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ELMHURST COLLEGE MISSION,
VISION AND CORE VALUES

MISSION
Elmhurst College inspires its students to form themselves intellectually and personally and to prepare for meaningful and ethical work in a multicultural, global society. Working together with passion and commitment, we foster learning, broaden knowledge and enrich culture through pedagogical innovation, scholarship and creative expression.

VISION FOR THE FUTURE
Elmhurst College will become nationally recognized for the Elmhurst Experience: a contemporary framing of liberal learning that, first, empowers and asks our students to become self-directed, academically grounded, intellectually engaged and socially responsible citizens, who understand and respect the diversity of the world’s cultures and peoples and, second, prepares our students from their first day on campus to make wise academic and co-curricular choices leading to satisfying professional futures. The hallmarks of the Elmhurst Experience—student self-formation and early professional preparation—will prepare our students to become truly educated women and men, ready for life in a complex and competitive world.

The College will increase support for faculty and student research. Our faculty and students will increasingly collaborate with each other and with communities beyond our campus in research, teaching and artistic expression.

The College will offer select graduate programs that complement our undergraduate programs and prepare students for career entry or advancement, or for further study toward an advanced degree.
CORE VALUES
The values of Elmhurst College provide the foundation for all our academic, student and community programs and activities.

Intellectual Excellence
We value intellectual freedom, curiosity and engagement; critical and creative inquiry; rigorous debate; and intellectual integrity in all endeavors. We are committed to the meaningful integration of liberal learning and professional preparation and to learning as a life long pursuit.

Community
We are committed to cultural diversity, mutual respect among all persons, compassion for others, honest and open communication, and fairness and integrity in all that we do.

Social Responsibility
Mindful of humanity’s interdependence and the dignity of every individual, we are committed to social justice on local, national and global levels. We will act on our social responsibilities and call others to do the same.

Stewardship
We are committed stewards of the human, fiscal and physical resources entrusted to us. We are accountable to one another for the quality of our community, the strength of our finances and the utility and beauty of our campus as a place of intellectual engagement and personal growth. We pursue innovations that respect the environment and foster sustainability in the management of our resources.

Faith, Meaning and Values
We value the development of the human spirit in its many forms and the exploration of life’s ultimate questions through dialogue and service. We value religious freedom and its expressions on campus. Grounded in our own commitments and traditions as well as those of the United Church of Christ, we cherish values that create lives of intellectual excellence, strong community, social responsibility and committed stewardship.
A PORTRAIT OF ELMHURST COLLEGE

BRIEF HISTORY OF ELMHURST COLLEGE

Elmhurst College grew out of two distinct efforts to provide educational opportunities. In 1867, the group known as “The German Evangelical Synod of the West” founded a normal school in Cincinnati, Ohio. This school, reorganized as a “preseminary” with the purpose of preparing students for theological study as well as for teaching, was moved three years later to Evansville, Indiana. The second movement arose within the “Synod of the Northwest,” especially among the ministers of Chicago and vicinity. A small private seminary, which had been established early in the 1860s at Waukegan, Illinois, was taken over in 1865 by the Synod of the Northwest and in 1870 was moved to Elmhurst, Illinois, where it was established under the new name of “Melanchthon Seminary.” Through a gift of 10 acres of land by Thomas Bryan, a constant benefactor of the young school and through the purchase of an additional 20 acres, a campus was provided. In 1871, the Synod of the Northwest and the German Evangelical Synod of the West united and the latter moved its preseminary from Evansville, Indiana, to Elmhurst, where it was combined with Melanchthon Seminary. The year 1871 is, therefore, to be regarded as the year of the establishment of Elmhurst College, although the history of the school may be traced back an additional 10 years.

Although it had been the intention of the founders of Melanchthon Seminary to develop a college at Elmhurst, that plan was temporarily dropped so that all efforts and financial assistance from the churches could be directed toward training teachers and preparing students for entrance to theological seminaries. Gradually, as the public school system of the middle west was developed and as the parochial schools decreased in number, Elmhurst lost the character of a normal school, retaining, however, the characteristics of a preseminary until 1919 when it was reorganized as Elmhurst Academy and Junior College. It continued to prepare large numbers of students for entrance to the theological seminary. After the development of the Junior College in 1919, the next step followed within a short time. Elmhurst College was reorganized as a senior college in 1924, when the junior and senior years of the Bachelor of Arts program were added. In 1930, the College became coeducational. In 1998, the College introduced its first five graduate programs.
TRADITIONS
Elmhurst College has its own traditions embraced by the entire campus community—
students, faculty, staff and alumni. Here are some of the many traditions of
Elmhurst College. We hope they will give you a taste of what to expect.

School Mascot
Victor E. Bluejay

School Colors
Navy blue and white

The College Seal
The College seal was commissioned in the 1920s by College President
H. Richard Niebuhr. The face of the seal features the image of an open Bible
bearing the legend from Psalm 36:9, “In Lumine Tuo Videbimus Lumen”
(In Thy Light We Shall See Light). The torch behind the Bible symbolizes
leadership in imparting knowledge, truth and inspiration. Around the edges
of the seal are the name of the College in Latin and the date of the College’s
founding, 1871.

The College Logo
Against the background of a heraldic shield, which speaks of the importance
of heritage and lasting values, a flame springs to life in a stylized form that
suggests the “E” of the College’s name as well as its early roots in the German
Evangelical Church. The flame, an ancient symbol of learning and purposefulness,
comes directly from the torch in the College’s official seal. It reminds us of
the continuing relevance of the words of President H. Richard Niebuhr eighty
years ago when he wrote that “the most urgent need of the present generation...
is light and warmth, the light of knowledge and the warmth of high idealism.”
Elmhurst College Alma Mater

1st Verse
Where the elms in stately glory,
Spreading branches raise
There our cherished Alma Mater,
Hears our song of praise.

2nd Verse
Student days will soon be over
For our happy throng
Still we hold thy mem'ry precious
Ever dear and strong.

3rd Verse
When life’s closing days draw
nearer
Sad the heart may be
Still shall dreams of youth and
glory
Linder long o’er thee

Chorus
School we love, Elmhurst,
live for aye
God shed his grace on thee
Loyal be thy sons and daughters
To thy memory.

The Elmhurst College Fight Song
Elmhurst College picked up a rousing fight song in 1979. The song was penned by Elmhurst graduate Alan J. Brinkmeier, Class of 1976.

“Elmhurst Victory”

Refrain
Stand up and cheer for the
old Blue and White.
Show them our loyalty.
Put up a fight for that
old Blue and White.
On Jays to Victory!
Give’em a game that they’ll
never forget.
EC all the way.

Score!! More points.

We gotta leave’em behind.
Elmhurst to Victory.

Rip’em up, tear’em up,
Give’em hell, Elmhurst.
Rip’em up, tear’em up,
Give’em hell, Jays.

Repeat Refrain
The Elmhurst College Hash Bell
In Elmhurst’s early years, the Hash Bell kept the school on schedule—waking students in the morning, assembling them for classes and activities and calling them from their chores to dinner. The origin of the name “Hash Bell” remains a mystery, although it may speak to the division of the day as “hash marks” do a football field or to the frequent appearance of hash on the dinner menu. Today, the Hash Bell is often rung at Elmhurst College ceremonies and remains a cherished symbol of our community.

The Elmhurst College Mace
A symbol of authority and of the institution’s essence, the Elmhurst College mace is carried by the College Marshal at all official convocations. The mace, which was created in 1991, is designed to rest vertically in a stand to represent the emergence of Elmhurst from the educational traditions of the Renaissance and Reformation. The top of the mace displays the College seal, the seal of the United Church of Christ, the towers of Old Main and Hammerschmidt Memorial Chapel and a crown of elm leaves.

School Motto
In Thy Light We Shall See Light

Fireplace
Located in the Founders Lounge of the Frick Center, this is not only a great place to warm yourself, but you can meet and greet new and old friends.

The College Mall
Located in the center of the College’s arboretum campus, this area is greatly used and greatly appreciated.
Niebuhr Statue
The nine-foot bronze of Reinhold Niebuhr, Class of 1910, author of the “Serenity Prayer,” and one of the most influential theologians of the 20th century, stands in Kranz Forum just east of the Frick Center. It was made possible through a generous gift from William and Janet Boyd and was created in 1997 by renowned sculptor Robert Berks.

Reinhold Niebuhr and H. Richard Niebuhr
Reinhold Niebuhr and H. Richard Niebuhr were remarkable brothers who are widely regarded as two of the preeminent American theologians of this century. They were also sons of Elmhurst (classes of 1910 and 1912, respectively) who were central figures in the College’s history.

Ringing of the Victory Bell
The Bell at Langhorst Stadium can be heard after winning football games and other important athletic contests.

TRADITIONAL EVENTS AND ACTIVITIES

Al-Ghazali Muslim Lecture
This annual lecture honors the 11th-century Muslim philosopher and brings prominent intellectuals from the Muslim faith tradition to the campus to further religious and academic life of the campus.

Black Heritage Month
This annual celebration in February contributes to cross cultural appreciation and encourages the vitality of the campus by highlighting the historical and cultural contributions of African Americans.

Cardinal Bernardin Lecture
This annual lecture, named in honor of the late Joseph Cardinal Bernardin of Chicago, brings preeminent Catholic intellectuals to the campus to support not only the Roman Catholic community of Elmhurst, but the entire campus community. Initiated in 1998, the Rev. Dr. Michael Place of Catholic Health Association delivered the inaugural lecture.

César Chávez Guestship
Annually delivered, the Chávez Guestship is part of Latino Heritage Month. National figures within the Hispanic community are invited to join the campus for one day of talks, class visits and a lecture.
Goldsmith Speakership
This annually delivered speakership features a scholarly presentation in a theoretical area of psychology.

A Festival of Lessons and Carols
This festival service focuses upon the advent of the Christmas season and utilizes a combination of scripture readings and carols. The service occurs in Hammerschmidt Memorial Chapel in December and ends with a traditional candlelight ceremony.

David K. Hardin Lecture
The Hardin Lecture was established by Dr. David K. Hardin, the late chairman and CEO of Market Facts, Inc., to help carry out some of his deeply held goals: the preservation of the earth and biodiversity; the creation of jobs in developing countries; and to honor his business interests in market research.

William R. Johnson Guestship Speaker
This annual lecture series contributes to an increased awareness of the contributions of the lesbian, gay, bisexual and transgendered community, while fostering greater understanding and respect in order to create a more affirming campus community.

Holocaust Education Project
This project began in 1990 in response to campus interest and the passage of a law in Illinois that requires a unit of Holocaust education be taught in elementary and secondary schools. Central to this project is the Holocaust Education Guestship organized by faculty, students and community persons. Past guests include Nobel Laureate Elie Wiesel, Nazi-era rescuer and rescuees, and scholars on rescue, refugees, children and trauma, aging and memory.

The Gerda Luner Prize for Social Justice and Holocaust Studies
This memorial prize honors one of the founding members of the Elmhurst College Holocaust Guestship, Gerda Luner. She was a blessing to all and a witness to the power of personal resistance in the face of evil exemplified in the Holocaust. This annual competitive prize is open to all Elmhurst students and is selected by a group of the faculty in relationship to issues and studies of social justice and the Holocaust.

Heschel Lecture
This annual lecture series is named after the great rabbi and philosopher of the 20th century Abraham Joshua Heschel. It brings prominent Jewish thought to the campus and is conducted with Congregation Etz Chaim, the local synagogue.
Homecoming
Homecoming is a festive time at Elmhurst for students and alumni. Homecoming week includes daytime and evening activities.

Jazz Festival
The annual Elmhurst College Jazz Festival, which began in 1968, is the major event of the winter season. The last weekend in February finds the College host to college jazz bands, combos and vocalists from all over the Midwest. Performance sessions and clinics highlight the weekend.

Hispanic-Latino Heritage Celebration
This celebration of Hispanic-Latino Heritage from September 15–October 15 includes the César Chávez Guestship lecture, cultural celebrations, campus discussions, video presentations and programs full of song, art, dance and literature. Open to everyone.

Martin Luther King Jr. Guestship
This annual lecture, which contributes to the intellectual diversity of the campus, is a part of Black History Month. The event brings African American scholars from a variety of academic disciplines to campus.

Niebuhr Lecture
Ethics and contemporary theology are subjects presented recently by prominent visiting scholars for this lecture series. The series commemorates two of Elmhurst’s best-known alumni, H. Richard and Reinhold Niebuhr.

Andrew K. Prinz Guestship for Political Awareness
The Student Government Association created this guestship in 2003. It is named in honor of the late and beloved former director of the Elmhurst College urban studies program, Emeritus Professor Dr. Andrew Prinz.

The Roland Quest Lectureship
The Roland Quest Lectureship brings a series of outstanding speakers to campus to present new ideas and contribute to the intellectual vitality of the campus. The late Roland Quest was an alumnus of Elmhurst College.

Schade Lecture
An annual public lecture series by a prominent scholar, the lectureship celebrates the many years of service given by the late and beloved Dr. Rudolf G. Schade, professor emeritus of history and former curator of the College’s archives.
Staudt Guestship
The Genevieve Staudt Guestship at the College is in honor of Staudt, who served for fifteen years as a dean of women and for thirteen years as dean of students. Elmhurst College honors her by naming this annual Women’s History Month lecture after her. She lived by her slogan that “Elmhurst is a College that cares.”

Relay For Life/Walk For Hope
The Elmhurst College Greek System and the American Cancer Society host the annual Relay for Life/Walk for Hope in Memory of Claire Bartels. The annual event is a unique, challenging way to raise money for the American Cancer Society, as well as to increase awareness of services available in the fight against cancer.

Women’s History Month
A time when much knowledge is shared and explored about women through various activities and women are celebrated in general.
COLLEGE GOVERNANCE

ULTIMATE VOICE IN POLICY DETERMINATION—THE BOARD OF TRUSTEES

The governing body of Elmhurst College is the Board of Trustees, which has control and supervision of the affairs of the College. The Board of Trustees functions through standing committees which are chaired by trustees and consist of at least four members of the Board of Trustees (except the Audit Committee, which consists of at least three members). Faculty members, students and administrators serve on standing committees, ad hoc committees and task forces. The standing committees are as follows:

Admission Committee assists and advises the Board of Trustees on matters regarding student recruitment, enrollment planning, issues related to the quality, diversity and numbers of students and the use of financial aid.

Alumni Relations Committee assists and advises the Board of Trustees and the administration of the College in establishing policy and monitoring institutional performance in the area of alumni relations.

Audit Committee has the authority and responsibility subject to policies adopted by the Board of Trustees, to recommend auditors annually and to review and discuss the auditor’s report and management letter before presentation to the Board. It also serves as a reviewing committee in cases of possible conflict of interest of trustees and officers of the College.

Business Committee has responsibility for two separate areas of the College. Subject to approval of the Board of Trustees, the Committee is responsible for (a) finance and (b) buildings and grounds. In the first area, it is responsible for the general management of the finances of the College. In the second area, via the Building and Grounds subcommittee, it exercises control and general supervision of all buildings, grounds and equipment and recommends expenditures be made to keep them in proper condition.

Communications and Public Affairs Committee assists and advises the Board of Trustees and the administration of the College in establishing policy and monitoring institutional performance in the areas of marketing and public relations.

Development Committee is charged with the responsibility to advise and assist the Board of Trustees and the administration of the College in establishing policy and monitoring institutional performance in the area of fundraising.
Executive Committee is responsible for the periodic review and assessment of the president. It acts for the Board between regular sessions of the Board and transacts other business as may be committed to it by the Board.

Faculty and Curriculum Committee acts as a liaison between the faculty and the Board of Trustees. It is responsible for the continuous examination of the educational mission, program and management of the College. It also makes recommendations to the Board of Trustees on issues of faculty tenure and faculty advancement.

Investment Committee has authority and responsibility to invest and reinvest all College funds available for investment; to buy, sell and exchange securities and real estate for investment purposes.

Student Life Committee acts as a liaison between the student body and the Board. Subject to the approval of the Board of Trustees, the Committee has control and general supervision of student organizations and of the activities of students not pertaining to instruction. It interests itself in the health conditions, personal welfare and social activities of the students and makes such recommendations to the Board as may be advisable for the safety and interest of the students and the College.

Trusteeship Committee, subject to approval by the Board, nominates and populates the board with able, dedicated trustees. It reviews the performance of incumbent trustees and oversees periodic review by the Board of its own performance. It nominates and reviews the performance of Board officers.

