: providing alternate on-campus housing accommodations or refunding a portion of the housing contract if on-campus housing is not a reasonable option;

s. to assistance with academic accommodations, which may include: taking an incomplete in a class; rescheduling class obligations, including papers and exams; moving class sections; and/or taking an academic under load;

t. to be provided with assistance and information on obtaining orders of protection or no contact orders;

u. to decline formally reporting to authorities; and

v. to appeal the findings and sanctions, if any, following adjudication.

3. The Reporting Party will be informed that attempt will be made to keep the Reporting Party and/or victim’s identity and information confidential, but that there is no guarantee of confidentiality due to the necessary nature of the investigation and adjudication process. The Dean of Student Life and/or the Title IX Coordinator will make every attempt to answer any of the Reporting Party’s questions regarding confidentiality, contact with the alleged perpetrator, retaliation, etc.

89

*The Maggie 2018-2019 (Revised October, 2018)*
4. In cases where there may be a potential conflict of interest with the Investigator, as determined by the Dean of Student Life and the Title IX Coordinator, one or the other may lead the investigation or appoint a designated college official to lead the investigation.

5. The victim (who may or may not be the Reporting Party) will be given access to trained confidential advisors provided through the Prairie Center Against Sexual Assault in Jacksonville, IL. Counseling services will also be provided by MacMurray College through the Park Place Center in Jacksonville, IL. Referrals to other agencies will be made as needed.

6. Information will be given on how to preserve evidence of the crime.

7. When the Reporting Party is the victim, the Dean of Student Life will discuss medical, legal, or counseling options with the Reporting Party. The Dean of Student Life may request to include the Health Services Coordinator in referrals for medical and health agencies.

8. The Reporting Party will be asked to make a recorded verbal and written statement regarding the incident.

9. The Dean of Student Life and/or the Title IX Coordinator will then review the Sexual Conduct Policy in The Maggie together to decide what policies have been violated by the alleged perpetrator (referred to from this point as the Responding Party).

10. The Dean of Student Life or the Title IX Coordinator will then set up a separate meeting with the Responding Party.

11. The Responding Party, the Dean of Student Life, and/or the Title IX Coordinator will meet to discuss all options for the student, including the process of the investigation, adjudication, and the possible outcomes. The need for and availability of “interim measures” will also be discussed. The Dean of Student Life or the Title IX Coordinator will also explain the rights of the Responding Party, which include the following:

**The Responding Party has the following rights:**

a. to receive a verbal explanation and written copy of his/her rights;

b. to receive written copies of: his/her initial report made to the Dean of Student Life, any written witness statements, the Investigator’s Summary Report, the Reviewers’ Findings and Sanctions, if any, any appeal filed by the Reporting Party, any correspondence regarding an appeal, and the President’s final decision;

c. to have fair and impartial consideration of the complaints made;

d. to be treated with courtesy, sensitivity, dignity, understanding, professionalism, and confidentiality, regardless of gender or the gender of the Reporting Party;

e. to have reasonable notice of the charges, notice of the campus rules and regulations involved, and notice of the time and place of the hearing;

f. to have the safeguards and limitations of confidentiality explained;
g. to have questions answered and to receive explanation of the system and process involved;

h. to receive a resource list of local attorneys;

i. to have an advisor/support person present throughout the investigative process including any interviews and, although the advisor/support person cannot speak on behalf of the Reporting Person, the advisor/support person may provide a written statement regarding the reported incident;

j. to not have his/her prior sexual activity or general reputation discussed or considered during the adjudicatory process;

k. to refuse to engage in self-incrimination;

l. to be offered reasonable protection from retaliation, intimidation, and/or harassment;

m. to be informed of the outcome and any sanctions resulting from the investigation and adjudication of a reported violation of the Sexual Conduct Policy; and

n. to appeal the findings and sanctions, if any, following adjudication.

12. The Responding Party will be asked to make a recorded verbal and written statement of the Responding Party’s version of the incident.

13. At this point, the Responding Party may choose to admit to the infraction and accept a sanction without a hearing.

14. If the Responding Party does not admit the alleged violation of the Sexual Conduct Policy, then the Dean of Student Life will investigate the report including contacting and gathering information from any noted witnesses to the event. The Title IX Coordinator will be included in the investigative process to help ensure the safety and fair treatment of all parties involved.

15. The Dean of Student Life will compile all investigation statements and reports. Copies of investigation statements and reports will be provided to the Reporting Party, the Responding Party, and the Title IX Coordinator.

*Local police recorded or written statements may be used in lieu of the statement process outlined above.

**Interim Measures**

Interim Measures are temporary actions used to stabilize a situation. These actions are used to support the involved parties and to protect the integrity of the investigation. Additionally, Interim Measures, are available to both the Reporting Party and/or Victim (if other than the Reporting Party) and the Responding Party. MacMurray College reserves the right to use Interim Measures at their discretion but will consult with the parties involved to determine what, if any Interim Measures may be necessary.
The Alternate Judicial Board Hearing Process

If the Responding Party does not wish to admit the violation, then during the course of the investigation by the Dean of Student Life, the Dean will convene a specialized committee for the purpose of reviewing the investigation and adjudicating the alleged violation.

This ad hoc committee, the Alternate Judicial Board, shall consist of the Dean of Student Life, one full-time female faculty member, one full-time male faculty member, one female student, one male student, and the Title IX Coordinator, or designee. Generally, the Dean of Student Life will chair the committee and facilitate the proceedings. There may be circumstances that warrant a designated person to chair the committee or serve in the place of the Dean of Student Life, the Title IX Coordinator, or another member of the Board. The facilitator of the committee does not have a vote in the final deliberations of the case. The Dean of Student Life will, in consultation with the Title IX Coordinator, endeavor to select committee members who have been with the college longer than one year, are not biased, do not have a conflict of interest in the case, and are not well-known to the impacted student parties. The Alternate Judicial Board (referred to from this point as the Reviewers) receives orientation to general matters of investigation, and prior to the hearing is trained in the subject area of sexual violence, and the sexual conduct policy.

The Reporting Party and the Responding Party will be informed of the identity of the Reviewers and either may request that any Reviewer be removed from the Board due to a conflict of interest. This request must be submitted to the Dean of Student Life in writing. The decision of whether to remove a Reviewer due to an alleged conflict of interest rests with the sole discretion of the Dean of Student Life, who will consider whether the Reviewer has such an interest that he/she will not be able to provide an unbiased decision. In cases where a conflict of interest exists, the Reviewer will be removed from the Board and will not take place in any further activity related to the complaint. The Dean of Student Life, in consultation with the Title IX Coordinator will appoint a replacement Reviewer. If the request for recusal is for the Dean of Student Life, then the Title IX Coordinator will choose a replacement for the board.