GOVERNANCE PARTICIPATION BY THE ADMINISTRATIVE OFFICERS

The President
The general responsibility for the daily operation rests with the President. He or she is empowered to implement policy as authorized by the Board of Trustees, consistent with the Constitution, By-Laws and the Laws of the State of Illinois. All policy decisions are made by the Board of Trustees, and the Board delegates to the President of the College authority for the implementation of such policy decisions and holds him or her responsible for the same. The President of the College, who is elected by the Board of Trustees, is the chief executive officer and administrative head of the institution and furnishes leadership in the various areas of the College.

All departments of the College, both administrative and educational, report to the President through the appropriate administrative officers.
The President reports to the Board of Trustees regarding the work and needs of the College, makes recommendations as he or she deems necessary for the welfare of the College and prepares an annual written report.

**Administrative Officers**
The administrative officers of the College consist of the heads of the following areas:

- Academic Affairs
- Admission and Financial Aid
- Communications and Public Affairs
- Development and Alumni Relations
- Information Services
- Finance and Administration
- Student Affairs

These administrative officers are authorized by the Board of Trustees through the President to exercise delegated responsibilities for the day-to-day governance of the College and are empowered to make such contracts and agreements necessary for the continuance of business subject to the Constitution, the By-Laws and the Laws of the State of Illinois.

**GOVERNANCE PARTICIPATION BY THE FACULTY**
The faculty of Elmhurst College has primary responsibilities for curriculum, requirements for admission and graduation, standards of scholarship and general academic programs of the College. Its actions are subject to approval by the Board of Trustees.

**GOVERNANCE PARTICIPATION BY STUDENTS**
The Elmhurst College Student Government Association (SGA) is the campus legislative and advisory body that gives the students a voice on campus issues through representatives they elect. It is comprised of a six-member executive board, 21 at-large undergraduate and graduate student representatives, three faculty representatives who are elected by Faculty Council and three administrative representatives elected by the students of SGA.

The Student Government Association meets weekly to discuss issues affecting all facets of campus life. It recognizes and allocates funds to student organizations, brings student concerns to the attention of the administration, and takes action to resolve these concerns. The Student Government Association also appoints student representatives to many standing College committees, including the Student Affairs Council, Academic Council,
Advanced Learning Committee, Assessment Committee, Graduate Education Committee, Elmhurst College Integrated Curriculum Committee, International Education, Student Orientation, Advising and Registration Committee and Ombuds Committee, as well all committees of the Board of Trustees. This student representation on college and board committees is critically important to ensure that students have an influential voice in shared governance at Elmhurst College, as well as to accurately represent and advocate for, the needs of the student population.

Student Government Association also has several internal committees that address issues in specific areas, such as Food Service, Finance and Marketing. Student Government Association is advised through the Dean of Students Office.
ACADEMIC LIFE

CODE OF ACADEMIC INTEGRITY

Statement of Policy
Elmhurst College is a community of scholars. Such a community places the highest value on academic honesty and integrity. Therefore, Elmhurst College’s Code of Academic Integrity is designed to ensure:

1. A fair academic environment where students are evaluated on the scholarly merits of their work.
2. An academic environment where personal integrity is fostered.
3. An understanding of standard academic practices when formulating ideas, conducting research and documenting resources.

It is the responsibility of each student to know and understand this academic integrity policy. There are general campus-wide definitions of academic honesty as well as departmental guidelines. Students are responsible for educating themselves on this matter since sanctions for academic dishonesty may be severe. Thus, Elmhurst College students should act honestly in all academic work.

Guidelines
The community standards for academic integrity prohibit the following dishonest academic behaviors:

1. **Cheating.** Intentionally obtaining or attempting to use unauthorized materials or information (notes, texts or study aids) or unauthorized help from another person (looking at a test paper, asking a question during an exam) in any work submitted for evaluation toward academic credit including examinations, quizzes, laboratory exercises or other assignments.

2. **Fabrication.** Intentional and unauthorized falsification, invention or copying of data, practicum experience, research or laboratory findings, or bibliographic references or citations in any academic course work.

3. **Collusion.** The facilitation of academic dishonesty by intentionally or knowingly providing or attempting to provide any form of unauthorized help to students in violation of this Code.

4. **Plagiarism.** Representing someone else’s work from any source, including the internet, as your own or providing materials for such a representation. To avoid plagiarism, students must acknowledge the source whenever:
a. quoting another person’s actual words;
b. using another person’s idea, opinion or theory;
c. using others’ facts, statistics or other illustrative material—unless the information is common knowledge.

It is the responsibility of individual faculty members and/or academic departments to determine their specific expectations of academic integrity in their classrooms. It is the responsibility of students to consult their faculty members for clarification on any of the above standards. The institutional community standards serve as definitional guidelines; however, individual faculty members and/or academic departments may provide their own definitions of dishonest behavior in recognition of the full range of teaching styles on campus.

Implementation

A faculty member has the responsibility and authority to deal with academic dishonesty in his or her classroom. The faculty member should be familiar with the Code of Academic Integrity and inform students of the rules of conduct that govern unique or unfamiliar situations. When determining a violation of the Code of Academic Integrity, a faculty member should confront the students with the dishonest behavior when there is convincing evidence that the faculty member has seen or heard. If a faculty member has reason to believe a student has acted dishonestly, he or she will confront the action in a timely manner by taking the following steps:

1. Depending on departmental policy, the faculty member may consult with his or her department chair and/or in the case of graduate students, his or her program director, without divulging the student’s name. The faculty member will decide on the action to be taken and the appropriate procedure to follow.
2. The faculty member will meet with the student to discuss the allegations. Upon meeting with the student, the faculty member must determine if a violation of the Code of Academic Integrity did occur. If the student is found not to be responsible for the allegation, the matter is dropped. However, if the student is found responsible for dishonest behavior, the faculty member will report incident to Dean of Students and will choose one or both of the following procedures:
   a. The faculty member may refer the student to the College’s formal judicial hearing process by sending a letter containing the allegations and evidence to the Dean of Students and the Office of Academic Affairs. The Office of the Dean of Students will notify the student, in writing, of the allegations and give him or her the opportunity to review the evidence; and/or
b. The faculty member proceeds with the following steps:
   i. The faculty member, upon confirming a violation to the Code of Academic Integrity, will impose any of the following sanctions in accordance with departmental guidelines, if appropriate:
      1. Warning with no penalty.
      2. Provide a learning opportunity by having the student re-do the assignment without any other penalty attached; having to do the work over again would be adequate sanction.
      3. Consider it “poor work” and grade accordingly with a zero or F for the assignment or an F for the course.
      4. Refer to the College’s formal judicial process for the possible broader range of sanctioning, as outlined in the E-Book.
   ii. The faculty member will immediately notify the student, in writing, of the allegations, the determination of responsibility, the sanction levied and the opportunity to seek appeal and/or mediation as outlined below. A copy will be sent to the Dean of Students and the Office of Academic Affairs.

   c. The Dean of Students may, with sufficient reason, refer a repeat offender to the College’s formal judicial process.

If a student has been previously found guilty of academic dishonesty, any subsequent finding of academic dishonesty will usually result in suspension from the College.

**Appeal and Mediation Process**

Elmhurst College faculty recognize the legitimate concerns of students. Students have the right to be treated fairly and with respect. They have the right to know when they are suspected of dishonest action. They have the right to appeal the accusation. The protection of these rights of students ought to occur within the context of the student-teacher relationship where possible. However, if the issue cannot be resolved between the accused student and faculty member, two avenues of resolution are available.

**Mediation**

An accused student who disagrees with the faculty member’s judgment shall have the right to request the Dean of Students to convene a meeting of the student and the faculty member to be mediated by a member of the Dean of Students staff. The request for mediation must be made in writing within 10 business days of receiving notification of academic dishonesty sanctions from a faculty member. The role of the mediator shall be to help both the student and the faculty member understand the point of view of the other, but the right to determine a grade shall remain with the course instructor.
The mediator shall file a report with both the Office of Academic Affairs and the Dean of Students. If the student is not satisfied, he or she may also seek an appeal as long as it is made within the required time frame.

and/or

**Appeal**

The accused student shall have the right to appeal an academic integrity decision to the Judicial Hearing Committee if the student is not satisfied with the decision of the faculty member and has already discussed the dissatisfaction with the department chair. If the faculty member is the department chair, the student may discuss his/her dissatisfaction with the decision with an Associate Dean in Academic Affairs. The criteria for granting an appeal would be the following:

1. New evidence that was not presented at the original meeting.
2. Procedures outlined in the E-Book were not followed.
3. The sanction levied was not deemed appropriate for the offense.
4. The student believes no dishonest act occurred.

Upon notification from the faculty member, after which time the student has further discussed the matter with the department chair or Associate Academic Dean, the student may seek an appeal from the Judicial Hearing Committee. The student should contact the Dean of Students, in writing, within 10 business days of the decision being rendered. The student may have a silent adviser present at the appeal hearing. The adviser, a member of the Elmhurst College community, may confer with the student, but may not address the committee on behalf of the student. A central file of all reports of academic dishonesty will be maintained in the Office of Student Affairs. Any offense constitutes grounds for additional disciplinary action, possibly resulting in dismissal from the College. (Proposed by the Student Affairs Council, endorsed by the Academic Council and approved by the Faculty on May 10, 1996.)
APPENDIX*

Cheating
Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.¹

Comments²
1. Students completing an “in class” or “take home” examination should assume that any external assistance (e.g., books, notes, calculator) is prohibited unless specifically authorized by the instructor.
2. Faculty members are expected to state in advance their policies and procedures concerning both “in class” and “take home” examinations as well as the use before examinations of shared study aids, examination files and related materials and forms of assistance.
3. Substantial portions of the same academic work may not be submitted for credit or honors more than once without permission of the current instructor.
4. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not restricted to, commercial term paper companies and files of past papers maintained in a residence unit.

Fabrication
Intentional and unauthorized falsification of any information or citation in an academic exercise.

Comments
1. “Invented” information may not be used in any laboratory experiment, practicum or other academic exercise without authorization from the instructor. It would be improper, for example, to analyze one sample in an experiment and covertly “invent” data based on that single experiment for three more required analyses.
2. One should acknowledge reliance upon actual sources from which cited information was obtained. For example, a writer should not reproduce a quotation found in a book review and indicate that the quotation was obtained from the book itself.

* A variation of this document was developed by Gary Pavela and Irving Faber and is now being used at Colgate University in Hamilton, New York and the University of Maryland in College Park, Maryland.
Facilitating Academic Dishonesty
Intentionally or knowingly helping or attempting to help another to violate any provision of the Code.

Comment
1. For example, one who provides another with a specific answer to a homework assignment while having reason to know that such assistance was either unauthorized or would not be acknowledged would be in violation of this section.

Plagiarism
Plagiarism consists of “the deliberate adoption or reproduction of ideas or words or statements of another person as one’s own without acknowledgment.” The College subscribes to the statement on plagiarism, which appears on page 9 of William Watt’s An American Rhetoric.

A student must give due credit to the originality of others and honestly pay his/her literary debts. She/He should acknowledge indebtedness:
1. Whenever she/he quotes another person’s actual words;
2. Whenever she/he uses another person’s idea or opinion or theory;
3. Whenever she/he borrows facts, statistics or other illustrative material—unless the information is common knowledge.

Examples of Plagiarism
a. Direct Quotation
Original Source: “The child’s surroundings, we are told, were devoid of artistic luxury...there was an absence of frivolity and a distaste for all that is paltry and superficial.”

Student Paper: “The surroundings were devoid of artistic luxury and characterized by the absence of frivolity.” (no quotation marks or citation)

Comments
1. All “direct quotations must be placed in quotation marks and the source immediately cited in a footnote.”
2. Direct quotations must be placed in quotation marks even if a footnote is used to indicate the source and page from which the quotation was obtained.
3. Proper footnote form can be found in manuals on style and arrangement recommended by each academic department.
b. Paraphrase
Original Source: “The Cambodian incursion of April 1970 brought forth renewed observations from constitutional scholars...that the war making power of Congress has been eroded.”

Student Paper: “The war in Vietnam and more specifically the Cambodian invasion in the Spring of 1970, evoked considerable observation from students, constitutional scholars, public observers of the political process and Congressmen that the war making power of Congress has been eroded.”
(no citation; no quotation marks for the last phrase)

Comments
1. Acknowledgment is required when material from an original source is rewritten either in whole or in part in your own words.6
2. Properly acknowledged paraphrases may be used. For example, one might state: “to paraphrase Lock’s comment...” and conclude with a footnote identifying the source.7

c. “Borrowed” Facts or Information
Original Source: “In any of the defined situations, the President may commit the Armed Forces to combat for a period not to exceed thirty days.”

Student Paper: “Except in certain designated emergency situations, the President may send the military into combat only for up to thirty days.”
(no citation)

Comments
1. Facts that are not common knowledge must not be “borrowed” from any source without immediate acknowledgment.
2. Examples of “common knowledge” might include the names of leaders of prominent nations, basic scientific laws, etc. In case of doubt always acknowledge indebtedness.
3. “...When a number of contiguous sentences take their special information from one place, one footnote usually is sufficient for all of them.”8
4. “Sometimes the materials from an outside source are extremely broad and contribute only to your general understanding of the subject. If so, acknowledgment by means of a bibliographical note at the end is sufficient...”9
5. General conversations with others need not to be acknowledged unless such conversations produce a specifically identifiable contribution to your paper.10
6. A footnote of acknowledgment might read: “I wish to acknowledge my indebtedness to John Doe for this concept (personal conversation, May 1975).”
Reference Sources
1. The term “academic exercise” includes all forms of work submitted for credit or honors.
2. Comments provide explanations and illustrative material, but do not necessarily exhaust the scope of any section.
3. This and the preceding titles are adapted from the Code of Academic Conduct at the University of Michigan (1973).
4. Hobart College Faculty Regulations (emphasis supplied).
6. Adapted from Source, p.5.
8. Sources, p.11.
9. Sources, p.5.
10. Adapted from the Wesleyan University publication, Plagiarism, pp.6-7.

ACADEMIC REGULATIONS
Elmhurst College’s regulations on grading, attendance, registration and all other areas of your academic experience are outlined in detail in the Elmhurst College Catalog.

Disputed Final Grades
The normal presumption in the administration of grades at Elmhurst College is that the instructor alone is qualified to evaluate the academic work of students in his or her courses and to assign grades to that work. For this reason, questions regarding an instructor’s assessment of the quality of academic work are not normally subject to review. However, when a student believes that a particular grade was assigned in a manner that was arbitrary or inappropriate in the Elmhurst College academic setting or that crucial evidence was not taken into account, the student shall follow the procedures outlined below:

A grade dispute must be brought in writing to the instructor by the end of the fifth week following the term in which the disputed grade was given. It is the responsibility of the student to initiate the process even if this must be done initially in writing rather than in person.
Establishing a Claim for a Disputed Grade Grievance and Organization of the Board - Undergraduate

- When a final course grade is disputed, the student and the instructor should meet to discuss the matter and seek an appropriate resolution. If the disputed grade is not resolved the student may forward the matter to the chair of the department of the instructor. If the attempt to settle the issue fails at this level, it moves to the Academic Dean’s office.
- The student should submit a document indicating the student’s position and the rationale for the claim. The student must also provide whatever documentation is needed to support the claim. The instructor may do the same. The Dean or an Associate Dean meets with both the instructor and the student and confers with the chair of the department. If the matter is still unresolved, it moves to the next level of appeal.
- The next step is the calling of a Hearing Board, which will consist of the Academic Dean, who shall chair the board, the Dean of Students or persons they designate, two faculty members and two students selected by the Chair of the Academic Standings Committee in consultation with the President of the Student Government Association. The parties directly involved may have one other person present who is not an attorney. The Dean, as chair, shall designate a secretary who shall be responsible for recording the salient issues and the actions of the board.
- The parties involved will be asked to submit written arguments to be circulated among members of the board. It is expected that the parties in disagreement appear before the board, but the hearing will proceed despite a failure to appear. When all presentations are complete, the board, in executive session, shall reach a resolution of the problem.
- If the Hearing Board finds that a grade has been assigned in a manner that was arbitrary or inappropriate in the Elmhurst College academic setting or that critical evidence was disregarded, the Hearing Board may direct the Registrar to change the grade to one the board deems appropriate as dictated by the documented and objective evidence provided. The decision shall be represented in writing to the principals and others who need to know the results of the hearing. The chair shall maintain a file of relevant material for a period of at least two years.
- The decisions of the Hearing Board shall be final.
Establishing a Claim for a Disputed Grade Grievance and Organization of the Board - Graduate

• When a final course grade is disputed, the student and the instructor should meet to discuss the matter and seek an appropriate resolution. If the disputed grade is not resolved the student may forward the matter to the graduate program director. If the dispute is not resolved at that level the matter may be forwarded to the chair of the department which houses the program. If the attempt to settle the issue fails at this level, it moves to the Associate Dean for Graduate Study.