Once the Alternate Judicial Board is established, a hearing date and time will be set within 5-10 business days, unless otherwise agreed by the parties. The Investigation File will be made available in the Dean of Student Life’s office for review by the members of the Alternate Judicial Board, at least 24 hours in advance of the hearing. All Reviewers are required to sign a Confidentiality Statement. The materials in the Investigation File may not be removed from the Dean’s office.

The Hearing

The hearing process is non-confrontational. The Reporting Party and the Responding Party will be assigned to separate rooms during the hearing and will be called to meet with the Reviewers individually for questioning purposes. The Reporting Party and the Responding Party do not interact during the hearing and are not permitted to directly question or interrogate each other.

1. The Reporting Party and their key witnesses will be convened in a room or office in the Student Life Office and the Responding Party and their key witnesses will be convened in another room or office in the Student Life Office.

2. Both the Reporting Party and the Responding Party will be permitted to have their advisor/support person present with them during the hearing. Advisors, even if legal counsel, may not address the Reviewers, question the witnesses, or interrupt the proceedings at any time.
The College reserves the right to have its own legal counsel present at any hearing or meeting during which an attorney is present to represent a student. If legal counsel is requested by the student, adequate notice must be given to the Dean of Student Life so that an acceptable meeting time can be arranged for the College’s legal counsel to also be present. College disciplinary proceedings or hearings are not legal proceedings; therefore, legal counsel may not speak to the Reviewers or question witnesses during the hearing. Advisors and legal counsel may speak to their advisee only if needed to help clarify questions or assist the student during the process.

3. The Dean of Student Life or Title IX Coordinator, will speak with the Reporting and Responding Parties, their witnesses, and advisors about the order of the proceeding. The role of each participant will be explained.

4. Both the Reporting Party and the Responding Party have the option of preparing written questions that can be given to the Dean of Student Life or the Title IX Coordinator to be asked of the other Party during the hearing. While these questions will generally be asked, the Dean and/or Title IX Coordinator reserve the right to limit the questions if deemed in their sole discretion to be appropriate and necessary to preserve the fair and impartial hearing process.

5. Once the Reviewers are convened, the Investigation File will be reviewed with them and the Dean of Student Life or Title IX Coordinator will read the hearing procedures as set forth in this Sexual Conduct Policy.

6. The Dean of Student Life or Title IX Coordinator reserves the right to halt the proceedings if procedure is not being followed. The Dean of Student Life or Title IX Coordinator reserves the right to dismiss any participant including the Reporting Party, the Responding Party, witnesses, advisors/support persons, or Reviewer at any point in the proceeding if procedures are not followed. If the proceedings are halted another date and time will be set to re-convene the hearing.

7. The hearing will be recorded and written transcripts of the hearing will be produced within 3 business days of the hearing. The deliberations of the Reviewers following conclusion of the hearing will not be recorded.

8. The Reviewers will hear testimony from the Reporting Party first. The Reporting Party is expected to testify regarding the allegations of the complaint. The Reviewers may ask questions of the Reporting Party. The Reviewers will then read the statements from the Responding Party and their witnesses. The Reporting Party may testify further in response to these statements and the Reviewers may ask further questions. Before excusing the Reporting Party, he/she will be given an opportunity to submit written questions to the Reviewers that are to be asked of the Responding Party. Once the Reporting Party is excused from the hearing room, the Reviewers will call in the Reporting Party’s witnesses individually, who will make their statements and be questioned by the Reviewers. The witnesses will then return to their waiting room.

9. The same process as outline in the foregoing Paragraph will be utilized for the Responding Party’s testimony, questioning, and witness statements. The Responding Party will also be given an opportunity to submit written questions to the Reviewers that are to be asked of the Reporting Party.

10. The Reviewers will meet again with the Reporting Party and ask any follow up questions including the questions of the Responding Party. The Reviewers may call in witnesses again if
needed. If there are no further questions, the Reporting Party and their witnesses will then be permitted to leave the Student Life Office.

11. The Reviewers will then meet with the Responding Party and provide the answers to their questions and allow them to give any rebuttal statements. If there are no further questions, the Responding Party and their witnesses will then be permitted to leave the Student Life Office.

12. The Reviewers will then convene with the Dean of Student Life to discuss the Investigation File and ask any questions regarding the report. After this session the Dean of Student Life will exit the Student Life Conference Room. The Title IX Coordinator or designee will remain with the Reviewers.

13. The Title IX Coordinator, will ask the Reviewers if they perceive any issues with the manner in which the investigation by the Dean of Student Life was handled. The Dean may be asked to answer any questions regarding the handling of the investigation.

14. At this point in the process, the Reviewers will begin their deliberations which shall not be recorded. Using a preponderance of the evidence standard, the Reviewers will reach a consensus as to a decision on the alleged violation of the Sexual Conduct Policy. A “preponderance of the evidence” is defined as enough evidence to make it more likely true than not that the facts about which the Reporting Party complains are true. This decision will be based on majority rule. When a Reviewer is not in agreement, that will be noted in the decision.

15. After a decision is made on the alleged violation of the Sexual Conduct Policy, the Reviewers will consider whether and to what extent sanctions are necessary. The Dean of Student Life will share prior history of student conduct and sanctions, if applicable, for both the Reporting and Responding Party. History of prior student conduct may be considered in the Reviewers’ discretion as part of the decision-making process for sanctions if it evidences a pattern of behavior that is considered relevant to the sanctioning phase.

16. The Reviewers shall prepare a written summary of their findings and of the sanctions, if any, that are recommended.

17. The Dean of Student Life will produce written transcripts of the hearing and submit the transcripts, investigation file, and Reviewers’ written summary to the President of the College within 3 business days of the hearing.

18. The President of the College will, within two days of receiving the transcripts, investigation file, and Reviewers’ written summary, either approve or disapprove the recommendations of the Reviewers. The President may, at his/her sole discretion, add to, delete from, or adjust any recommended sanction. The President will communicate his/her decision to the Dean of Student Life.

19. The Dean of Student Life will prepare a written decision, including sanctions, if any, and will provide it to the Reporting Party and the Responding Party within 5 business days of the conclusion of the hearing.
20. If either the Reporting Party or the Responding Party disagrees with the decision or sanction(s), the student may appeal, in writing, to the President within 5 business days of the date the student received the written decision.

The President, the Dean of Student Life, or the Alternate Judicial Board may adjust the time periods set forth in this policy, if circumstances suggest the advisability of doing so. Such circumstances may include, but are not limited to, vacation periods of the College, legitimate unavailability of any needed persons, or unforeseen situations that may delay the process. In the event that member of the Alternate Judicial Review Board is unavailable, The Dean of Student Life may designate a replacement for the purpose of proceeding with the provisions of this policy in a timely manner.

**Appeal of an Alternate Judicial Board Decision**

Both the Reporting Party and Responding Party have equal ability to file a written appeal of the written decision following hearing. Any such appeal must be filed in writing with the President of the College no later than five business days after receiving the written decision. The Reporting Party and Responding Party both have rights to a copy of the written transcripts for use in writing an appeal. And both student parties have the right to meet with the President to discuss any appeal prior to the issuance of a final decision.

The President will consider the following issues when reviewing an appeal of the written decision: 1) does the evidence support the finding; 2) does the finding support the sanction; 3) is there new evidence that warrants reconsideration or a change in the outcome; 4) were there errors in the hearing procedure; 5) was there a clear bias of a Reviewer; and 6) were the Reviewers’ findings reasonable given the facts, standard of review, and procedures outlined above?

The decision of the President following appeal is a final decision.

**Involuntary Withdrawal Policy**

MacMurray College attempts to provide a safe and orderly environment, insofar as possible, in which all students are able to pursue their academic and social development. In so doing, it reserves the right to require an involuntary withdrawal of any student whose behavior or physical/psychological disorder is incompatible with minimal standards of academic performance and/or social adjustment.

Examples of circumstances where an involuntary withdrawal would apply include, but are not limited to the following: students who are deemed to be a danger to themselves or others; students whose behavior is severely disruptive to others; students who refuse or are unable to cooperate; students whose behavior or physical condition suggests a disorder that is disruptive to the student’s education or to others; and students whose physical or psychological disorder requires highly specialized services beyond those available locally.

The College also reserves the right to enforce the withdrawal of any student if, in the judgment of the appropriate administrator or disciplinary body or the Academic Standards Committee, it is in the best interest of the College. The College may take such action without making any charges of misconduct. A student may be dismissed for poor academic work or for conduct that is contrary to College standards. The judgment of the officers of the College is final in all such cases. In such cases in which an involuntary withdrawal is invoked, the customary refund policy will apply.
NO CONTACT ORDER AND INTERIM MEASURES

MacMurray College is committed to providing support and resources to any student who may be the recipient of persistent unwanted or harassing behavior. College administrators are authorized to issue a No Contact Order (NCO) prohibiting contact between students when there exists a reasonable concern. No Contact Orders includes, but is not necessarily limited to, in-person contact, telephone calls, email, texts and other forms of electronic communication, social media-based messages or postings, and third party communication. Violations of No Contact Orders maybe subject to disciplinary actions as appropriate according to the student conduct policy.

Students who have interpersonal conflicts that do not raise concerns for individual health and safety will not be granted NCOs. These individuals should pursue other forms of conflict resolution, such as mediation or restorative justice, and should seek assistance in the Office of Student Life.

**Interim Measures** are actions to prevent further potential conflict and maybe utilized with or without the standard disciplinary procedures or interim measures.

The Title IX Coordinator will be consulted when consideration is given to a NCO and or interim measures. All facts and circumstances that maybe relevant will be reviewed, additional factors will be taken into account, but not limited to, the following:

- When there are allegations, threats, or evidence of physical violence by one student against another;
- When there are allegations, threats, or evidence of emotional abuse or harassment by one student of another;
- When there is a substantial risk of emotional harm from continued contact between students;
- When continued contact between students may have a material impact on campus disciplinary proceedings;
- When requested or agreed to in good faith by both students involved; and
- When there are of allegations of serious college policy violations.

NCOs may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by the college. Any additional terms shall be expressly stated in the NCO. Additional protective measures or other terms need not be reciprocal. They may include, but are not limited to, the following:

- Restricting a student from being in close proximity to the other student;
- Restricting a student’s access to certain campus locations, including the other student’s residence hall;
- Restricting the times a student may be present in on-campus dining facilities;
- Requiring that the students not be enrolled in the same academic course(s);
- Requiring that the students not participate in the same co-curricular or extra-curricular activities.
- NCOs may be issued by the following administrators:
  - The Provost, Dean of Student Life, Title IX Coordinator, or their designee(s).

The college will review all NCOs annually. Each NCO will remain in effect until the graduation or withdrawal of at least one of the parties, unless the NCO or students mutually request that the NCO is modified or rescinded by the college. A student seeking the modification or rescission of an NCO shall so request the administrator who issued the NCO. The issuing administrator shall consult with both parties before determining whether or not to modify or rescind the NCO.
JURISDICTION — GENERAL COLLEGE COMMUNITY
The Dean of Student Life, is authorized by the President of the College to enforce College rules, regulations and policies in non-instructional areas concerning MacMurray students. The President delegates the enforcement of instructional areas: academic rules, regulations and policies (including cases of cheating and plagiarism) to the Provost & Vice President for Academic Affairs.

JURISDICTION — STUDENTS
The College’s jurisdiction is generally confined to the conduct of enrolled students whose actions are alleged to be damaging to the College’s interest as an educational community. Actions on and off campus that violate College policy or civil/criminal law are considered to be detrimental to the educational goals, purposes, reputation and environment of the College, regardless of any jurisdiction that civil/criminal agencies may have. Any person, including visitors, licensees, invitees or trespassers who violate any of the MacMurray rules of conduct and/or behave in a manner adversely affecting public order are subject to arrest and prosecution by law and may be banned from College property by the President or his/her designee.

OFF-CAMPUS CONDUCT
MacMurray College is a member of the larger Jacksonville community. Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the College and the community. Any violation of local, state and/or federal law or violations of the Student Code of Conduct may result in College disciplinary action regardless of whether occurring on or off campus. Entry of the arrest of a student into a police blotter is considered sufficient documentation to institute student misconduct charges, as are reports of student misconduct by the Student Life staff of other colleges and universities.

Students who are off-campus for College-sanctioned activities must follow the same policies of conduct and are subject to possible disciplinary action as if they were on campus.

THE STUDENT CONDUCT JUDICIAL SYSTEM
The student conduct judicial system includes the Dean of Student Life, the Director of Campus Safety &Housing, the Title IX Coordinator, Deputy Title IX Coordinator, the Campus Conduct Board, Alternate Conduct Board and Student Conduct Officers as designated.

The primary Student Conduct Officer, is designated by the Dean of Student Life and will oversee investigation processes of regular student conduct incident reports. In compliance with Title IX, the Dean of Student Life will hear any complaints that involves potential discrimination, harassment, or sexual misconduct; the Title IX Coordinator will be notified and included in the investigative process. The Title IX complaint may also be submitted directly to the Title IX Coordinator.