• The student should submit a document indicating the student’s position and the rationale for the claim. The student must also provide whatever documentation is needed to support the claim. The instructor may do the same. The Associate Dean for Graduate Study meets with both the instructor and the student and confers with the program director and, if necessary, the chair of the department. If the matter is still unresolved, it moves to the next level of appeal.

• The next step is the calling of a Hearing Board which will consist of the Associate Dean for Graduate Study, who shall chair the board, the Dean of Students or persons they designate, two graduate faculty members, including at least one graduate program director and two graduate students selected by the Dean of the School for Professional Studies in consultation with the President of the Student Government Association. The parties directly involved may have one other person present who is not an attorney. The Associate Dean for Graduate Study, as chair, shall designate a secretary who shall be responsible for recording the salient issues and the actions of the board.

• The parties involved will be asked to submit written arguments to be circulated among members of the board. It is expected that the parties in disagreement appear before the board, but the hearing will proceed despite a failure to appear. When all presentations are complete, the board, in executive session, shall reach a resolution of the problem.

• If the Hearing Board finds that a grade has been assigned in a manner that was arbitrary or inappropriate in the Elmhurst College academic setting or that critical evidence was disregarded, the Hearing Board may direct the Registrar to change the grade to one the board deems appropriate as dictated by the documented and objective evidence provided. The decision shall be represented in writing to the principals and others who need to know the results of the hearing. The chair shall maintain a file of relevant material for a period of at least two years.

• The decisions of the Hearing Board shall be final.
Protected Hour Policy
In order to encourage and facilitate students’ cocurricular involvement, the College policy forbids the scheduling of academic courses between the hours of 11:30 a.m. – 12:30 p.m. on Tuesdays and Thursdays.

Religious Observance
A student who is absent from class because of a religious holy day will be provided with the opportunity to make up the work of that class within a reasonable amount of time after the absence. The student will not be penalized for the absence. It is the responsibility of the student to inform their faculty prior to the religious holy day to be observed of their intention to be absent.

Statement of Disability
The College will make reasonable accommodations for persons with documented disabilities. If you have a disability that may have some impact on your work in courses, please contact the Disability Services Coordinator at (630) 617-3753.

Grievance Procedure for Disabilities Related Matters
Students who have compliance complaints in regard to disability issues should follow the grievance procedures as listed below.

Step One: Informal Resolution
The student should attempt to work with the Disability Services Office informally to resolve the complaint. This attempt may serve to minimize the problem’s impact on the student’s current academic situation.

Step Two: Formal Grievance
If the informal resolution process is unsuccessful or if the student does not wish to use it, a formal grievance may be initiated. All formal grievances should be submitted to the Office of Academic Affairs, located in 104 Goebel Hall.
A. The student may submit a written grievance within 30 days from the conclusion of the informal resolution process or, if the informal process is not utilized, within 30 days of the event that triggered the grievance. A written grievance must contain the following information:
   1. Name and address of the person making the grievance
   2. A brief description of the grievance including the name of the person(s) against whom the grievance is made, the dates of the alleged discrimination and any supporting evidence
   3. A summary of actions, if any, student has taken to resolve the matter informally
   4. A specific statement of remedial action student seeks
B. Within 10 working days of receipt of the written grievance, an Associate Dean will meet with the student.

C. A full investigation will be conducted by the Dean or an Associate Dean within 60 working days. This investigation will include a gathering of all relevant evidence and afford all interested persons and their representatives an opportunity to present evidence or any other information relevant to the grievance.

D. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Dean or an Associate Dean and a copy forwarded to the student.

E. The student can request a reconsideration of the case in instances in which he or she is dissatisfied with the resolution. This reconsideration request shall be made within 10 working days and will be referred for a committee review. The committee shall consist of the Dean of the Faculty, the Dean of Students, two faculty members and two students selected by the chair of the Student Affairs Committee in consultation with the president of the Student Government Association.

F. Should an accommodation be denied by the ADA/504 Coordinator, the student can appeal that decision to the Dean of the Faculty/VPAA, as described in Prohibition Against Disability Discrimination and Reasonable Accommodations Policy (p. 72).

**Leave of Absence**

A student who requires time off from his or her academic program for personal or medical reasons, but who intends to return to the College within one year, may request a leave of absence. A student may request a leave of absence by completing an Application for Leave form, which is available in both the Office of Student Affairs and the Office of Advising.

Because a student who is granted a leave of absence intends to return to the College, he or she is matriculated, but not enrolled. **As such, the student continues to be held responsible for adhering to the College’s Code of Conduct while on leave.** The student’s files will remain active in both the Office of Registration and Records and with the student’s faculty advisor or program director during the term of the leave. A student returns at the end of a leave with the same status he or she held prior to leaving (e.g., academic standing or administrative holds).

A student on a leave of absence does not qualify for special loans, grants or other arrangements (e.g., confirmation of attendance for loan deferral, health insurance or a visa) that require status as a regularly enrolled student. While on leave, a student is expected to make regular monthly payments on any outstanding account balance and the time on leave can affect loan repayment schedules.
On or before the expiration date of a leave of absence, the student must meet with his or her faculty advisor or program director (graduate students) or an Academic Advisor in the Office of Advising to register for courses for the term in which he or she will return. A nontraditional student may register for classes through the Office of Registration and Records. A student on leave of absence may follow early registration procedures and is not required to reapply for admission to the College.

A student who ceases to attend classes without requesting a leave of absence is considered withdrawn from the College. A student who withdraws must reenter through the Office of Admission or School for Professional Studies to return to the College.

Granting a student a leave of absence in no way frees the students from the obligation to withdraw from her/his classes or to undertake or complete her/his financial obligations to the institution. If the student is currently enrolled in courses and wishes to drop them, the student must indicate on their application that they wish to be administratively withdrawn. Normal drop deadlines apply except in extenuating circumstances.

Withdrawal from the College
Discussing drops or withdrawals from courses with the instructor is not sufficient for the student to consider himself or herself dropped from courses or withdrawn from Elmhurst College. A withdrawal does not release a student from any obligations with regard to financial aid, student accounts or a contract with residence life.

Once enrolled, the student is responsible for a portion of his or her tuition and fees through the first five weeks of the regular terms. For January Term, accelerated and special courses, students should check with the Office of Student Accounts.

Should an Elmhurst College student wish to withdraw from the College during a term of enrollment, he or she should complete the procedure outlined below:
1. Initiate intention to withdraw with an academic advisor in the Office of Advising.
2. Upon being advised of policies, consequences and options of withdrawing, the student is provided with the following guidelines:
   a. Prior to the drop deadline of each term—Traditional Program Student:
      The student initiates the withdrawal procedure in the Office of Advising.
   b. Prior to the drop deadline of each term—Nontraditional Student:
      The student may fax his or her withdrawal to the Office of Registration and Records.
c. After the drop deadline of each term, the student must provide sufficient documentation to the Office of Advising for withdrawals after the drop deadline and the documentation must be approved (see #4).

3. Referrals will be made to the Office of Student Affairs when a Leave of Absence request is also to be initiated with any withdrawal.

4. The student is referred to the Registrar for approval of withdrawal, accompanied by sufficient documentation, including a doctor’s note, if the withdrawal is past the drop deadline.

5. The student proceeds to the Office of Registration and Records to withdraw from courses and checks with the Offices of Student Accounts and Financial Aid to clear any financial obligations to the College.

A student dismissed for academic or disciplinary reasons need not complete the withdrawal procedure.

Policy for Military Active Duty
Any currently enrolled student going on active military duty needs to consult with the offices of Advising and Registration and Records to determine whether to withdraw from all registered courses or to take incomplete grades and complete the courses later. If the student needs to withdraw or take a leave of absence, the offices of Advising and Registration and Records will process the appropriate paper work. The student must provide a copy of the official military orders.

If the student takes incomplete grades for the current term, no tuition aid adjustments will be made to the students account and the student will be given permission to extend payment of any outstanding balance due. If the term of active duty is extended beyond a reasonable period of time, as determined by the instructor and Registrar, the student’s grades will be changed to W grades (withdrawal) and tuition charges will be adjusted so the student is not penalized financially for the withdrawal. Students presenting an original copy of their orders to the Office of Student Accounts will be allowed to withdraw from current term courses and receive a full refund for tuition.

Students who live on campus and are required to report for military service will be released from residence life and dining services contract obligations. Charges for residence and dining services will be prorated based on the date the student checks out of their room or apartment.
POLICIES RELATED TO STUDENTS ENROLLED IN THE SCHOOL FOR PROFESSIONAL STUDIES

Statement Regarding Netiquette
Netiquette refers to Online Etiquette and it is the expectation of the College that all students will use appropriate online etiquette for interaction in online courses and using online communication tools, such as email and instant messaging. Common guidelines include:

- Avoid using strong or offensive language;
- Be forgiving. If something offends you, work with the instructor regarding the incident, rather than engaging in further enflamed discussion;
- Remember that your online messages and course postings live forever, so proofread your work before you press Send.
- Avoid typing ALL IN CAPS. This is considered “shouting” online.
- Be concise; your points may be lost in a lengthy text;
- Give credit where credit is due: Use citations as appropriate;
- Avoid using Reply All in email messages.

Statement Regarding the Use of Plagiarism Detection Services
Faculty members may at any time submit a student’s work for review by a plagiarism detection service.

Statement Regarding the Use of ProctorU
To ensure the academic integrity of online courses, all Elmhurst College Online Center students are required to complete one proctored test per course using ProctorU. Online proctors will check photo IDs, ask students to complete a short authentication quiz and will start the quiz for the students by using a password provided by the faculty member. In order to take the quiz, students must pass the identity authentication portion of the process. In the event that a student fails to schedule and complete the required proctored quiz, fails to pass the authentication quiz, fails to provide photo identification or demonstrates an attempt to subvert the integrity of the quizzing process, he/she will be required to meet with the Dean of the School for Professional Studies after which a determination will be made as to whether or not a violation of the Code of Academic Integrity has occurred. Refer to the Elmhurst College E-Book for more information.
STUDENT RIGHTS AND RESPONSIBILITIES

BILL OF RIGHTS
The following enumeration of rights is not to be construed to deny or disparage other rights retained by students in their capacity as members of the student body or as citizens of the community at large.

1. Free inquiry, expression and assembly are guaranteed to all students.
2. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
3. The right of students to be secure in their persons, living quarters, papers and effects against unreasonable searches and seizures is guaranteed.
4. No disciplinary sanctions will be imposed upon any student without notice to the accused of the nature and cause of the charge.
5. A student accused of violating institutional regulations is entitled, upon request, to a hearing before the appropriate judicial body.

CODE OF CONDUCT
Students are expected to engage in responsible social conduct that reflects credit upon the College community and reflects good citizenship in any community. The College attempts to establish a climate that encourages the assumption of responsibility by students for their individual and collective actions with a minimum of rules and regulations. As such, students are expected to observe what is going on around them and respond to the best of their ability, which may include notifying College officials, to influence a better outcome. Similarly, students are expected to report potential code violations to the appropriate authorities. It shall be the responsibility of each student to comply with appropriate standards of conduct and decorum befitting members of an educational community, to interact in a civil manner with other members of the College community, and to respect the property of others. Student conduct, individual and that of student groups, is expected to be in keeping with the College mission and the missions of the respective areas or offices (e.g., Athletics, Student Activities, Residence Life, International Programs and Off-Campus Programs, etc.). The activities enumerated below constitute major violations of College rules, regulations, policies and standards of conduct and shall be subject to disciplinary action.
The Elmhurst College Code of Conduct applies to behavior on and off campus, and the College reserves the right to pursue disciplinary action for violations of law or the Code of Conduct, regardless of where the violations take place.

Violations of local, state or federal laws or regulations on campus may also result in the filing of criminal charges.

The following misconduct is subject to disciplinary action:
1. Violation of local, state or federal laws or regulations.
2. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, withholding relevant information from the institution, including previously attended institutions, alterations or use of institutional documents or instruments of identification with the intent to defraud.
3. Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties, failure to identify oneself to those persons when requested to do so, or providing false, misleading or incomplete information to such officials.
4. Disruption of the College community or off-campus community or obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities.
5. Aggressive or verbally abusive conduct toward any member of the College Community.
6. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding or encouraging another person to breach the peace.
7. Physical abuse, confrontation, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health and safety of any person.
8. Verbal or emotional abuse, including harassing electronic communications or activities, between individuals or groups.
9. Sexual misconduct, including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation. (See “Non-Discrimination/Non-Harassment Policy” p. 64)
10. Domestic violence, dating violence, or stalking.
11. Violation of the College’s Non-Discrimination/Non-Harassment Policy. (See “Non-Discrimination/Non-Harassment Policy” p. 64)
12. Stalking through any means, physical or electronic.
13. Hazing, defined as an act that endangers the mental or physical health or safety of a student or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership on a team or in a group or organization. The
express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this Code. Elmhurst College prohibits conduct by an individual, team organization or group affiliated with the College that is in violation of the Illinois Law on Hazing or any hazing activity that threatens a person’s rights or self-respect, disrupts community life or encourages the violation of civil, state or federal law, or the Elmhurst College Code of Conduct. (See “Hazing Policy” p. 61)

14. Theft from or damage to College property or the property of a member of the College community or the larger, off-campus community.

15. Acts of vandalism or malicious defacement of property or the property of the College community or the larger, off-campus community.

16. Misuse of alcohol. The legal age for the possession and use of all alcoholic beverages in Illinois is 21. Alcoholic beverages may not, in any circumstance, be used or possessed by or distributed to any person under 21 years of age. Fraudulent identification for the purpose of securing alcoholic beverages and/or purchasing such beverages for minors is a violation of state and local law. Students who are 21 years of age may use alcoholic beverages in their rooms when the doors are closed and students under 21 years of age are not present. Public intoxication is prohibited. (See “Alcohol, Drugs, Weapons and the Law” p.46 and “Medical Amnesty Policy”, p.44)

7. Unauthorized video or audio recording or photographing of any person without his/her prior knowledge and consent, or after consent has been withdrawn, in any location where a person has some reasonable expectation of privacy. Examples include, but are not limited to, gyms, locker rooms, rest rooms, residential facilities and private offices, or when eavesdropping on private discussions in public spaces. Also prohibited is the unauthorized transmission or distribution of such recordings, specifically when such release is likely to cause injury or distress.

18. Possession or use of firearms in violation of the Elmhurst College Weapons Policy, or possession of other weapons capable of inflicting injury, or unauthorized possession of hazardous chemicals.

19. Gambling. Gambling is not permitted on campus, in residence halls or at official functions of student organizations.

20. Manufacture, possession, use, distribution, sale, production or aiding in sale or distribution of controlled substances or drug paraphernalia, synthetic marijuana, bath salts, incense or other materials marketed or generally recognized to simulate the intoxicating effects of unlawful substances, regardless of their current legal status, including knowledge of and/or failure to act upon such knowledge in a timely manner. Elmhurst College has the obligation to uphold federal, state and local laws with regard to the possession and use of drugs by its students. The College will not protect students from
legal investigations and action and will cooperate with legal authorities when necessary. Although students so involved are subject to College action, the College reserves the right to view each case of drug abuse as an individual case, with the kind of drug and level of involvement as criteria for the action and role taken by the College in the case. (See “Alcohol, Drugs, Weapons and the Law” p. 46)

21. Tampering with telephones on campus.
22. Tampering with safety and/or fire equipment on the campus.
23. Possessing or using fireworks or other explosives and/or being present while others are using such items.

24. Lighting of fires on campus is prohibited, without advance approval.

25. Unauthorized possession, use or duplication of campus keys, access cards or identification cards.

26. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in the Code of Conduct and any other regulations that may be enacted of the College community.