If the complaint is determined to involve sexual misconduct, sexual harassment, or sexual assault, or any other violation of the Sexual Conduct Policy as defined under Title IX, the case will immediately go into a separate judicial process as outlined in the Sexual Conduct Policy in this handbook.
AMNESTY AND GOOD SAMARITAN POLICY
Student health and safety are primary concerns of MacMurray College. Students may be reluctant to seek help in times of crisis or medical emergency because of potential student conduct consequences for themselves or others. In these instances, MacMurray seeks to reduce barriers for those needing assistance in dealing with an emergency situation. MacMurray students are expected to take appropriate action to get help for themselves and other members of the campus community even when Student Conduct violations have occurred.

In order to encourage reporting, the Amnesty and Good Samaritan Policy offers leniency to reporting parties in crisis situations involving alcohol, drugs, hazing, and/or sexual misconduct or sexual assault. The College strongly considers the positive impact of taking responsible action to help others when determining sanctions for alleged policy violations relating to the incident. This means no formal disciplinary actions may be assigned to the reporting student(s) or student in need of assistance for alcohol or drug possession violations relating to the incident. This policy also may apply to other student conduct investigations in which witnesses are asked to come forward. In such cases, the incident will be documented. Educational and/or behavioral or health interventions may be required as a condition of deferring disciplinary sanctions.

ALLEGED VIOLATIONS INSIDE THE RESIDENCE HALLS:
When an alleged violation of MacMurray’s Code of Conduct occurs within the residence halls, an Incident Report documenting the alleged violation is written. Incident Reports may be considered individually or cumulatively in addressing the behavior involved. A student can be sanctioned for one or more violations of the Code of Conduct by the Student Conduct Officer. If a resident disagrees with a residential sanction he/she may appeal to the Dean of Student Life.
Student Conduct Process Flowchart

Report Received

Notification Sent to Student

Informal Resolution Meeting

Student Accepts Responsibility for Alleged Violations

Sanctions Issued

Student Does Not Accept Responsibility for Alleged Violations

Alleged Violations will be Investigated

Formal Resolution Meeting

Sanctions Issued

Student Request to Appeal

Issued Sanctions

Appeal Heard by

Appropriate College Official or

Conduct Appeal Board

Decision Rendered & Sanctions Sent if Necessary
REPORTING COMPLAINTS
Any member of the College community may file a confidential complaint against a student. The complaint must be submitted in writing to the Office of Student Life and must be signed by the Reporting Party. The complaint should be submitted within seventy-two hours of the incident. During all administrative judicial proceedings, information is kept as confidential as possible and the privacy of all parties involved is protected.

Additionally, members of MacMurray College Staff (including Resident Advisors, Resident Directors, Security Officers and other staff members) may submit reports of violations of the policies in The Maggie. Incident reports submitted by Student Life staff will be investigated. Reports made verbally or by a third party may be investigated at the discretion of the Dean of Student Life or his/her designated Student Conduct Officer after all options and procedures are reviewed.

MEETING NOTICE
Once a complaint or report is filed, the Student Conduct Officer will determine if the complaint or report requires further investigation. The Student Conduct Officer may decide that they need to schedule a meeting with one or more of the students involved in the incident. Those students will be notified via their MacMurray Email promptly of the incident that they need to set up a meeting. The student must set up a meeting with the Student Conduct Officer within 48 hours of the date of the email.

In the event of an urgent violation requiring immediate action, the Student Conduct Officer may immediately meet with the students involved and begin an immediate investigation. In keeping with the law, and our Intolerable Behavior Statement on page 8, violations affecting student/campus safety, theft, illegal drugs, racism, sexism, harassment, discrimination, or physical violence will not be tolerated and will be acted upon swiftly and directly. Verbal or written threats of violence are not tolerated and immediate action will be taken to ensure the safety of the campus community. A severe violation may result in immediate sanctions or interim measures being assigned while the investigative process takes place. Interim measures may include No Contact Orders, removal from residence hall, removal from campus, and other accommodations needed during the investigative process.

CONDUCT PROGRESSION

1. Conduct violations will be handled by a Student Conduct Officer. Additionally, all violations of off-campus students will be heard by a Student Conduct Officer.

2. After receiving a report, the Student Conduct Officer will promptly send an email to the involved student(s). The student(s) will have 48 hours to set up a conduct meeting with the Student Conduct Officer. Failure to meet with the Student Conduct Officer could result in additional sanctions or a finding in absentia.

3. The Student Conduct Officer will discuss the complaint/report with the student. If the student is found responsible the Student Conduct Officer will determine a sanction. The standard of evidence used is the preponderance of evidence.

4. In circumstances where the details of the incident are unclear, the Student Conduct Officer will conduct an investigation. Any witnesses or other students involved in the incident may be contacted and asked for their input on what occurred during the incident. After all involved parties are contacted, the evidence will be reviewed and the Student Conduct Officer will render a decision.
5. If a student is found to be in violation of MacMurray Standards of Conduct, an appropriate sanction will be mandated by the Student Conduct Officer. Sanctions will be enforced as soon as they are issued by the Student Conduct Officer.

6. The student will receive a copy of the decision and sanctions mandated either by meeting or by MacMurray email, within an expected timeframe of 3 business days, unless otherwise delayed by unforeseen circumstances.

*Prior violations of the conduct policy will be taken into consideration with each additional incident

*A student may be removed from campus pending an investigation if the situation warrants it.

APPEALS
If the student disagrees with the decision or sanction given by the Student Conduct Officer, he/she may appeal the decision to the next appellate level. Appeals must be made within 48 hours of the finding letter being issued. Requests for appeal must be in writing to the Dean Student Life. The Office of Student Life will meet with the student to try to resolve the case. It may be determined that the appeal should go to the Campus Student Conduct Board. If the student does not agree with the recommendation of the Office of Student Life, a written appeal may be submitted to be reviewed by the Campus Student Conduct Board. Appeals may not be made to the Campus Student Conduct Board in the final two weeks of the semester. All cases appealed within the two final weeks of the semester will be heard by the Dean of Student Life or his/her designee. The Office of Student Life will notify the provost of the appeal and the details of the case’s final decision will be approved by the Provost. Level 1 Conduct Status sanctions cannot be appealed. Level 2, 3, and 4 Conduct Status can be appealed to the Campus Conduct Board. Level 5 Conduct Status can be appealed to the President. If appealing, the original sanction(s) will remain enforced until results of the appeal are given. All decisions of appeals are considered final.

CONDUCT STATUS
Conduct Status refers to a student’s standing within the student conduct system. A student’s status is determined by the incidents in which they have been found responsible and have had sanctions imposed. Since no two incidents are exactly alike, it is up to the discretion of the Student Conduct Officer to decide the status of the student(s) involved. It is important to note that the Levels are not necessarily sequential; meaning that depending on the incident a student may skip the lower levels and be assigned a higher level conduct status. The violations and sanctions listed are not all-inclusive, and ultimately it will be up to the professional judgment of the Student Conduct Officer to assign the appropriate status. Returning students, beginning Fall 2015 will be placed in an appropriate status, upon violation of the student conduct code, reflective of the level of violation in conjunction with their student conduct history.

Level 1 Status
Lower level violations may result in Level 1 Status. Although this is primarily a warning level, typical sanctions may include educational projects, or fines, depending on the violation.

Typical Violations: Minor violations: Guest policy violations, noise, first-time alcohol offenses.

Typical Sanctions: Verbal Reprimand, Written Reprimand, Educational projects, Fine

Level 2 Status
Second level status is considered to be probationary status. Any violation occurring during the assigned probationary period will be treated as Level 2 or higher.
Typical Violations: Violations after being on Level 1 Status, serious alcohol offenses, minor harassment, disorderly behavior, first-time drug offenses, failure to complete conduct process.

Typical Sanctions: (Includes all Level 1 Sanctions) Loss of privileges, Community Service, No Contact Orders.

Level 3 Status
Students placed on Level 3 status are considered on “suspension in abeyance”, meaning further violations may result in removal from MacMurray Residence Halls, or advancement to a higher conduct status. Being placed on this status means that your behavior seriously calls into question your ability to continue as a MacMurray Student.

Typical Violations: Repeated and/or serious violations of conduct policy. Infliction of physical harm, destruction of property, theft, harassment, drug policy violations, repeated alcohol violations, possession of explosives or firearms, physical or verbal abuse of any MacMurray staff or faculty member.

Typical Sanctions: (Includes all Level 1 & 2 Sanctions) Suspension in Abeyance, Prohibiting entrance into specific buildings, no trespassing orders.

Level 4 Status
Level 4 status involves suspension from MacMurray College and/or MacMurray Residence Halls for an appropriate amount of time. If the student is removed from the Residence Halls, they must remove all of their belongings and vacate the building within 24 hours of notification of their suspension.

Level 5 Status
Students placed on Level 5 status are considered for dismissal from the College. The recommendation for dismissal will come from the Dean of Student Life to the Provost and Vice President for Academic Affairs and Student Life. The Provost and Dean of Student Life will make the final determination for dismissal from the College. Dismissals from the College are permanent expulsions, and students placed on this status will not be permitted to be readmitted to the College at any time. This charge may be the result of serious violations, or repeated upper-level violations. Students who are dismissed from the College and live in Residence Halls must remove all of their belongings and vacate the campus within 24 hours of the notification of their dismissal. Level 5 Dismissals may be appealed to the President of the College. A written appeal with additional information or evidence must be made within 48 hours to the office of the President.

THIRD PARTY NOTIFICATIONS
Students have the right to seek assistance from any college employee with whom they feel safe. College employees are expected to refer students immediately to the Student Life Office upon encountering a student conduct violation. College employees are expected to refrain from engaging additional staff members in the situation to protect the confidentiality of the student. The Student Conduct Officer will determine the involvement of staff members as deemed necessary during the investigation. The student has a right to have a staff advisor present with them during any meetings of the investigative process if they request it. The staff advisor/support person is expected to comply with the policies and procedures of the judicial process. If the staff advisor exhibits adversarial or disruptive behavior, the advisor will not be permitted to participate in the procedures.

The College reserves the right to contact parents/guardians in cases of medical or psychological emergencies. The Dean of Student Life or a designee will make such contacts. The College reserves the right to contact parents/guardians in cases of serious or multiple alcohol violations, and drug/drug...
paraphernalia violations, sexual misconduct violations, or any other serious incidents involving the health and safety of the student. Parents/Guardians may be contacted in the event of a sanction which removes the student from the residence hall.

**CAMPUS CONDUCT BOARD**
The Campus Conduct Board will consist of five College Community members. The Conduct Board is made up of a male full-time faculty member, a female full-time faculty member, a male student, and a female student. The fifth member may be selected from Student Life, Academic Affairs, the Title IX office, or other staff member as appropriate for the situation. The Dean of Student Life will appoint the Conduct Board with consultation from MSA, and Academic Affairs. Members may be appointed for a one-year term, or asked to be in a pool to serve as requested. There may be times different Board members are asked to serve depending on the circumstances of the case. The Dean of Student Life will endeavor to select board members who are not biased, do not have a conflict of interest in the case, and are not well-known to the impacted student parties. The Dean of Student Life or a designee, will serve as facilitator of the proceedings, and does not vote on the outcome of the hearing. All decisions of the Campus Conduct Board are final. Students will be assigned a conduct board hearing time, not to conflict with their academic schedule. The designated Student Conduct Officer and the Title IX Coordinator may also be invited to the hearing as needed.

**STUDENT RIGHTS**
The disciplinary system will ensure fair and impartial consideration of complaints lodged against students recognizing the following rights of students:

1. Compliance with the procedures outlined herein.
2. Information stating College policies and regulations.
3. Reasonable notice of the alleged violations and the time and place of a student conduct meeting or hearing.
4. Presumption of innocence until proven otherwise.
5. To speak on one’s own behalf.
6. To remain silent.

The following additional rights apply exclusively to Campus Conduct Board hearings:

1. To call witnesses in one’s own behalf.
2. To hear all testimony given in a Campus Conduct Board hearing.
3. To have an advisor/support person (faculty member, administrator, staff member, or outside legal counsel) who shall be permitted to present a written statement to the Campus Conduct Board on behalf of the student prior to the hearing. The written statement must be submitted to the Dean of Student Life 24 hours before the hearing to be included in the file. If the student wishes the advisor/support person to be present during the Conduct Board hearing, the student must submit their request to the Dean of Student Life. The advisor/support person may be present but will not be permitted to speak during the hearing or ask questions. If the Dean of Student Life determines a conflict of interest, or that the presence of the advisor is inappropriate or hinders the proceedings, the advisor may be present in the waiting area but not allowed during the hearing; or the proceeding may be re-scheduled to accommodate the student’s request for an advisor. The College reserves the right to have legal counsel present at any meetings held during which an attorney is present to represent the student. If the student wishes to have legal counsel present, the student must give advance notice to the Dean of Student Life so appropriate arrangements
may be made for the College legal counsel to also be present. If the Student brings legal counsel without prior notice, the proceedings will be postponed until arrangements can be made to have the College legal counsel present.