27. Violation of rules applicable to campus housing and/or terms of the respective Office of Residence Life license agreements.

28. Violation of rules and procedures of Academic Computing, including the Acceptable Use Agreement, facilities, equipment, network, passwords, accounts or information. (See “Technology Accounts” p. 75 and “Academic Computing Labs Policies” p. 45)

29. Unauthorized entry into any building, office, construction site or other College owned or operated facility.

30. Contempt of the judicial process or its authorities, including the failure to complete sanctions.

JUDICIAL PROCESS

Source of Responsibility and Authority

Responsibility and authority for student conduct at Elmhurst College is vested in the president of the College, who delegates certain responsibility and authority to the Dean of Students and his or her staff. The Dean of Students may delegate to his or her staff and to student organizations certain responsibility and authority for the administration of student conduct on and off campus. It is understood that, under the terms of the arrangements specified by the Dean of Students, student organizations may take both responsibility and authority to deal with student conduct matters, as long as these meet the condition under which authority is delegated. Student organizations will be held accountable for violations of the Elmhurst College Code of Conduct, on campus or off campus, under the following conditions:

1. when the activity is sponsored and organized by the student organization;
2. when an open invitation is extended to a significant number of the student organization’s membership;
3. when individuals at an activity verbally identify themselves with the student organization; and/or
4. when the event or activity is perceived to be an organized event.

Student organizations shall be afforded the same due process rights accorded individual students during any judicial process. (The above polices were established and approved by the Campus Life Council on May 11, 1995.)

Disciplinary Procedures
1. Any academic or administrative official, faculty member or student may file charges against any student or student organization for misconduct. In extraordinary circumstances the student or student organization may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time. The College reserves the right to initiate a complaint, to serve as a complainant and to initiate conduct proceedings without a formal complaint by the victim of misconduct.
2. An appropriate representative of the institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.
3. A pre-hearing meeting will be conducted by a designated representative of the institution in which the respondent student is presented with a statement of allegations and hearing procedures. In cases involving allegations of sexual assault, other sexual misconduct, or domestic violence, dating violence, sexual exploitation or stalking, the complainant will be entitled to such a meeting as well. Both complainant and respondent are entitled to bring a silent advisor of their choice to any pre-hearing meetings, but the advisor may not participate in the meeting.
4. A student accused of Code of Conduct violations may be given the opportunity to have an administrative hearing, by mutual consent, before the Dean of Students or his or her designee. An administrative hearing is not an absolute option and the Dean (or his or her designee) has the option of referring the matter to the College’s Judicial Hearing Committee. Should an administrative hearing be granted, it may be a continuation of the pre-hearing and does not involve witnesses. Sanctions resulting from the hearing are not subject to appeal or subsequent proceedings.
5. A student appearing at a disciplinary hearing shall be presented with all disciplinary procedure choices at a pre-hearing and he or she shall respond within three business days (Monday-Friday). In unusual circumstances, the time may be extended for such response with the Dean's or Dean’s designee’s approval. A time shall be set for a hearing which, shall not be
less than five or more than 15 business days (Monday-Friday) after the student’s response.

6. A date and time for the hearing shall be set after consultation with the Parties and written notice of the hearing shall be provided. The institution shall have discretion to alter the date and time of the hearing for good cause.

7. Hearings shall be conducted in such manner as to do substantial justice and shall be private. In hearings involving more than one student, severance shall be allowed upon request. However, in matters involving allegations of sexual assault or sexual violence, the complaining party will be afforded all of the same rights and access to information as the accused student and the complaining party will be notified of the outcome of the proceeding contemporaneously with the notice provided to the accused student. In addition, no students will serve on the Hearing Committee.

8. In the absence of a transcript, there will be a verbatim record and/or a digest, such as a tape recording, of the hearing in cases heard by a Judicial Hearing Committee or where there is an appellate level.

9. At a scheduled judicial hearing in which the respondent student fails to appear, the judicial hearing will be conducted in absentia. No recommendations for the imposition of sanctions may be based solely upon the failure of the respondent student to answer the charges or appear at the hearing. In such a case, the evidence in support of the allegations shall be presented and considered before sanctions are levied.

11. Discipline hearing procedures:
   a. Charges
      i. The Chairperson of the Judicial Hearing Committee shall advise the respondent student of his or her rights to:
         1. advance notification in writing of the allegations against him or her.
         2. appear alone or with an adviser (College-affiliated employee) of his or her choice to advise or assist him or her in his or her hearing. However, in matters involving allegations of sexual assault, other sexual misconduct, or domestic violence, dating violence, sexual exploitation or stalking, both the complainant and respondent may bring an advisor, and the advisor need not be restricted to a College-affiliated employee.
         3. provide the name of silent adviser attending the hearing 48 hours prior to the hearing.
         4. present any evidence or witnesses in his or her behalf and provide the names of witnesses 48 hours in advance.
         5. question all witnesses against him or her.
         6. remain silent.
         7. be presumed not responsible for all allegations against him or her until evidence substantiates otherwise.
ii. The case is to have been prepared by an investigation officer.
   1. A copy of the allegations and supportive evidence will be submitted to the committee and respondent prior to the hearing.
   2. The investigation officer will present the allegations to the Judicial Hearing Committee at the hearing.
   3. The respondent student may then answer the allegations, submitting evidence to substantiate their refutation of the allegations.
   4. In matters involving allegations of sexual assault, other sexual misconduct, or domestic violence, dating violence, sexual exploitation or stalking, the complaining party will be afforded all of the same rights, including the right to present evidence and the same access to information as the accused student. In such cases, the parties may not cross-examine each other directly, and if the complainant is in attendance, arrangements may be made so that the complainant and respondent are not present in the same room at the same time. In addition, it is not permitted to ask either the complainant or the respondent about his or her sexual history with anyone other than the other party.

b. Decorum
   All proceedings of the hearing are to be conducted in an informal manner as long as such informality does not hinder or obstruct the basic fact-finding function of the committee.
   i. The chairperson of the Hearing Committee is in charge of conduct during the hearing.
   ii. The chairperson may exercise the right of “recognition” of those to address the hearing if he or she deems it necessary.
   iii. The chairperson may excuse any person disrupting the ability of the hearing to reach a fair and impartial decision. The chairperson’s purpose is to guarantee the Hearing Committee provides an atmosphere that insures its deliberations will be fair and impartial.
   iv. Mobile phones or similar electronic devices, are not permitted in the hearing or in meeting rooms where witnesses are waiting to be called into the hearing.

c. Decision
   i. A final recommendation based on a preponderance standard of evidence supporting the charges against the respondent and the past disciplinary record of the accused is to be drawn from sanctions in the E-Book.
   ii. The recommendations shall be submitted in writing to the Dean of Students who will accept or reject all or part of the recommendations. In cases involving allegations of sexual assault or sexual violence, the complaining party will be notified of the outcome of the proceeding contemporaneously with the notice provided to the accused student and the complaining party will be afforded the same right to appeal as is afforded the accused student.
d. Appeal
   i. An appeal is not a request for a new hearing at a higher level or a rehearing because of dissatisfaction with the results of an earlier hearing.
   ii. An appeal must be based upon new evidence or proof of irregularities, error, unfairness, prejudice or other factors preventing the hearing panel from reaching a just decision.
   iii. An appeal must be submitted in writing within 10 business days (Monday-Friday) of the initial hearing and must indicate clearly the grounds upon which the appeal is based.
   iv. Appeals are directed to the President of the College who
      1. rejects the appeal.
      2. accepts the appeal and directs a review of the case to the previously appointed Appeals Committee.
   v. The Appeals Committee reports directly to the President.
   vi. The parties will be notified of the President’s decision within 14 business days of the date by which all requested information is received, unless the President or his or her designee determines that additional time is required. Decisions made by the President are final.

12. Elmhurst College’s disciplinary procedures are not identical to the rights afforded the respondent student in a civil or criminal proceeding. However, the disciplinary procedures outlined here are designed to assure fundamental fairness and to protect the student from arbitrary or capricious disciplinary action.

13. Due process, insofar as the procedures of the College permit, will be afforded the respondent; the respondent shall have the opportunity to review the allegations with the Dean of Students or a representative of the institution. The allegations shall be stated with sufficient particularity to permit the accused student to prepare to respond to the code of policy components he or she is accused of violating. In cases involving allegations of sexual assault or sexual violence, the complaining party will be afforded the same right to appeal as is afforded the accused student.

**Judicial Authority**

Appropriate judicial bodies (a Judicial Hearing Committee and an Appeals Committee) handle questions of student discipline. Both committees are appointed by the President of the College and are composed of students, faculty and staff.

1. Appropriate judicial bodies (a Judicial Hearing Committee and an Appeals Committee) may be convened at the request of an accused student. Both committees are appointed by the President of the College in consultation with the Dean of Students, the Vice President for Academic Affairs and Dean of the Faculty and the President of the Student Government Association. The committees will be composed of students, faculty and staff.
a. The Judicial Hearing Committee will have seven members and be chaired by one of the faculty members.
b. The Appeals Committee will have five members and be chaired by one of the faculty members.
c. Procedures for conduct of hearings are outlined under Disciplinary Procedures.

2. The judicial bodies may not formulate procedural rules that are inconsistent with the procedural provision of the Code of Conduct.

3. A Judicial Hearing Committee may be designated as arbiter of disputes within the College community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal. In special circumstances an ad hoc judicial body may be appointed to deal with a particular case of an institutional nature.

4. A Judicial Hearing Committee may be convened to determine if allegations are warranted upon receiving investigative results of an incident involving violations of the Code of Conduct.

5. Violations of residence hall behavior expectations may be referred to the residence hall judicial process.

6. The Dean of Students or designee, may place an administrative hold on the records of any student who withdraws prior to the resolution of pending disciplinary action or if levied sanctions are not completed.

**Student Conduct Sanctions**

The following sanctions may be imposed upon students by the appropriate judicial body or administrative office:

1. **Admonition:** An oral statement to a student that he/she is violating or has violated institution rules.

2. **Censure:** A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulations within a stated period of time.

3. **Social Probation:** Exclusion from participating in privileged or cocurricular activities for a period of time not exceeding one school year. A student on formal Social Probation is usually not permitted to represent the College in athletic, musical, theatrical events, etc. (Note Eligibility Requirements.)

4. **Probation:** Official written notice of violation of specified regulations with admonition that further violations within a stated period of time will constitute reason for more severe action.

5. **Loss of Privileges:** Loss of specified privileges for a designated period of time.

6. **Educational Assignments:** including essay, alcohol and other drug assessments, program attendance, uncompensated service, administrative referral or other related assignments.
7. **Restitution:** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

8. **Fine:** An appropriate money penalty, charged to the student’s account, can be levied.

9. **Deferred Suspension:** If the student is found responsible for another violation, he or she can be suspended, which is exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time, not to exceed two years.

10. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.

11. **Expulsion/Dismissal:** Permanent termination of student status.

12. **Revocation of Admission:** The student loses admitted status to Elmhurst College. A permanent notation will be made on the student’s transcript indicating that the admission was revoked and the date of the action. In addition, a student may be asked to consult specialized counseling help, resign from certain obligations on campus, meet community service obligations, avoid contact with persons or be prohibited from entering campus facilities, complete educational assignments or if a resident student, be required to change the location of his/her room or leave his/her residence hall as part of his or her judicial sanction. In cases involving sexual assault or other sexual misconduct, the College may impose additional remedies as outlined in the College’s Non-discrimination/Non-harassment Policy.

   If a student is found responsible in an off-campus court of law, the institution may impose additional sanctions. However, it is possible for the College to find the student responsible for violation(s) of the code of conduct even if the student is not found “guilty” in a court of law. This is due to the educational judicial process being based on a preponderance of evidence, which is different than the legal requirement of evidence (guilt beyond a reasonable doubt). The College may institute its own proceedings against a student who violates a civil or criminal law on campus, which is also a violation of a published institution regulation.

   If a student is suspended or dismissed, he/she is required to withdraw immediately from the College. The student should understand that the College does not arbitrarily dismiss him/her; in the great majority of cases the student who is dismissed will find the College willing to reinstate him or her whenever he or she gives evidence of greater maturity and ability to assume responsibility. However, suspended or dismissed students receive no academic credit for their currently enrolled term and are fully responsible for all appropriate financial obligations.
Additional Procedural Requirements in Matters Involving Alleged Violations of the Non-Discrimination/Non-Harassment Policy

In accordance with the College’s Non-Discrimination/Non-Harassment Policy, the following procedures apply to matters involving alleged violations of that policy. The College reserves the right to resolve alleged violations of the College’s Non-discrimination Non-harassment Policy using the additional procedural requirements set forth below or to modify the procedures set forth in below as may be required to ensure compliance with Title IX of the Education Amendments of 1972 or other applicable law.

• Standard for Determining Responsibility. The standard used to determine whether the Non-Discrimination/Non-Harassment Policy has been violated is whether it is more likely than not that the accused violated that policy. This is often referred to as a “preponderance of the evidence” standard.

• Rights of Complainants and Accused Parties; Timing of Resolution. The College shall provide any individual suspected or accused of violating the Non-Discrimination/Non-Harassment Policy with a written explanation of the suspected or alleged violations of that policy. Complainants and accused parties shall both be provided with the following in connection with the resolution of suspected or alleged violations of the Non-Discrimination/Non-Harassment Policy:

  ○ The opportunity to speak on their own behalf.
  ○ The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
  ○ The opportunity to submit other evidence on their behalf.
  ○ The opportunity to review any information that will be offered by the other party in support of the other party’s position (to the greatest extent possible and consistent with FERPA or other applicable law).
  ○ The right to be informed of the outcome of the process (to the greatest extent possible and consistent with FERPA or other applicable law).
  ○ The opportunity to appeal the outcome of the process.
  ○ If a hearing is held, the parties may not cross-examine each other, and if the complainant is in attendance, arrangements may be made so that the complainant and respondent are not present in the same room at the same time.
  ○ It is not permitted to ask either the complainant or the respondent about his or her sexual history with anyone other than the other party.

• Notification of Outcome. After the conclusion of the process, the College will provide written notification to the complainant and the accused of the outcome (i.e., whether a violation of this policy has occurred) within
seven (7) business days after the conclusion of any hearing or proceeding regarding an alleged violation of the Non-Discrimination/Non-Harassment Policy unless the school determines that additional time is required. This notice shall be issued contemporaneously to both parties to the extent practicable. The College may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a “no contact” order). The College will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts or audio recordings, etc.). In no event will a party in matters involving an allegation of sexual assault or sexual violence be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

- **Right to Appeal.** Both the accused student and the complainant may appeal the outcome of a process regarding an alleged violation of the Non-Discrimination/Non-Harassment Policy. Complainant appeals will be considered for the same grounds and handled pursuant to the same procedures, as appeals by the accused student.

- **Appropriate Corrective Action.** The College reserves the right to take any corrective action it deems necessary to prevent the recurrence of any violations of the College’s Non-Discrimination/Non-Harassment Policy and to correct any discriminatory effects on the complaining party, regardless of whether there is a finding of a violation as a result of the process and regardless of what, if any, sanctions are imposed.

**AMNESTY POLICY**

**Medical Amnesty**

Elmhurst College values the health and safety of students who attend the college. Elmhurst College encourages students to seek medical assistance for themselves or others in cases of alcohol intoxication or other drug related situations.

If the individual seeks medical assistance, Elmhurst College will not pursue conduct violations against the following individuals for violations of the College’s Alcohol and Substance Abuse Policies:

- The intoxicated/drug altered student and
- Any student(s) actively assisting the intoxicated/drug altered student

**Actively Assisting requires that an individual:**

- Call Campus Security (630-617-3000 or 911) or seek another qualified person to help assist the student such as a Resident Advisor for on campus students or another Elmhurst College faculty or staff member and
- Monitor the intoxicated/drug altered student
The Following are NOT covered by the Medical Amnesty Policy:
• Violations to the Code of Conduct or Residence Life policies other than the alcohol/substance abuse policies
• Students who wait for Campus Security, the Elmhurst Police Department, or Residence Life Staff before seeking assistance
• Possession of drugs or alcohol with the intent to distribute
• Actions by Elmhurst Police Department or other law enforcement personnel

Amnesty in cases of sexual assault or other sexual misconduct.
Similarly, the College will not pursue conduct violations for violations of the College’s Alcohol and Substance Abuse Policies against a student who reports or seeks assistance after experiencing an incident of sexual assault or other sexual misconduct.

ACADEMIC TECHNOLOGY SERVICES LABS USAGE POLICY
Lab facilities and services are for academic use only. They are to be used in an efficient, ethical and legal manner. To this end and consistent with the general principles governing our academic community, users are expected to:
• Learn appropriate uses of software, keep archives and backup copies of important data and take reasonable precautions against contracting and propagating computer viruses.
• Refrain from bringing food or drinks into the labs or if brought, to clean up after themselves.
• Avoid printing unnecessary output or more than two copies of any file.
• Comply with any other operational rules and restrictions that may be posted in the labs or published in the Academic Computer Services Guidebook for students.
• Conduct themselves with due consideration for other users (e.g., limit conversations and talk in a subdued voice, avoid using the cellphone or radios, etc.)

Users are prohibited from:
• Using lab facilities to operate commercial or non-profit organizations without college authorization.
• Accessing open labs at any times other than posted hours of operation
• Occupying a classroom lab at any times other than scheduled class time. (Exceptions are made for faculty requested access to a specific lab for coursework.)
• Installing, removing or modifying the installation of any software or supporting files on lab computers; or moving, modifying or attempting to repair lab equipment or attaching external devices to it. (Exceptions apply where such activities are directed by responsible faculty or staff.)
• Act in any manner as to harass, offend or violate the College’s Discriminatory Harassment and Sexual Harassment Policy.

NOTE: The above information is a general overview. Academic Technology Services reserves the right to modify the policies as needed. Text of the entire policy can be viewed in the Academic Technology Services Office, DA 107.

Penalties
Network access and use of Academic Technology Services facilities and services are privileges, not rights. Alleged violations of these policies will be investigated by Academic Technology Services and will be reported to the Dean of Students for appropriate disciplinary action. Academic Technology Services also reserves the right to suspend user privileges when deemed necessary to protect the security and integrity of its computing systems and users.

ALCOHOL, DRUGS, WEAPONS AND THE LAW
The College has the obligation to uphold federal, state and local laws with regard to possession, use and sale of alcoholic beverages and illegal drugs. The College will not protect students from legal investigations and action and will cooperate with legal authorities when necessary.

Alcohol. The legal age for the possession and use of all alcoholic beverages in Illinois is 21. Fraudulent identification for the purpose of securing alcoholic beverages and/or purchasing such beverages for minors is a violation of state and local law. Students who are 21 years of age may use alcoholic beverages of any category in their rooms when the doors are closed and no minors, other than a roommate, are present.

Statistics show and the Elmhurst College experience supports the fact, that alcohol contributes to both occurrence of crime as well as victimization. The College annually sponsors Alcohol Awareness events early in the Fall Term, at various times during the year, and makes counseling services and referrals available to students.

Alcohol Policy
All members of the Elmhurst College community are considered adults and are thus expected to comply with the laws (local, state and federal) regarding alcoholic beverages and to take personal responsibility for their conduct. Students who have a guest on campus or in the College buildings are responsible for the conduct of the guest and for advising him or her of the applicable laws and Elmhurst College’s policies pertaining to alcoholic beverages. Therefore, the following policies have been adopted: The distribution, consumption and
possession of alcoholic beverages are prohibited in the buildings and on the grounds of Elmhurst College. There are two exceptions if you are of legal drinking age:

1. Resident students 21 years of age and older may responsibly consume alcohol with their doors closed and no minors, other than a roommate, present. Kegs and party balls are not permitted. Alcoholic beverages are not to be consumed in public areas of the residence halls and any College apartments, including but not limited to, lounges, lobbies, community bathrooms, laundry rooms, hallways and stairwells.

2. Alcohol at a College-sponsored event requires prior approval by the President of the College.

Alcohol and Drug Laws in the State of Illinois
Elmhurst College abides by all Illinois state laws regarding the use and prohibition of alcohol and drugs, outlined as follows:

Alcohol Law Penalties
The purchase and/or possession of any alcoholic beverage by any person under 21 years of age is a misdemeanor under state law and is punishable by a prison sentence of up to one year, a fine of $1,000 and suspension or revocation of driving privileges for one year. Persons who knowingly furnish alcohol to minors are also guilty of a misdemeanor and are subject to imprisonment up to one year and a fine of up to $2,500. In addition, the purchase or possession of alcohol by persons under 21 is prohibited by ordinance in the city of Elmhurst and is punishable by a $500 fine.

Drugs. Sale, distribution, use or possession of illegal chemical substances or paraphernalia for chemical use is prohibited on Elmhurst College property.

Drug Law Penalties
Illinois Law: The penalty for persons convicted of possession of illicit drugs in Illinois is up to 50 years in prison and a fine of up to $200,000, unless the offense involved smaller quantities (200 grams or less), which is punishable from one to three years in prison and fines to $15,000.

Federal Law: Under federal law, a conviction for possession of illicit drugs carries a prison sentence of up to three years and a fine to $250,000. Special federal sentencing provisions for possession of crack cocaine require a mandatory prison sentence of five to 20 years.

The range of penalties for conviction of unlawful distribution of illicit drugs under state and federal law is summarized in the chart (found below) on drug trafficking and distribution penalties. The severity of the sanctions imposed
for both possession and distribution offenses depends on the quantity of
drugs, prior convictions and whether death or serious injury resulted.

Sanctions may be increased for offenses that involve distribution to minors or
occur on or near College property. In addition, other federal laws require or
permit forfeiture of personal or real property used to illegally possess, facilitate
possession, transport or for concealment of a controlled substance. A person's
right to purchase or receive a firearm or other federal benefits, such as student
loans, grants, contracts or professional or commercial licenses, may also be
revoked or denied as a result of a drug conviction. State law and local ordinances
also provide penalties for possession of drug paraphernalia as a distinct offense,
in addition to any charges for the drugs themselves.

**Drug Trafficking and Distribution Penalties**

<table>
<thead>
<tr>
<th>Drugs*</th>
<th>Federal</th>
<th>State of Illinois</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule I</td>
<td>5-40 years in prison (to life if death occurs), $2 million fine.</td>
<td>6-60 years in prison, fines to $500,000.</td>
</tr>
<tr>
<td>Schedule I, II other</td>
<td>0-20 years in prison (to life if death occurs), $1 million fine.</td>
<td>2-7 years in prison, fines to $200,000.</td>
</tr>
<tr>
<td>Schedule III–IV</td>
<td>Up to 20 years in prison, fines to $1 million</td>
<td>2-5 years in prison, fines to $125,000.</td>
</tr>
<tr>
<td>Marijuana, Hashish, and Hashish Oil</td>
<td>Up to 20 years in prison, fines to $4 million; less than 100 grams: 0-5 years in prison.</td>
<td>3-7 years in prison, fines to $100,000 if more than 10 grams. Up to 1 year in jail and $2,500 for 2.5-10 grams; Local ordinance or up to 6 months in jail and $1,500 for 2.5 grams or less.</td>
</tr>
</tbody>
</table>

* Drug definitions found in section 202 of the Federal Controlled Substance Act.

**Statement on Medical Marijuana**

In 2014, the State of Illinois approved the Illinois Medical Cannabis Pilot Program. While this law provides for the limited possession and use of marijuana for medical purposes, use within campus buildings, or in public spaces on campus, is a violation of Illinois law. Therefore, the College does not allow possession or use on campus or at College-sponsored events off-campus.

**Substance Abuse Policy**

In compliance with the Drug-Free Schools and Communities Act of 1989, it is the policy of Elmhurst College to provide an educational environment that
is free of alcohol and drug abuse. The College recognizes the legal prohibition of the use and/or possession of drugs by students. The College does not condone student sale or use of drugs and will cooperate with civil officials as the law requires.

The maintenance of the individual welfare, development, education and rehabilitation of its members is consonant with the mission of Elmhurst College. It should be further understood that the College may therefore take preventive or prohibitory action, whether or not civil authorities act, in reference to any College member whose behavior is adjudged harmful to himself/herself or others.

The following are prohibited in/on Elmhurst College owned or controlled property or at Elmhurst College-sponsored events:

1. The unlawful manufacture, possession, distribution and/or use of alcohol, controlled substances (including misuse or sale of prescription medication), drugs, intoxicants or stimulants other than those prescribed by a physician for the student’s own use.

2. Manufacture, possession, distribution and/or use of synthetic marijuana, bath salts, incense or other materials marketed or generally recognized to simulate the intoxicating effects of unlawful substances, regardless of their current legal status; including knowledge of and/or failure to act upon such knowledge in a timely manner.

3. Possession of drug paraphernalia.

4. Participation at a party or presence in a room where illegal drugs are being used.

For the purposes of campus Code of Conduct violations, the term “distribution,” when applied to drugs, only requires that drugs are provided by one person to another. Payment is not required for an exchange of drugs to be considered distribution.

**Procedures for Adjudicating Violations of the Substance Abuse Policy**
The College recognizes that the abuse of alcohol or the use of controlled substances impairs the proper performance of duties and responsibilities. Whenever possible, the College is committed to a program of education to teach students about the responsible use of alcohol and/or to deter irresponsible or illegal use of alcohol or controlled substances. Steps to be taken to deter the abuse of alcohol or use of controlled substances include: 1) a campus climate where personal influence deters drug usage and alcohol abuse, 2) continuing educational programming emphasizing the importance of responsibility and personal choice as well as facts about drugs and alcohol and 3) referral on a non-punitive basis to support services (medical or psychological). Violations of Elmhurst College’s substance abuse policy may result in disciplinary action, up
to and including termination of enrollment from the College and referral for
criminal prosecution within the guidelines of state and federal law. Upon receiving
notice of a violation of the campus substance abuse policy, the College will take
appropriate action in accordance with the severity of the offense. Details of the
student conduct procedure can be found in this section of the E-Book and the
Residence Life Handbook. If the student is referred for substance abuse treat-
ment, a release will be obtained to inform the College that the student has fol-
lowed through with the required procedures. For abuse or misuse of alcohol, the
student may also be required to attend an educational workshop.

Guidelines for Substance Abuse Counseling/Treatment
Students are encouraged to reflect very seriously upon their own attitudes
and actions with regard to alcohol or drug abuse and to seek out information
and counseling assistance through Elmhurst College Counseling Services,
Student Health Service, the Dean of Students or other personnel as may be
most appropriate. All currently enrolled students may obtain counseling
through the Office of Counseling Services at Elmhurst College located in the
lower level of Niebuhr Hall.
To make an appointment to see a counselor, call 617-3565. Referrals to resources
in the community can also be provided. A selection of some of these relevant
resources include:
Alcoholics Anonymous: (630) 833-7897 for the local Elmhurst chapter.
Behavioral Health Services of Elmhurst Memorial Healthcare:
(630) 941-4577 24-hour access. Call this center to make an appointment for
a free assessment.
SHARE: (847) 882-4181 and ask for free phone intake. Inpatient and outpatient
alcohol and drug treatment on a sliding fee scale. Usually a waiting list, but will
also provide referrals for treatment elsewhere. Other off-campus referrals and
resources are available from Counseling Services.

Health Risks of Substance Abuse
All drugs can be toxic or poisonous when abused. The risks present when
using alcohol or other drugs involve mental, emotional and physical health.
More complete information is available from Counseling Services and
Student Health Service.

Weapons.
While Illinois has enacted the Firearm Concealed Carry Act authorizing properly
screened, trained and permitted persons (licensees) to carry a concealed firearm
in the state, numerous locations have been designated as “prohibited areas”
where firearms may not be carried. College campuses, including Elmhurst College,
are specifically identified as “prohibited areas” under the Act. As required under
Illinois Law, firearms are not permitted in campus buildings or on property owned, leased or controlled by the College, with the limited exception described below.

A licensee may carry a concealed firearm on his person within a vehicle in a campus parking lot, or stored out of view in a locked vehicle or in a locked container within the vehicle, as specified in the law. Licensees may only exit the vehicle with a firearm to move it from the passenger compartment to the trunk, and may not leave the immediate area with the firearm or delay in securing it. The Act requires that the firearm be unloaded prior to exiting the vehicle.

Elmhurst College has identified College-owned and leased vehicles as “prohibited areas” under the Act. Firearms may not be carried or stored in College-owned vehicles.

Unauthorized possession of a firearm or other weapon, or use or threatening to use a real or simulated weapon, is a violation of College policy, and may result in disciplinary action, up to and including expulsion from the College for students, and termination of employment for faculty and staff, in addition to any criminal charges which may be filed.

ANIMALS

With the exception of service animals, Elmhurst College does not allow animals in any College building without prior authorization.

CAMPUS EXPRESSION

1. Discussion and expression of all views is permitted within the institution subject only to requirements for the maintenance of order and adherence to the law. Support of any cause by orderly means that does not disrupt the operation of the institution is permitted.

2. The right of peaceful protest is granted within the Elmhurst College community. The institution retains the right to insure the safety of individuals, the protection of property and the continuity of the education process.

3. Orderly picketing and other forms of peaceful protest are permitted on institutional premises, subject to the following conditions:
   a. Violence or the threat of violence to any member of the College community is not permissible.
   b. Deliberate interference with academic freedom and freedom of speech of any member of the College community, including interference with the freedom of a speaker invited by any section of the College community to express his/her views, is not allowed.
c. Interference with entrance and/or exit from institutional facilities and interruption of classes exceeds permissible limits.

d. Theft or damage and destruction of college property or of the property of members of the College is not permitted.

4. Orderly demonstrations are permitted in public areas within institution buildings subject to the requirements of non-interference. The following activities are considered serious violations of behavior expectations because they interfere with the essential processes of the College:
   a. Deliberate or forcible interference with the freedom of movement of any member of the College community as he/she carries out his/her responsibilities at the College.
   b. Unauthorized entry to and occupation of, offices and buildings.

5. Courses of Action: The College community has the responsibility to deal promptly and directly with disruptive situations through negotiations before they reach the stage where civil intervention is necessary.
   a. Since trivial or imaginary issues may grow into major demonstrations and disorders, it is important that faculty, students and administrators respond to all situations quickly in order to dispel rumors and correct misinformation.
   b. Appropriate personnel will immediately seek to communicate with those engaged in unacceptable activity in order to determine the reason and to reach a satisfactory resolution of the situation.
   c. If the student involved does not heed a warning to cease and desist, he/she may be summarily suspended from the College by the President or his/her delegated authority. The student would then be required to leave campus until he/she is asked to appear at a disciplinary hearing to be held within a reasonable length of time.
   d. Every effort will be made to handle disciplinary matters to this point through normal College procedures. However, should the College find it impossible to handle a disruptive student or individual, it shall make use of civil authority or it shall secure an injunction.

6. Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the institution.
   a. Any student, group or organization may protest against any such organization provided that protest does not interfere with any other student’s right to have such an interview.
   b. The Center for Professional Excellence may invite or arrange for a company or agency to recruit on campus to provide the open and free selection of employment opportunities for students. By so doing the College is not necessarily condoning the policies of these companies.

7. It is recognized that attendance by a student at Elmhurst College is voluntary and includes an assumption by the student of certain obligations
of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes and functions. It is also recognized that the students at Elmhurst College or other persons related to it, may, from time to time, have legitimate and genuine grievances in regard to the operations of the College that are beyond the existing procedures for the resolution of inner college problems. In the interest of providing a peaceful orderly and equitable method whereby the said grievances might be resolved, the following procedures are hereby established:

a. Step One: Informal Resolution

• Group protest should first be presented in writing to those persons alleged to be responsible for the subject of the protest. Grievances should be presented peacefully to avoid interfering in any way with the normal operations of the institution.
• If differences are not resolved within 30 days, the dispute shall be submitted for possible mediation in accordance with Step Two.

b. Step Two: Mediation

• The initiation of mediation: The protesting group shall submit a written statement of alleged grievances to the President for referral to a Dean and the responding party. The responding party may also submit within 10 school days after receipt of written grievances a statement in answer to the charge. If the Dean finds the protest to be a legitimate issue for mediation, he/she shall immediately appoint a mediator.
• A legitimate issue for mediation is one whose disposition does not infringe upon the basic freedoms of learning, teaching and operations enjoyed by all members of the College community.
• The functions of the mediator shall be to call meetings between disputing parties within 10 days of his/her appointment; to preside over these meetings in such a manner as to maintain civility; and to encourage the reconciliation of difference. The mediator should prepare a summary of written findings and recommendations for the Dean with copies to the parties of the grievance.

c. Step Three: Arbitration

• In the event the protest has not been resolved by mediation, then the Dean shall present the substance of the controversy to the President of the College within five school days upon completion of the attempt at mediation.
• In the event that the President feels the matter should be arbitrated he/she shall select a panel of three arbitrators.
• The arbitrators shall, as soon after their appointment as is possible, conduct a formal hearing in regard to the grievance. Each party to the grievance shall have the right to be present at the hearing and present evidence in support of its position.
• At the conclusion of the hearing, the arbitrators shall make a determination of the grievance that shall protect basic individual rights and academic freedoms and which, in the panel's opinion, best serves the interest of the College as an educational institution.
• The determination of the arbitrators, subject to review by the Board of Trustees, shall be final and binding on all parties. Failure of either party to conform to the determination of the arbitrators shall subject the party to such disciplinary action as the President deems fit.