ETHICS
The following code of ethics to which students and faculty shall subscribe by their acceptance of Conduct Board membership, shall govern the conduct of members of the Campus Conduct Board:

1. Each member shall support College policy and each shall support decisions of the Board.
2. No member shall abridge the trust of the student body.
3. Each member shall be as objective as possible.
4. Each member shall refrain from discussing Conduct Board deliberations or specific cases.
5. Each member will sign a confidentiality statement prior to the start of the hearing.
6. All materials that are related to the case will remain locked within the office of the Dean of Student Life.

STANDARDS OF CONDUCT — VIOLATIONS
The conduct outlined below constitutes violations of the MacMurray College Student Conduct Code:

- **Abuse:** Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

- **Animal Cruelty:** Inflicting physical pain, suffering or death on an animal. It can include neglect that is so monstrous (withholding food and water) that has caused the animal to suffer, die, or be put in imminent danger of death.

- **Alcohol:** Students must abide by Illinois and federal law in the purchase, distribution and/or consumption of alcohol. The following constitute specific violations of the alcohol policy:
  
  o **Underage Possession/Consumption.** In accordance with Illinois and federal law, minors are prohibited from consuming or possessing alcohol in MacMurray College residence halls or on any College property. This includes empty bottles for display purposes or being in a room where other individuals are drinking alcohol.
  
  o **College functions.** Alcoholic beverages are prohibited at all College functions in which students are in attendance, including (but not limited to) dances, concerts, athletic events, and dinners.
  
  o **Open container.** Alcoholic beverages and open containers of alcoholic beverages are prohibited in all public areas, both in the buildings and on the grounds, regardless of age. Students of legal age who are transporting alcoholic beverages must have them in concealed containers (such as a shopping bag, backpack, etc).
  
  o **Intoxication.** Impairment as the result of intoxication does not relieve a student of responsibility for the consequences of his or her actions or the actions of his/her guests. Intoxication in public areas is strictly prohibited, regardless of age.
  
  o **Private rooms.** Alcoholic beverages may be in the possession of or consumed in the residence halls only by students or visitors of legal age in rooms classified as "wet". A room is defined as "wet" only where all assigned resident(s) and guests in attendance of
residents of the room are of legal age. A room to which one or both occupants below the legal drinking age is assigned is classified as "dry." All students present in a "dry" room where alcoholic beverages are present are in violation of the Alcohol Policy, regardless of age. All students in a “wet” room where alcohol is being consumed and one or more guests is underage are also violating this policy (see residence hall policies section). No more than 2 people are allowed in a room where alcohol is being consumed.

- **Dry residence halls.** Alcoholic beverages are not permitted within designated residence halls. Residents within or the majority of the residents are under the age of 21. Any presence of alcohol in any room constitutes as a violation, regardless of age.

- **Providing alcohol to minors.** Students who purchase for, or provide alcohol to, minors are in violation of Illinois State Law as well as the MacMurray College Conduct Code.

- **Bulk containers/Drinking Games.** Bulk containers are prohibited on College property. A bulk container is defined as, but not limited to: kegs, beer balls, or alcoholic punch in excess of one gallon. All students present in a room or area where a bulk container is present are in violation of the Alcohol Policy. Creating, offering, and playing drinking games are considered endangering behaviors.

- **Public display.** Students may not display advertisements or items (i.e. signs, posters, photographs, bottles) that promote illegal drug and/or alcohol products in the public spaces of the campus, (i.e. hallways, lounges, bathrooms, windows of residence halls, etc.).

- **Health and Safety:** Alcohol bottles and containers (full or empty) are not permitted as decorations in residence hall rooms regardless of the room owners’ age.

- **Quantity of Alcohol.** A resident of legal age is permitted to possess or store a maximum of twelve (12 oz.) bottles/cans of beer, or two (750 ml.) bottles of wine, or one (750 ml.) bottle of hard liquor.

- **Off-campus.** MacMurray College reserves the right to assign disciplinary sanctions to students based on socially irresponsible and/or illegal alcohol-related incidents that occur off-campus.

- **Defacing College Property or Personal Property of Others.** Writing, graffiti, or any defacement of property belonging to the College or belonging to another person.

- **Destruction of Property:** Damage, destruction, or theft of College property or property belonging to others; failure to report accidental damage.

- **Disrespectful Conduct:** Language or behavior that disrespects and/or demeans another person.

- **Disorderly Conduct:** Interference with any class or other College function by any form of deliberate disturbance or disruption; noise or general disorderliness that creates an unreasonable disturbance and/or trespasses on the rights of others. Lewd or indecent behavior, including use of electronic or other devices to make an audio or video record of any person without his/her consent. No student shall engage in behavior that poses a direct threat to the health or safety of self or others.
• **Drug Paraphernalia:** Possession, use, storage, or sale of drug paraphernalia or use of paraphernalia in connection with the use or sale of illegal drugs.

• **Drugs:** Possession, use, manufacture, storage, distribution, or sale of illegal or controlled substances. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but are obtained or distributed illegally or used for illegal or unauthorized purposes. The College cooperates fully with local law enforcement agencies, and is prepared to pursue prosecution in cases which suggest drugs and drug dealing.

• As with questions regarding “who” is in possession of drugs, room residents bear the same responsibility in the determination of “who” possesses alcohol. Effective August 15, 1997, the School Reporting of Drug Violations Act became law. The act reads as follows:

  “S.H. A. 105 ILCS 127/ 2
  DUTY OF SCHOOL ADMINISTRATORS. It is the duty of the principal of a public elementary or secondary school, or his or her designee, and the chief administrative officer of a private elementary or secondary school or a public or private community college, college, or university, or his or her designee, to report to the municipal police department or office of the county sheriff of the municipality or county where the school is located violations of Section 5.2 of the Cannabis Control Act and violations of Section 401 and subsection (b) of Section 407 of the Illinois Controlled Substances Act occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from a school or a school related activity within 48 hours of becoming aware of the incident.”

• **Failure to comply:** Failure or refusal to cooperate with a reasonable request by a College official (or emergency response or law enforcement personnel) acting in good faith and within the scope of his/her duties, including but not limited to, failure to cease the prohibited conduct, failure to produce identification, failure to respond to judicial notification letters, or interference with or failure to cooperate with an investigation by the College, including any meetings or proceedings that occur.

• **Falsification:** Providing false information to any College office or official or providing false information during a disciplinary proceeding.

• **Fire Safety:** Including, but not limited to the following:
  o Misuse of fire safety equipment (including but not limited to fire extinguishers, sprinkler system, etc.)
  o False reporting of a fire.
  o Tampering with or causing malfunction of a pull station.
  o Tampering with a smoke detector.
  o Setting or causing a fire in a building.
  o Setting or causing a fire in any outdoor area without advance approval.
  o Remaining in a building during a fire alarm.