8. Students, groups and campus organizations may invite and hear any persons of their own choosing subject only to the following policy established by the Board of Trustees:

a. Preamble: An essential part of the education of students is the availability of diverse viewpoints expressed by speakers invited to campus by responsible student organizations. To be given a respectful hearing, whether or not the listener agrees with them and to reach an intelligent decision on the evidence at hand, are some of the cherished aspects of a democratic society and are experiences to which undergraduates should be introduced. They are a necessary part of free inquiry, the basis on which freedom of teaching and learning rests.

Another basic aspect of teaching and learning is the cultivation of maturity and responsibility among students in the exercise of their gifts. Thus, both the institution and its students have a joint responsibility on the matter of speakers to be invited to the campus by student groups.

b. Statements of General Procedures:
• A speaker or performer may appear on campus on invitation extended by a recognized student organization, whether or not his/her point of view is congenial to the College.
• In issuing invitations, student organizations must keep in mind that the sole purpose of such visits is to contribute to the aims of the College as a center of free inquiry and sound learning and the prime responsibility for ensuring that this purpose is served rests on the sponsoring organizations.
• The invitations to outside speakers must always represent the desire of a student group and not the will of an external organization.

c. Statements of Specific Procedures: Before a firm invitation is extended to the speaker, the sponsoring student organization must:
• Register the event with the Calendar Coordinator and the Office of Student Activities;
• Be able to meet all financial obligations for the event;
• Receive from the speaker or performer his/her willingness to submit to questions after the lecture or performance.
COLLEGE ID CARD—JAYPASS

Students should be prepared to identify themselves by showing their college identification card (Jaypass) upon request. Failure by an Elmhurst College student to produce an ID card may result in disciplinary action. Lending, selling, duplicating or reproducing the ID is considered a violation subject to discipline. The use of a Jaypass by anyone other than its original holder is prohibited. A student who loses his or her Jaypass may request a duplicate from the A.C. Buehler Library. A $20 fee will be charged for each replacement. In order to take advantage of many college services and activities, a student will be required to show their Jaypass. Some services that require a Jaypass are the library to check out materials, the cafeteria for students on a meal plan, the Tyrrell Fitness Center and to sell textbooks back at the end of a term. A student may obtain their Jaypass during registration or anytime thereafter in the A.C. Buehler Library.

COMMERCIAL ENTERPRISE

Commercial organizations may not establish auxiliary enterprises on the campus and may not use College facilities without written consent of the Vice President for Finance and Administration. This includes organizations owned, operated by or employing a student or alumni of the College. No person or organization may use the College name without prior consent and/or licensing agreement. This includes the use of “Elmhurst College,” “EC,” the College seal, logo or other identifying symbols. For more information regarding the licensed use of the College name and related symbols, contact the Vice President for Communications and Public Affairs.

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504-505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

In addition to potential civil and criminal penalties, unauthorized distribution of copyrighted material, including (but not limited to) unauthorized peer-to-peer file sharing, constitutes a violation of the College's Student Code of Conduct and the Network and Internet Access Policy and may result in disciplinary action by the College.

**DISRUPTIVE STUDENTS**

If in the judgment of the Dean of Students, in consultation with other College officials, it is determined that a student’s behavior is disruptive to College functions and/or presents a threat of harm or bodily injury to himself/herself or members of the College community, the student may be temporarily suspended from the College pending certification of professional assessment/counseling.

**EMERGENCY PROCEDURES**

When you need help fast, call:

- Campus Security: ext. 3000
- Emergency: 911 (9-911 from a campus phone)
- Elmhurst Police: 911 (9-911 from a campus phone)
- Elmhurst Fire Department: 911 (9-911 from a campus phone)

**Active Shooter**

If an active shooter is outside your building:

- Proceed to a room that can be locked.
- Close and lock all the windows and doors and turn off all of the lights.
- If possible, get everyone down on the floor where no one is visible from outside the room or windows.
- Have one person in the room call 9-911 or 911, advise the dispatcher of what is taking place and inform the dispatcher of your location.
- Remain in place until the police give the “all clear.” Do not open the door for anyone you do not know.

If an active shooter is in the same building with you:

- Lock the room you are in, if possible.
- Turn off all of the lights. Lock and barricade the doors.
• If possible, get everyone down on the floor where no one is visible from outside the room.
• Have one person in the room call 9-911 or 911, advise the dispatcher of what is taking place and inform the dispatcher of your location.
• Remain in place until the police give the “all clear.” Do not open the door for anyone you do not know.

No matter what the circumstances, if you decide to flee during an active shooter situation
• Do not attempt to carry anything while fleeing.
• Do not attempt to remove injured people. Leave wounded victims where they are and notify authorities of their location as soon as possible.

**Fire**

Plan ahead for a fire. Know your emergency escape routes (at least two) and learn the location of the fire extinguisher and alarm boxes.

Emergency Action:
• Pull the nearest alarm box or call (9)911 or 630-617-3000 (or 3000), from a safe location.
• If you are able to extinguish the fire with a portable fire extinguisher, position yourself between the fire and an emergency exit to ensure your safety.
• Evacuate immediately if you cannot contain the fire. Let the Fire Department handle the situation.

Evacuation:
• Exit quickly, even if you only suspect a fire. Don’t pause for belongings. (Campus Security will assist with the evacuation process.)
• Feel doors before opening. If cool, open slowly and check conditions. If hot, do not open; try alternate route.
• Use the stairs, not elevators. In a fire, elevators may fill up with smoke and may stop operating.
• In smoke, stay low or crawl. The best air is near the ground. If possible, cover your nose and mouth with a wet cloth.
• Close doors behind you to prevent the fire/smoke from spreading.
• Stay at least 500 feet from an evacuated building. DO NOT GO BACK FOR ANY REASON.

The Elmhurst Fire Department must check the building to make sure it is totally evacuated and then reset the alarm if there is no fire inside. Persons identified as tampering with any fire fighting or warning equipment will be subject to a fine, disciplinary action and possible suspension, as well as criminal penalties.
Hazardous Materials
- Call Campus Security at extension 3000 or the Fire Department at 9-911.
- Provide information on the type of chemicals (if known), size of the spill, possible exposures, identifiable chemical reactions, number of people injured.
- If direct contact is made with a spilled substance, immediately remove contaminated clothing. Flush any point of bodily contact with plenty of water for at least 15 minutes.
- Evacuate the area and the building based on instructions from emergency personnel.
- The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities.
- Do not leave the area because decontamination may need to be conducted.

Medical Emergencies
1. Call Campus Security at extension 3000 or the Fire Department at 9-911 for an ambulance.
2. Provide your name, location, number of people injured and description of the medical emergency.

If you are certified in CPR and/or community first aid and safety and feel comfortable doing so, provide care for the victim.

Location of AEDs
1. Lehmann Hall-lower level (by elevator)
2. Hammerschmidt Chapel-first floor (when you walk in the doors on your left)
3. Science Center-first floor (across from the elevators)
4. Frick Center-first floor (behind Information Desk)
5. A.C. Buehler Library-first floor (before book security detectors on left side)
6. Tyrrell Fitness Center-first floor (by the ice room across from elevator)
7. Niebuhr Hall-lower level between Niebuhr Center & Wellness Center
ONLY ACCESSIBLE DURING NIEBUHR CENTER HOURS!

Threats –Bomb/Biological
Bomb Threat
- Most bomb threats are received by telephone. Document as many details as possible, including sex of caller, any background noise, tone of caller’s voice and any caller I.D. number displayed.
- Immediately call Campus Security at ext. 3000 or 9-911. Provide as much information as possible from the bomb threat call.
- Immediately examine your area for any unusual or unfamiliar items. DO NOT handle, move or touch suspicious items, but report them to police.
• Move to a safe location and wait for the police to instruct you further. Do not use cell phones.

Biological Threat
• Do not shake, open or empty a suspicious package.
• Evacuate the room and close the door. Make a list of all people who were in the room and anyone who was in contact with the item.
• Immediately call Campus Security at ext. 3000.
• Wash any exposed skin areas with soap and water. Remove any contaminated clothing and seal it in a plastic bag.

Tornado
A tornado watch is issued when the weather conditions are such that a tornado could develop. Be prepared to take shelter.
A tornado warning means that a tornado or funnel cloud has been sighted in the area. Take shelter immediately!
• If possible during severe weather, monitor local TV stations, radio weather stations, weather-related Internet sites, etc.
• Be prepared to take shelter on the lowest level of your building.
• Stay away from windows.
• Move to an interior hallway.
• Wait for an “all clear” notification from proper authorities (Police, Fire or Campus Security) prior to returning to your work area or classroom.
• If outdoors, lie in a ditch, low-lying area or crouch near a strong building if shelter is not available or if there is no time to get indoors.

FACILITIES USE POLICY
Elmhurst College facilities may be reserved for recognized student organizations and individuals within the College community for regular business meetings, social programs and programs open to the public. The Office of Communications and Public Affairs handles all campus facilities scheduling.
Reserve a room: http://apps.elmhurst.edu/scheduling-request/default.aspx
View the EC room schedule: http://schedule.elmhurst.edu/SAViIText.asp
Laura Bjerga, scheduling coordinator, can help in planning your event, arranging food, AV equipment and/or facility requests and making any necessary room reservations. Laura can be reached at (630) 617-3090. All requests and changes must be in writing. Space MUST be scheduled two weeks in advance to ensure tables, chairs and equipment needs are met.
Physical abuse of assigned facilities could result in limitations of future allocation of space to offending parties and restitution for any damages. While space for EC recognized student organizations and departments is free, charges may be imposed by Facilities Management for any costs to set up or clean-up the facilities. Exact policy governing space usage and cost for other than normal use is available from Laura Bjerga, scheduling coordinator.

**Extension of Frick Center Hours (early open/late close)**

Extension Request Forms are available at [http://www.elmhurst.edu/intranet/schedule](http://www.elmhurst.edu/intranet/schedule).

**FASTS**

Recognized student organizations planning “fast” days must submit written requests to the Dean of Students at least one month prior to the date requested.

**FINANCIAL OBLIGATIONS**

Tuition and fees are due on the 15th of the month preceding the month in which the first day of classes begins for each term. Detailed information regarding optional payment plans is available in the Office of Student Financial Services.

**HATE CRIME POLICY**

Elmhurst College does not tolerate “hate crime” activity. A person commits a “hate crime” under Elmhurst College policy when conduct that violates the Code of Conduct is motivated (at least in part) by the victim or victims’ perceived or actual race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability or national origin. Hate crimes can include offenses against the person, such as assault or battery, offenses against property, such as theft, damage to property or trespass and crimes of intimidation, such as harassment.

Hate crimes violate the law. In addition, hate-motivated conduct that violates Elmhurst policies, including but not limited to the Code of Conduct and the Non-Harassment/Non-Discrimination policy, is subject to disciplinary action regardless of whether the student is found to have committed a crime.

Should anyone witness or experience what he/she believes to be a hate crime, it should be immediately reported to the local law enforcement agency as well as Campus Security. In case of emergency, call 911 immediately. Even in the case of non-violent offenses, reporting is important to prevent future incidents. Elmhurst College Campus Security, 630-617-3000.
HAZING POLICY

Elmhurst College prohibits hazing, which is defined as any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership on a team or in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this Hazing Policy. Elmhurst College prohibits conduct by an individual, team organization or group affiliated with the College that is in violation of Illinois law on hazing conduct or any hazing activity that threatens a person’s rights or self-respect, that disrupts community life or that encourages the violation of local, state or federal law or the Elmhurst College Code of Conduct. Hazing is a demeaning and dangerous practice that has no legitimate purpose.

Conduct that can constitute hazing includes, but is not necessarily limited to:
1. actions that endanger the physical or mental health or safety of a student or other person;
2. forced, coerced or required consumption of any food, liquor, drug or any other substance;
3. forced, coerced or required participation in physical activities, such as calisthenics, exercises or so-called “games”;
4. exposure to the weather;
5. excessive fatigue resulting from sleep deprivation, physical activities or exercises;
6. assignment of activities that would be illegal or unlawful or could be morally offensive to individuals;
7. physical abuse, including but not limited to paddling, striking with fists, open hands or objects and branding;
8. kidnapping, transportation or stranding of individuals;
9. verbal abuse or harassment, including but not limited to “lineups” and berating of individuals;
10. forced, coerced or required conduct that could demean, embarrass, humiliate or adversely affect the dignity of the individual, including but not limited to the wearing of apparel that is conspicuous or extraordinary and the performance of public stunts and activities;
11. the intentional creation of clean-up work for organizations, other students or alumni;
12. defacement, damage or destruction of property;
13. denial of sufficient time to study; and
14. nudity or other lewd or unbecoming behavior.
This definition of hazing extends to and prohibits the same activities both on campus and off campus, including activities taking place at or on privately owned facilities and property. Students should be aware that many acts that constitute hazing may also be punishable as violations of federal, state or law or as violations of other Elmhurst policies, including but not limited to the Code of Conduct and the Non-Discrimination/Non-Harassment Policy.

**INSURANCE FOR PROPERTY**

Compensation for loss or damage to personal property on campus is not a College responsibility. Residential students are encouraged to consider an optional renter’s insurance policy, available in the Office of Residence Life or through a provider of their choice. If a dependent, the student should check the parent(s)’ respective policies.

**MEDIA**

1. An enrolled student, an invited group or a recognized student organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of the institution. For informational purposes, however, a copy of all materials distributed should be provided to the Office of Communications and Public Affairs and the Dean of Students before distribution.

2. The student press is to be free of censorship. The student press shall consist of all student publications officially recognized by the College. The editors and managers will not be arbitrarily suspended because of student, faculty, administration, alumni or community or the Student Government Association’s disapproval of editorial policy or content. Similar freedom is assured oral statements of editorial views on WRSE-FM. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.

3. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of Elmhurst College or its student body.

4. The Student Government Association recognizes the autonomy of *The Leader*, WRSE-FM, *Middle Western Voice* and the *Elms*. It is the College’s and Student Government Association’s position that there should be a healthy working relationship with each media organization.

5. The management of each media organization shall be responsible for the daily functions of their respective organization. Each media organization is responsible for the general maintenance of its equipment.
MOTOR VEHICLES AND PARKING REGULATIONS

Parking in College-owned or leased lots is provided primarily for employees on College business and currently enrolled students. Freshman resident students are not permitted to register a vehicle or park in any Elmhurst College-owned or leased parking lots. Written requests for an exception to this policy may be directed to Campus Security and must demonstrate a significant and continuing hardship caused by the policy. Our motor vehicle and parking regulations are designed to enhance pedestrian safety and the maintenance of access for emergency and service vehicles.

Members of the College community are expected to familiarize themselves with the regulations pertaining to vehicle operation and assist Campus Security through the exercise of courtesy and good driving habits.

Registering Automobiles and Motorcycles

All faculty, staff and students operating motor vehicles (including motorcycles) must have their vehicles registered. The Office of Campus Security issues parking stickers to students, faculty and staff. A person who may be driving more than one vehicle must register each vehicle. If the vehicle is to be used on a temporary basis, the vehicle must be registered with the Office of Campus Security and display a temporary permit, which is issued at that time.

The automobile sticker shall be affixed on the inside of the front windshield on the driver’s side, at the bottom corner of the glass. Motorcycle tags are to be attached to an area adjacent to the license plate.