• **Fireworks/Explosives:** Possession or use of illegal fireworks, explosives, etc. Also prohibited are fireworks that are permissible by Illinois State Law.
- **Gambling**: Gambling as prohibited by state or federal law.

- **Guest Policy**: MacMurray residents are responsible for the registration and behavior of their guests or visitors in accordance with the Guest Policy as outlined in the Residence Hall Life Policies.

- **Harassment**: ‘Harassment’ means verbal or physical conduct based on a student's race, creed, color, national origin, marital status, sex, sexual orientation, or disability or any other protected status and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive environment. Sexual harassment is also a form of unlawful harassment and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

- **Hazing**: Violation of the Hazing Policy as outlined in this Handbook.

- **Improper Assistance**: To assist or encourage others to commit any of the prohibited acts stated in the Student Conduct Code.

- **Key Misuse**: Residents are not allowed to loan their building front door key or room key to others. Also, no student may use another student’s building door key or room key.

- **Local, State and Federal Laws**: Being convicted of the violation of local, state, or federal laws or ordinances.

- **Network Acceptable Use Policy**: Any abuse or interference with computers or computer access that disrupts or infringes on the rights of others.

- **Pets**: Pets, other than fish in 10 gallon tanks or less, are not permitted in student rooms. Any animal other than fish found in the residence hall will institute an automatic $100 fine.

- **Residence Halls**: Violation of Residence Hall Life Policies as outlined in this Handbook. Violation of the Residence Life Housing Agreement. Examples of this would be candles/incense, noise, and hall sports.

- **Retaliation**: Any hostile action that is written, verbal, physical, destruction of property of, harassment or any other hostile behavior toward another person in retaliation of a previous action by any person or disciplinary action.

- **Sexual Conduct Policy**: Violation of the Sexual Conduct Policy as outlined in this Handbook.

- **Smoking**: Violation of the Smoking Policy as outlined in this handbook.

- **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, suffer substantial emotional distress, experience words or behaviors directed toward him or her such that they disrupt the living and learning environment of the individual(s). Such actions may include but are not limited to unwanted written messages, unwanted or surprised presence in the vicinity of a specific person or “following” a specific person that contributes to the disruption of the emotional or educational well-being of that person.
- **Theft:** Unauthorized acquisition, removal or use of personal or College property, also including computer files or data, email or other electronically stored information or service; mutilation and/or theft of library material. Possession of property on College premises stolen from the College or from others.

- **Unauthorized entry or use:** Illegal or unauthorized entry into any College facility. Using or attempting to use College property in a manner inconsistent with its designated purpose. Tampering with property, services, or resources belonging to the College, guests, or approved vendors. Duplication of keys, computer access codes or other devices meant to provide access to unauthorized areas or information.

- **Weapons:** Possession and/or use of a dangerous article or substance with the potential to injure or discomfort a person. Possession and/or use of firearms, ammunition or other weapons (or items that may be construed as weapons) in prohibited on College property. Examples of weapons include, but are not limited to, rifles, shotguns, handguns, ammunition, paintball guns, bows/arrows, BB guns, mace, machetes, and swords.

**DISCIPLINARY SANCTIONS**
Potential sanctions for students who are involved in an incident include but are not limited to:

A. Reprimands  
B. Campus Service  
C. Educational Project  
D. Restitution  
E. Monetary Fine  
F. Community Outreach  
G. Loss of Visitation Privilege  
H. Restriction of Residence Hall Access  
I. Relocation to another Hall  
J. Removal from Campus Housing  
K. Judicial Educator Module  
L. Counseling or Educational Referrals  
M. Alcohol/Drug Assessment by College Nurse  
N. Referral to Substance Abuse Treatment Center  
O. Social Probation  
P. Suspension from MacMurray College  
Q. Expulsion from MacMurray College

The College may impose multiple sanctions, if necessary; sanctions are not listed in any progressive order. Timed sanctions correspond with Fall and Spring semester: for example, if a student was given a three-month social probation in April, the summer months will not be counted and therefore social probation would continue when the fall semester resumes.

Failure to complete the terms of any sanctions by the specified time may result in additional sanctions and students will not be allowed to participate in any co-curricular activities, including athletics.

The severity of each offense is taken into consideration when determining sanctions along with any previous conduct history.
DESCRIPTION OF DISCIPLINARY SANCTIONS

A. **Reprimand** — Verbal or written notice that student behavior has violated college policy and that the behavior is unacceptable to the campus community. Written documentation of verbal reprimands may or may not be placed into student’s discipline file for future reference.

B. **Campus Service** — The student is assigned a certain number of campus service hours to be completed by a reasonable date.

C. **Educational Project** — The student may be assigned a project on a specific topic to be completed by a reasonable date.

D. **Restitution** — The student makes amends by compensating the other party for loss, damages or injury caused.

E. **Monetary Fine** — Violations may result in a monetary fine which must be paid to the Business Office.

F. **Community Outreach** — The student will participate in a recommended community program.

G. **Loss of Visitation Privilege** — The student is prohibited from having visitors (non-MacMurray and/or MacMurray students) while living in the residence halls.

H. **Restriction of Residence Hall Access** — The student is prohibited from entering one or more of the residence halls should their behavior warrant such exclusion.

I. **Relocation to Another Hall** — The student will be required to relocate to another residence hall should their behavior warrant a move.

J. **Removal from College Residence** — The removal, indefinitely or for a designated period of time, of a resident student from college residence halls. The student will not be permitted to reside on campus and must find accommodations to reside off-campus. The College reserves the right to revoke a housing contract at any time.

K. The parent/guardian of financially dependent students will be notified of this sanction. Students may lose future housing privileges. Students removed from residence halls for disciplinary reasons will not receive a refund.

L. **Judicial Educator Modules** — The student is assigned an online educational modules on specific topics ranging from alcohol to drug use to personal decision making. These modules include a presentation and quiz.

M. **Counseling Referral** — Student will be required to attend up to 3 sessions at a Counseling Center of the College’s choice. The appointment will be confidential between the student, the Student Conduct Officer, and the counseling center.

N. **Alcohol/Drug Assessment by College Nurse** — The student will be required to have an alcohol/drug assessment completed by the college nurse.
O. **Referral to substance abuse treatment center** — Upon a third alcohol violation or any drug possession violation, the student may be mandated to attend a substance abuse treatment center of the College’s choice, for an assessment and will also be fined the specified amount for alcohol and drug violations. The student may also be required to attend a substance abuse treatment center of the College’s choice for first or second alcohol violations. The student must sign releases with both the Student Conduct Officer and the alcohol treatment center in order to facilitate communication among all three parties. The student must also follow any recommendations made by the center’s staff and is responsible for financial expenses incurred at the facility, including initial intake charges.

P. **Social Probation** — The offending student or group may be deprived of any activities which are considered extra-curricular. This is a restriction placed on a student or group for a period of time when a student needs to demonstrate appropriate behavior to be a cooperative and productive member of the campus community. Restrictions may include:

- Removal from student leadership positions
- Removal from representing the College publicly for performing arts performances, foreign or domestic trips
- Restriction from participating in athletic competition
- Other restrictions as deemed appropriate on a case-by-case basis.

Q. **Suspension** — A student is suspended for cause by the Vice President for Academic Affairs and Student Life, upon recommendation from the Student Conduct Officer. Disciplinary suspension shall be defined as total separation from the College including all participation in co-curricular activities for a prescribed period (usually one semester or one year). Students who are suspended may not visit the campus or attend any activity sponsored by the College regardless of its location. The parent/guardian of financially dependent students will be notified of this sanction. Suspended students will be held responsible for all tuition and fees.

R. **Expulsion** — A student is expelled from the college for cause by the Provost and Vice President for Academic Affairs and Student Life, upon recommendation from the Student Conduct Officer. Expulsion shall be defined as permanent separation from the College and all its activities.

S. Students who are expelled may not visit the campus or attend any activity sponsored by the College regardless of its location. The individual will never be permitted to apply for readmission to the institution. The parent/guardian of financially dependent students will be notified of this sanction. Expelled students will be held responsible for all tuition and fees.

**Note:** The Athletic Department policy regarding discipline violations will be enforced, in addition to any sanctions mandated by the Student Conduct Officer.

**DISCLOSURE OF DISCIPLINARY RESULTS**

MacMurray College will upon written request, disclose to the alleged victim of any crime of violence, or non-forcible sex offense, the results of any disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense.

If the alleged victim is deceased as a result of the crime offense, the information shall be provided, upon request, to the next of kind of the alleged victim.

The College may release disciplinary information to government agencies requesting such information for purposes of employment or background checks only with the signed release waiver by the student. Such disclosure will not be mailed, emailed, or faxed. Upon proof of the signed release form, the Student Conduct Officer may allow such official to view the document in the office, or verbal confirmation may

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*The Maggie 2018-2019 (Revised October, 2018)*
be given by phone. Copies will not be made or distributed. Disciplinary records are not a part of the student’s permanent academic record.

INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS AND STUDENT COMPLAINT PROCEDURES

MacMurray College strives to address student complaints promptly and find the best resolution for all parties involved. Students are encouraged to go to the person most directly involved with the complaint to have a conversation to try to resolve the issue at the lowest level. Students are encouraged to start an informal process with the relevant administrator or designee. The relevant administrator will perform an informal review in an attempt to resolve the issue. If the student is unsatisfied with the results of the informal process, a formal report of the incident or complaint may be submitted following these steps:

1. Speak with a department head, faculty advisor, athletic director, or member of the senior administration about the incident. The student may wish to speak with a staff member, faculty member, or coach of his/her choosing, who will then direct the student to the appropriate office. The student will be directed to the appropriate department head:
   a. Academic complaint: Academic Advisor, Provost, or Department Chair
   b. Faculty-related complaint: Provost
   c. Student Support Services: Provost
   d. Student-related complaint: Dean of Student Life
   e. Athletics-related complaint: Athletic Director
   f. Facilities-related complaint: Student Life Office, Provost, or Physical Plant

2. Student will be directed to fill out the Complaint/Incident Report Form. The completed and signed form will be submitted to the appropriate department head. If the complaint involves a department head and there is a conflict of interest, the form should go directly to the Provost office.

3. If the complaint is related to a student conduct issue, the report will be investigated through the Student Life office in accordance with the student conduct policy as stated in the Student Handbook, The Maggie. If the complaint is related to academics, non-academics, athletics, or facilities, the Provost office will meet with the appropriate staff to investigate the complaint and determine a course of action.

4. The relevant administrator is tasked with further investigation on a timeline of 7 days to provide a written response to the student and the employee/object of the complaint. During this process if a meeting is involved, any of the parties may have present a full-time MacMurray employee of the party’s choosing as an observer.

5. The student can appeal the response by sending a written appeal to the Provost & Vice President of Academic Affairs and Student Life (one individual with multiple titles) within 7 business days of the receipt of the written response. The Provost then has 10 business days to investigate and submit a written response to all parties.

6. The student can request a final review of the Provost’s decision by notification in writing within 7 business days of notice. The Provost then has 10 business days to complete the final review and provide a written response to all parties. This decision is final in terms of the institutional process. MacMurray is in compliance with the requirement that students be informed of their ability to
take complaints to the state through the Consumer Information webpage that has a link to the Illinois Board of Higher Education.

Grade grievances go through a similar process as listed in the student handbook: The Maggie.

a. Student meets with the instructor.

b. Student meets with the division chair.

c. Student makes a written appeal to the Provost no later than fourth week following receipt of grades along with names of two faculty members who might review the grades and all relevant supporting documents.

d. The instructor makes a written response to the Provost that includes relevant supporting documents and the names of two faculty members who might review the grade.

e. The Provost appoints a 3-member committee using one faculty member from the student’s list, one faculty member from the instructor’s list, and one faculty member selected by the Provost to chair the committee.

f. The committee reviews all the materials and makes a written, justified decision that goes to the Provost.

g. The Provost presents the written summary of the committee’s decision to the student.

h. The student may appeal the decision to the Provost only based on either irregularities in the procedure or additional evidence not available to the committee.

Petitions related to academic procedures go to the faculty Academic Standards Committee for resolution. One-Stop Student Services is a member of that committee and has authority to address any complaints that occur during the summer.

Title IX complaints go to the Title IX coordinator.

1. The final action steps should be recorded on the Incident/Complaint form and signed. A final decision will be reviewed and approved by the Provost.

2. The student will be notified in writing by the appropriate department head of final outcomes and the closure of the investigation.

3. Copies of all documentation about the complaint will be filed in the Office of the Provost.
INCIDENT/COMPLAINT REPORT

Department(s) Involved: □ Academics □ Academic Support Services □ Student Life □ Athletics □ Facilities

Submitted By:

Date/Time of Incident: ___________________________ Venue:

Names of Persons Involved in Incident or Making Complaint:

Description of Incident/Complaint:

Names of other Faculty, Staff or Students consulted or involved: (Describe nature of his/her knowledge or involvement)

_________________________________________________________________________________________  _____________
Signature (person making report)                          Date
Outline steps taken in response: (Include or attach additional statements)

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<th>Result</th>
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Signature (Reviewer/Investigator)  Date

*Final copy must be filed in the Provost Office*