Campus Parking and Driving Rules

1. Parking on the main campus is restricted to Elmhurst College students, faculty and staff on campus for College activities. A temporary parking sticker will be issued by the Office of Campus Security to those individuals who will be using our facilities for short periods of time.

2. Campus property is not to be used for the overnight storage of vehicles by faculty, staff or non-resident students without prior arrangement with Campus Security.

3. A speed limit of 10 miles per hour applies to the entire campus area.

4. No overnight parking is permitted between the hours of 2:00 a.m. and 6:00 a.m. in the following locations:
   - Schaible Science Center lot - All parking areas east of Schick Hall to Prospect Avenue.
   - Heat Plant/Goebel Hall/Lehmann Hall/Irion Hall/Daniels Hall/Circle Hall parking areas.
   - Tennis Court lot.
• Resident students may use the parking spaces to the south of Dinkmeyer Hall and Stanger Hall, west of West Hall and any lot north of Alexander Blvd. with the exception of the Tennis Court lot.

5. Parallel parking is only permitted in areas specifically designated parallel parking between signs.

6. Parking in the Elmhurst Public Library lot is prohibited.

7.Anyone driving on the campus mall or grass will be ticketed.

8. Parking on the public streets adjacent to the College campus is permitted, subject to the restrictions of posted signs. Overnight parking is not permitted on Elmhurst City Streets.

9. Motor vehicles operated on campus must always be licensed and in operable condition. Operating vehicles must at all times be equipped with a muffler to prevent excessive noise or annoying smoke. Inoperative or abandoned vehicles will be towed at the owner’s expense.

10. Reckless driving on campus will not be tolerated. Reckless driving is defined as driving with willful or wanton disregard for the safety of persons or property.

**Speed Bumps**
Slow down when approaching speed bumps, especially if the vehicle has a body style with a very low clearance.

**Penalties**
Operating a motor vehicle on the Elmhurst College campus is a privilege that may be revoked for non-compliance with the College’s motor vehicle regulations. Persons operating a motor vehicle on campus must familiarize themselves with the regulations and assume responsibility for following the rules. Tickets may be issued for a violation of the motor vehicle regulations. The College reserves the right to immobilize vehicles involved in repeated parking violations.

**NON-HARASSMENT/NON-DISCRIMINATION POLICY**
It is the policy of Elmhurst College (the College) to afford equal opportunity to students, employees and applicants regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, citizenship, veteran status, marital status or other protected group status as those terms are defined by applicable federal, state and local law. For more information regarding the College’s prohibition against discrimination, harassment, and retaliation, as well as the College’s prohibition against sexual assault, sexual misconduct, domestic violence, dating violence, and stalking, please visit my.elmhurst.edu.
POSTING POLICY
1. All material to be posted in the Frick Center must be stamped and dated at the Information Desk.
2. Materials may not contain any offensive language or art work.
3. Materials may not display or mention alcohol or illegal substances.
4. Materials posted on bulletin boards may not exceed 20” x 20” or 400 square inches.
5. Materials may not block electrical outlets or switches, handicap switches, emergency equipment, mailboxes or light fixtures.
6. Materials may be posted on bulletin board-type surfaces only (not on walls, windows, etc.).
7. Only one sign per event per board is allowed.
8. Posters may not be placed on bulletin boards assigned to specific organizations or groups.
9. Posted materials will be removed after 14 calendar days or when the event is concluded, whichever comes first.
10. It is common courtesy not to overlap posters. If overlapping must occur, all important information must be visible on both posters or the latest dated poster will be removed.
11. Exception to these rules must be approved by the Director of the Frick Center.

PRIVACY OF RECORDS
The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law (20 U.S.C. 1232g) designed to protect the privacy of student education records. Within the context of higher education, FERPA provides students the right to inspect and review these records and prohibits unauthorized dissemination of educational information by the institution or its employees. Elmhurst College, like most institutions of higher education, falls under FERPA regulations and is obligated to develop policies for the protection and restricted dissemination of records related to each student’s education.

However, FERPA also affords Elmhurst College some latitude in establishing its own policies, defining relevant terms and conveying critical information for the health and safety of individual students and other members of the institution within the legal parameters of the act. When responding to an emergency or in some cases preventing a potential emergency from occurring, health and safety issues assume priority over student education privacy rights.
The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

- The right to review their educational records within forty-five (45) days from their request
- The right to request amendment to records they believe to be inaccurate
- The right to limit disclosure of some personally identifiable information known as directory information
- The right to file a complaint with the Family Policy Compliance Office within the U.S. Department of Education in Washington, DC if they feel their FERPA rights have been violated.

Student education records are kept in several areas on campus. Official academic records and supporting educational and biographical data are maintained in the Office of Registration and Records for currently and previously enrolled students and at the Office of Admission and Financial Aid for those students applying for admission to the College. Parts of this data are provided to College academic and administrative departments for purposes of academic administration, advising and student support services. Student financial records related to tuition and fee payment and the receipt of financial aid are maintained by the Office of Student Accounts and the Office of Admission and Financial Aid. Records of disciplinary proceedings are kept in the Office of Student Affairs and the Office of Residence Life. Health and medical records are maintained in the Wellness Center. For students who avail themselves of its services, the Career Education Office maintains records appropriate to its function.

Only Elmhurst College faculty and staff acting in the student’s educational interest or performing college-related functions will have access to student education records. No one outside the College shall have access to nor will the College disclose information from the student’s education record without written consent of the student except to, in accordance with the law, state or federal officials primarily concerned with evaluating and auditing government-funded programs at the College, individuals or organizations connected with a student’s application for financial aid, an official judicial order or in connection with an emergency or other special circumstances as provided by federal legislation. Elmhurst College shall make a reasonable effort to notify the student of a judicial order or lawfully issued subpoena for student education records in advance of compliance.

The student may inspect information contained in his/her education records with the exception of financial information submitted by parents, confidential recommendations related to admission and those portions
of the record that are not considered educational records; thus, a student cannot review portion of their record that contain information about students other than the requesting student. The College policy is to grant a student inspection of records within a reasonable period of time (not to exceed 45 days) of the institution receiving written request. Inspection will ordinarily be in person by appointment, with appropriate identification and in the presence of the designated personnel of the office maintaining the records. Copies of educational (disciplinary and academic) records are available to students at the prevailing rate of 25 cents per page and are not released if a financial obligation exists with the College.

The student may challenge the content of a record as inaccurate or misleading by filing a written statement with the appropriate College office. The College representative responsible will review the request with the student and either make appropriate changes or notify the student of his/her right to appeal through the established process. Students may appeal the College’s decisions about the contents of records or file complaints concerning noncompliance to the appropriate federal agency.

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW, Washington, DC 20202

Parent Notification Policy
When a student enters postsecondary education, the rights afforded by the Family Educational Rights Privacy Act (FERPA) transfer to the student, regardless of his or her age. Therefore, in accordance with FERPA, officials of Elmhurst College may disclose student education records (or personally identifiable information contained in such records) to a parent or legal guardian of an Elmhurst College student without a student’s prior consent under the following circumstances:

- If College officials determine that it is necessary to disclose personally identifiable information from a student’s education records to appropriate parties to address a health or safety emergency. A health or safety emergency exists when there is an articulable and significant threat to the health or safety of a student or other individuals. Some examples of situations that might constitute a health and safety emergency include, but are not limited to: a natural disaster, a terrorist attack, a campus shooting, the outbreak of an epidemic disease, life-threatening illness or injury or a suicide attempt.
• If the College determines that the student has committed a disciplinary violation relating to the use or possession of alcohol or a controlled substance and the student is under the age of 21 at the time of disclosure to the parent.

• If the College determines that the student has committed a disciplinary violation relating to a crime of violence or non-forcible sex offense, the College may disclose the final results of the disciplinary process. The final results include the name of the student, the violation committed and any sanction imposed by the institution against the student. Other information, including the name of any alleged victim who is a student, may not be disclosed without the prior written consent of the student victim. A crime of violence means any one of the following offenses or attempts to commit the following offenses: arson, assault offenses, burglary, criminal homicide (murder, non-negligent or negligent manslaughter), destruction, damage or vandalism of property, kidnapping or abduction, robbery and forcible sex offenses. A non-forcible sex offense means statutory rape or incest.

• Information may also be released to a parent when the student is the parent’s dependent for tax purposes. The College must be provided with a copy of the parent’s most recent tax return before any covered information may be disclosed or the student can sign and submit the dependent student disclosure form available at the Family Compliance Office website: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/modelform2.html.

• In addition, law enforcement records are not covered by FERPA; therefore, Campus Security may contact the parents of a student who has been arrested on campus or in connection with an investigation.

• The Dean of Students or designee has the authority to determine when and by what means to notify a parent or guardian.

The Family Policy Compliance Office of the U.S. Department of Education, which is responsible for enforcing FERPA, has developed extensive FERPA guidance for parents, available here: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html. If you have any questions or concerns about this policy, please contact the Office of Registration and Records.

Transfer of Education Records
In accordance with federal law (FERPA), Elmhurst College officials are allowed to disclose any and all student education records, including disciplinary records, to another institution at which the student seeks or intends to enroll. Student consent is not required for disclosures made through the process of transferring education records.
Directory Information
Although a College student directory is not published, certain information is released on a discretionary basis without prior consent of the student. This information includes student name, hometown, major field of study, NCAA Division III intercollegiate athletic information, dates of attendance, full-time or part-time status, degrees, honors and awards received, Jaypass picture and photograph. Such information is never knowingly provided to a requester for a commercial purpose or to a third party without a reasonable and legitimate interest. Requests to withhold any of the directory information stipulated above must be made by completing a Request to Restrict Release of Student Directory Information form in the Office of Registration and Records. This form must be completed annually. Requests must be made by the 10th day of each term.

Elmhurst College’s Policy on Student Access to Educational Records to Comply with the Family Education Rights and Privacy Act of 1974
To insure that student records are not inaccurate, misleading or otherwise in violation of the student’s privacy, Elmhurst College students may challenge the material in their records by contacting the appropriate College official and formally presenting a written challenge. The student and the appropriate College official will then select three additional staff or faculty members to meet as a Hearing Panel with the Dean and the student to rule on the appropriateness of the challenge. No more than 30 days can elapse between the formal challenge and the convening of the Hearing Panel. An appeal to the President can be made but only if new evidence not available in the original hearing or a substantiated claim of irregularities in the original hearing is presented. Dissatisfaction with the original hearing decision is not sufficient grounds for an appeal.

Students over 18 years of age and parents of minor students can review and challenge all materials, with certain exceptions, in their permanent records.

The most salient exceptions are:
• Private notes created by college personnel (instructors, deans, counselors) as memory aids that are not revealed to other persons
• Medical, psychiatric or similar records that are used solely in connection with treatment purposes and available only to qualified professionals in connection with such treatment
• Parents’ financial records
• Confidential letters and statements of recommendation placed in records prior to January 1, 1975.
RESIDENCE HALLS, HOUSES AND APARTMENT POLICIES
In order to maintain a safe, clean and comfortable community for the Elmhurst College residential population and guests, the Office of Residence Life maintains and enforces a complete set of policies and procedures. Comprehensive policies and resources are found in the Residence Life Handbook.

STATEMENT OF SAFETY AND SECURITY POLICIES
The following information is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. We strongly encourage members of the Elmhurst College community to review our Annual Security and Fire Safety Report and crime and safety information provided on the Campus Security page of the Elmhurst College website, for updates and more complete safety and security information.

Security and Safety Support
Elmhurst College has always held the safety and overall well-being of its students and staff as one of its highest concerns. To that end, we have established a variety of security measures and policies to promote a safe campus community that enhances the educational experience.

The Office of Campus Security is centrally located on campus in the lower level of Lehmann Hall. Our security officers are employed directly by Elmhurst College and we have patrol staff on duty 24 hours per day, 365 days per year. While our security officers have no official police authority through Elmhurst College, our close working relationship with the Elmhurst Police Department enables a rapid, coordinated response to any serious emergency and specific procedures for responding to campus incidents have been developed in concert with the Elmhurst Police Department. In addition, most of our patrol officers are current or former police officers from Elmhurst and surrounding jurisdictions with years of municipal public safety training and experience.

Elmhurst is a well-run suburb with an effective government, comparatively low crime rate and efficient police and fire departments. The College campus is less than a mile from of the police station and is well-situated between two fire stations. Complementing the efforts of Campus Security, the Facilities Management Office maintains the College’s buildings and grounds with a concern for safety and security. Facilities Management staff regularly inspect our campus for safety hazards and promptly make repairs affecting safety and security.
Consistent with the requirements imposed on public educational institutions by the Illinois Campus Security Act, those service employees with sensitive positions in regard to student contact are subject to criminal background investigations.

**Reporting**
Students should report all criminal incidents to the Office of Campus Security, and resident students may also report incidents to their Residence Life Coordinator. Students are also strongly encouraged to promptly report any other suspicious or suspected criminal activities. **Emergencies should be reported at once to Campus Security at ext. 3000 or to community police, fire or emergency agencies at 911 and 9-911 from a campus phone.**

Campus phones provided for emergency reporting are installed in vestibules of public areas of classroom and administrative buildings and additionally in the hallways of the residence halls. Upon receipt of a call, security officers are dispatched immediately to the site of the complaint. If the incident occurs in a residence hall, the response will be coordinated with Residence Life staff on duty.

**Crime Prevention**
Elmhurst College has adopted a proactive approach to crime prevention that involves all members of the College community. The program includes the distribution of literature, a Campus Watch program, public information displays on Elmhurst College television, guest lecturers, various crime prevention presentations and twice-monthly crime report and incident bulletins, which are posted throughout the campus.

Since effective security is a partnership between Campus Security and the campus community, new students attend orientation sessions designed to teach students and staff members what they can do and are expected to do to keep themselves and others secure on campus are given in the beginning of the year. Updates are provided through articles in *The Leader*, Crime Alert posters and notices to Residence Life Coordinators which, in turn, are posted or shared in group discussions with the students. These are the primary means used to inform students and staff of specific hazards and changes that affect safety.

Crime statistics required by the Jeanne Clery Act are reported to students, faculty and staff annually through the Annual Security and Fire Safety Report, the Elmhurst College website and various publications and programs. In addition, these publications carry crime prevention tips and analyses based on our local experience.
The cooperation and involvement of students in a campus safety and security program is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well-lighted, students should walk along well-lit and well-traveled thoroughfares and should walk in pairs or groups when possible. Students are welcome to call Campus Security for an escort when returning to the residence halls or parking lots anytime, day or night. Room doors should be locked at night and when the room is unoccupied. Valuable items such as laptop computers, digital music players, cameras and televisions should be marked with an identification number. Students with cars must park them in assigned areas and keep their vehicles locked at all times. Valuables, if kept in the car, should be locked in the trunk or hidden from view. Students should report any suspicious activities or any unusual incidents in and around the residence halls or any other campus location, to Campus Security as quickly as possible.

**Access Control**
The exterior doors or wing doors to living areas in all campus residence halls remain locked 24 hours per day and are controlled by individually coded access cards. Students are instructed to keep their individual room door locked as well. Residence Life staff patrol their halls when they are on duty and a security officer patrols the residence halls during the overnight hours. When a problem is found, written reports are turned in for repairs. Visitors to the residence halls must contact a resident to be admitted to the building. These visitors must then be escorted by a student or staff member at all times while in the residence hall and the student or staff member assumes responsibility for the conduct of the guests.

Entrances to classroom and administrative buildings are locked when buildings are not open for classes or business. During locked periods, security officers are available to permit pre-identified, authorized persons access to these buildings.

**SEX OFFENDER REGISTRATION**
Illinois law requires registered sex offenders to register, in person, with the College’s security director at the Office of Campus Security within 3 days of registering for classes or accepting employment at the College, in addition to any other registration requirements. Registered sex offenders are also required to notify the College’s security director when leaving the College, including at semester breaks and must update the registration in person prior to each academic term, including January Term and summer semester.
The Illinois State Police make the identity, photograph and address of registered sex offenders available to the public through the Sex Offender Registration Database: http://www.isp.state.il.us/sor/. If you are concerned about the presence of sex offenders on or near campus, you may search the database by name or geographical location.

**SMOKE-FREE BUILDING POLICY**

Smoking or selling of smoking/tobacco products is prohibited in any campus buildings, vehicle and in all residential facilities (houses, apartments and residence halls). Smoking is not permitted within 15 feet of any doors or windows of any campus building. As an L.E.E.D. certified building, smoking is not permitted within 25 feet of a door or window of West Hall. For your convenience, ashtrays are outside every building.

**E-Cigs**

Elmhurst College considers E-cigarettes equivalent to tobacco-based cigarettes, and subject to the same smoke-free building policy.

**SOLICITATION**

Each year the College receives requests from students, community and national agencies to sell products or services on the campus. To insure student privacy, the College adheres to the following policy: no individual solicitation of any kind will be permitted except when students wish to market a product or service that is unavailable through present campus agencies and is needed by the campus community as determined by the Associate Dean of Students /Director of the Frick Center. Recognized campus organizations may, however, solicit for worthy projects. Permission for solicitation must be obtained from the Office of Student Activities. All organizations or individuals not affiliated with the College who wish to distribute printed materials must work with the Associate Dean of Students/Director of the Frick Center.

**SUICIDE POLICY**

Elmhurst College expects and encourages students to maintain a reasonable concern for their own self-welfare. One of the times the College formally requires that such a standard be maintained is in the area of suicide. When a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, the College requires that the student attend four sessions of professional assessment beginning within one week of the incident. The purpose of this assessment is to provide the student with resources to adhere to this standard in the future and to monitor the student’s willingness and ability to adhere to this standard.
Procedures:

- When a College faculty member, staff member or administrator receives a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, the incident must be reported to the Dean of Students Office. The Dean of Students will monitor students’ compliance with the policy.

- If a resident student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide or expressed a preoccupation with suicide, the incident will also be reported to the Associate Dean of Students and Director of Residence Life. For resident students, the Associate Dean of Students and Director of Residence Life will monitor students’ compliance with the policy.

- The student will be required to attend four one-hour sessions of professional assessment with a licensed mental health professional. The mental health professional must agree to participate in the College requirement of a comprehensive and in-depth assessment of the precipitating incident, prior attempts and threats and current suicidal intent. Students have the option of attending the assessment with one of the licensed clinical psychologists at Elmhurst College Counseling Services or off-campus with a private practitioner.

- Before meeting with the student, the mental health professional must be provided with independent sources of information regarding the suicidal intent, if such sources exist. These include suicide notes, Campus Security reports, electronic messages, emergency room reports and eye witness accounts.

- The first session will occur within a week of the precipitating incident and the remaining three sessions will ideally occur at weekly intervals.

- The student must sign a release allowing the mental health professional to report attendance at the required sessions to the Dean of Students or, if applicable, the Associate Dean of Students and Director of Residence Life. This is necessary to verify compliance with the policy.

- A student can obtain the required assessment from a private practitioner with comparable credentials at his or her own expense. The student must sign a release allowing the practitioner to communicate with the Dean of Students or, if applicable, the Associate Dean of Students and Director of Residence Life.

- The content of the assessment sessions will be held confidential by Elmhurst College Counseling Services or, if the student chooses, by the private practitioner.

- If the student fails to attend the required four sessions, the mental health professional will report this to the Dean of Students or, if applicable, the Associate Dean of Students and Director of Residence Life.
• Failure to adhere to this standard of self-welfare or failure to fulfill the requirements of the assessment following a suicidal incident may result in disciplinary action, suspension and/or withdrawal. The consequences for this failure will be determined by the Dean of Students. For resident students, consequences will be determined by the Dean of Students in consultation with the Associate Dean of Students and Director of Residence Life.

TECHNOLOGY ACCOUNTS

Network and Internet Access Policy
Access to the campus networks and the Internet is intended to benefit the students, faculty and staff of the College by facilitating research and education. Network access privileges may be revoked if abused.

Prohibited Uses and Actions
• Use for purposes that violate federal or state laws, this includes copyright laws that prohibit the downloading or distribution of copyright protected data such as music, video or video games.
• Use for a private enterprise or not-for-profit organizations unless authorized by the College.
• Use in any way that interferes with or disrupts other network users, services or equipment.
• Accessing sites that are pornographic or offensive in nature.
• Accessing or attempting to access restricted data files, software or systems without authorization.
• Creating or transmitting lewd, obscene, hateful, bigoted or discriminatory material or information.
• Concealing or misrepresenting one’s name or affiliation to mask irresponsible or offensive electronic communication.
• Using electronic mail or other network communications to harass, offend, or annoy other users.
• Sending chain letters through electronic mail.

Technology Accounts
Users should not consider the College’s computer systems as secure. The information contained in a user’s Technology Account (account names, email messages and attachments, and files stored on a College server) is the property of the College, not personal property. The system administrator may access all information for the purpose of diagnosing and correcting system problems. Users may not share their account names and passwords with others. Allowing another person to log on to one’s own account by sharing the account name and password will result in revocation of the account.
VISITATION—RESIDENCE LIFE

Visitation is permitted at any time of the day for the purpose of active study, discussion and socializing. Visitation is permitted provided the roommate’s rights are respected. Visitation is a privilege for both the resident(s) and guests of the community. No other person(s), other than the assigned roommate(s), is permitted to live in the room. Abuse of the guest, escort or visitation policies may result in loss of privileges and/or reassignment to another space. Non-residents of an assigned room/apartment may stay only with the permission of the roommate(s), apartmentmates, housemates and/or suite-mates and not for more than 72 hours. The resident host must escort guests at all times.

VOLUNTARY LEAVE/INVOLUNTARY WITHDRAWAL POLICY

Elmhurst College provides a range of services to support and address the mental and/or physical health needs of students including assessment, short term care as appropriate and referrals. The College’s primary concern is for the health and welfare of all members of the College community. And the College strives to assist students in participating fully as members of the College community. There are situations, however, when students with a mental health or other medical condition may pose a significant threat to themselves and/or others and therefore be required to take a leave of absence from the College. Under these circumstances, students will be given the opportunity to take a voluntary leave of absence.

A student may be required to take an involuntary leave of absence from the College and/or be involuntarily removed from College programs, activities or facilities if the College determines that (a) the student presents a danger to the fulfillment of the mission of the College or to the life, health, welfare, safety or property of any member of the College community or other person; or (b) the student’s conduct renders him or her unable (i) to function safely or effectively in the College’s programs, activities or facilities without harming himself or herself, harming one or more other individuals, causing a disruption or (ii) to be helped by mental or physical medical treatment. Such circumstances may include, but are not necessarily limited to, engaging in physical or sexual violence, activity involving illegal drugs or other controlled substances, disruptive conduct, conduct that threatens the safety of others or conduct that demonstrates an inability to care for oneself.

This policy outlines how the College will respond in situations where a student with a mental health or other health condition voluntarily requests a leave of absence or withdrawal from the College for medical reasons or where the College must place a student on involuntary leave or involuntarily withdraw a student from the College.
Voluntary Leave or Withdrawal
Students who are experiencing difficulty as a result of a mental health or other health condition or for any other reason, are encouraged to consult with the Dean of Students or other appropriate College official regarding the possibility of taking a voluntary leave of absence or withdrawing on a voluntary basis. The option of pursuing a voluntary leave or withdrawal may remain open to a student even if the College is considering an involuntary leave or withdrawal as described below. The Dean of Students or designee is available to assist students in complying with any other College policies regarding leaves of absence and withdrawal from the College. Conditions that could warrant involuntary leave or

Involuntary Withdrawal
Involuntary leave or involuntary withdrawal of a student will occur only in situations where the College determines there is a “direct threat.” A direct threat is a significant risk of substantial harm to the health or safety of the student or other individuals. The following are some examples of situations that may warrant involuntary leave or withdrawal. They include, but are not limited to:

- Self-damaging behavior (examples include, but are not limited to: a suicide attempt, self-inflicted wounds, ingestion of poisonous substances, overdose of medications or controlled substances);
- Threats of self-damaging behavior;
- Threats of damage or harm to other persons;
- Behavior indicating that the student is not in contact with reality or not aware of the consequences of his/her actions.

Procedure
The Dean of Students, when made aware of a student’s request for a leave of absence or of a situation that could warrant involuntary leave or withdrawal, will work with the Counseling Center, the Associate Dean of Students/ Director of Residence Life and/or other appropriate persons knowledgeable about the student’s condition (e.g., parents, health care providers) to determine the student’s ability to safely participate in the College’s programs. The determination that a student poses a direct threat will be based on an individualized assessment of the individual’s present ability to safely function at the College. Whenever possible, this assessment shall be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. In determining whether an individual’s continued presence at the College would pose a direct threat, the factors to be considered include:
1. the nature, duration and severity of the risk of harm;
2. the likelihood that the potential harm will occur; and
3. whether reasonable modifications of College policies, practices or procedures will sufficiently mitigate the risk.

In exceptional circumstances, if the College determines that safety is of immediate concern, the Dean of Students or designee may withdraw the student or restrict the student’s access to campus for an interim period before a final determination is made. In such cases, every attempt will be made by the Dean of Students or designee to meet with the student before deciding on an interim withdrawal of the student. If the student is to be withdrawn on an interim basis, the decision will be communicated in writing to the student. A student withdrawn on an interim basis and any other student the College believes may be required to involuntarily withdraw, shall be given an opportunity to appear personally (or by phone if an in-person meeting is not possible) at a meeting with the Dean of Students within two school days from the effective date of the interim withdrawal (or as soon thereafter as is practicable).

Notification of a meeting with the Dean of Students will be communicated to the student in writing and/or orally. The notification will include a statement of the reasons for the College’s concern. Appropriate College personnel may be present and/or consulted at this meeting. The student’s parents and/or spouse or any other person who would be of support to the student may, with the consent of the Dean of Students and the student, participate in the meeting. At this meeting, the reasons for the College’s concern will be stated and the student will be given an opportunity to respond to the concerns and present information on his or her behalf. If, after the meeting, it is determined that the student does not present a direct threat to himself/herself or others, the student will be informed in writing by the Dean of Students and permitted to continue as a student. In such situations, the College may determine that a student’s ability to continue as a student is subject to one or more conditions designed to mitigate what would otherwise constitute a direct threat. If, after the meeting, the Dean of Students, in consultation with appropriate personnel, decides that the student poses a direct threat and therefore must withdraw from the College, the student shall be informed in writing of the decision and the basis for the decision within five (5) school days of the meeting with the Dean of Students. The student may be required by the College to provide information from a health care professional to the Dean of Students indicating the student’s ability to return to the College or meet other appropriate conditions prior to being permitted to return to his or her studies.
Appeal
If a student wishes to appeal a decision of the Dean of Students made under this policy, the appeal must be made in writing to the President within five (5) business days of the student’s receipt of the Dean of Students’ decision. (All decisions sent to the student via U.S. Mail will be considered received three (3) business days after the date of mailing. Decisions sent via hand delivery or e-mail will be considered received on the day they are sent.) The decision of the President is final.
STUDENT GROUPS—POLICIES AND PROCEDURES

Student organizations, Greek chapters, intercollegiate athletics and performing arts groups that are consistent with the College mission and values may be established. Recognition by Elmhurst College implies neither the College’s approval nor disapproval of the aims, objectives or policies of the organizations.

RECOGNITION AS A STUDENT ORGANIZATION

Procedure for Applying for Recognition
In order for a student organization to function at Elmhurst College, it must first be recognized by the College. At Elmhurst College, that recognition originates with the Student Government Association. In addition to this formal recognition, each student organization must be registered with the Office of Student Activities each semester.

A statement of purpose is to be prepared and filed in the Office of Student Activities to be approved by the Student Government Association. This statement must include: (1) the nature of the organization; (2) the need for existence on campus; (3) a faculty or staff advisor; and (4) a report on how financial matters are to be handled and how budget needs are to be met. All sources of outside funds shall be disclosed. Where there is affiliation with an external organization, that organization’s constitution and by-laws shall be filed with the Student Government Association. The group must submit to the Office of Student Activities and Student Government Association a copy of the constitution and by-laws within one month of recognition.

Once an organization is granted recognition, the organization may: (1) reserve rooms on campus; (2) apply for Cooperative Funding; (3) receive one full bulletin board (depending on availability); (4) be listed in the Student Organization Directory; and (5) be a part of Activity Fairs. Contact the Office of Student Affairs, the Office of Student Activities or the Student Government Association for more specific information.

In order for a student organization to maintain its recognition with the College, it must send appropriate representation to Student Organization Recognition and Training program each semester and register the group with the Office of Student Activities. Should a student organization at any time
alter its original statement of purpose or constitution so as to constitute a major change in structure or intent of the organization, the draft of the new statement or constitution must be reviewed and approved by the Student Government Association, before the organization takes a final vote on the new instrument, if it wishes to maintain its recognition.

**RECOGNITION OF SOCIAL FRATERNITY AND SORORITY CHAPTERS**

Recognition of social Fraternity and Sorority Chapters is governed by the Elmhurst College Greek Life Relationship Statement. Elmhurst College shall continue to recognize a social Greek chapter, provided its members comply with all applicable local, state and federal laws, as well as all applicable College rules and regulations, including but not limited to, those reflected in the Elmhurst College Standards of Excellence for the Greek Community and the Greek Life Relationship Statement.

**ELIGIBILITY**

In order to represent the College in any activity or experience or to hold office in a recognized Student Organization, students must be in good academic standing (defined by the College as a 2.0 GPA). Eligibility for social Greek Chapters may vary according to National Fraternity and Sorority requirements, however social Greek Life at Elmhurst College requires that the students be in good academic standing. Intercollegiate athletic eligibility is determined by the standards set by the CCIW and the NCAA. Your eligibility in ALL groups may be affected by Code of Conduct proceedings.

Students are expected to demonstrate thoughtful, principled leadership in their decision making and actions. Eligibility and/or participation in ALL groups, including leadership positions that represent the College, may be impacted by your adherence to, consideration for and responsiveness to the College’s Code of Conduct.

Those students having outstanding judicial matters, such as incomplete sanctions, unresolved judicial incidents or a repetition of Code of Conduct violations can expect to have participation in a group or leadership opportunity reviewed by College staff.

**FACULTY/STAFF ADVISORS**

Student Organizations and social Fraternity and Sorority Chapters are required to have an advisor who is a member of either the faculty or the staff of Elmhurst College. If the advisor resigns, the group has the responsibility to find a new advisor. Some general guidelines for advisors are to:
1. Meet regularly with executives of the organization to discuss goals, planning of events and other needs of the group.

2. Act as a fiscal advisor for the group. If the group is using Student Activity fees, the advisor will ensure that funds are spent in accordance with the guidelines outlined with the SGA Student Activity bylaws.

3. Ensure that the organization files the appropriate recognition and registration forms annually.

4. Attend organization meetings when appropriate.

5. Ensure that the group is practicing good, proactive risk management with regard to organizational events, off campus travel and when contracting off-campus programs and services.

6. Act as a resource for members of the organization while directing them to the appropriate College departments for assistance.

RESPONSIBILITIES OF STUDENT GROUPS

Student groups are expected to comply with the rules and regulations of Elmhurst College. Organizations can and will be held responsible for their actions. Any organization or group that engages in illegal activities on or off campus may have sanctions imposed against it, including withdrawal of institutional recognition.

Student organizations will be held accountable for violations of the Elmhurst College Code of Conduct (see page 32), on campus or off campus, if one or more of the following conditions applies:

1. The activity is sponsored and organized by the student organization.
2. An open invitation is extended to a significant number of the student organization's membership.
3. Individuals at an activity verbally identify themselves with the student organization.
4. The event or activity is perceived to be an organized event.

Note: Currently enrolled students may be held responsible for the actions of guests when the event or activity is perceived to be an organized event.

Any academic or administrative official, faculty member or student may file charges against any student organization for misconduct. When a student group is charged with a violation, the president of the organization shall represent the organization through the conduct procedure. The Associate Dean of Students/ Director of the Frick Center or designee, shall investigate alleged acts of student group misconduct and determine if disciplinary charges should be filed. Notices of the charges and the date, time and place of the hearing will be given to the
president of the organization. A pre-hearing meeting will be conducted in which
the president of the organization is presented with a statement of allegations and
hearing procedures. An administrative hearing will be conducted by the Associate
Dean of Students/Director of the Frick Center and/or designee. The president
of the organization may bring no more than three member/non-member
witnesses who are relevant to the situation at hand provided all witnesses’ names
are submitted to the Associate Dean of Students/Director of the Frick Center no
less than 48 hours prior to the administrative hearing. The president of the
organization may also bring an Elmhurst College faculty/staff silent advisor to the
administrative hearing who may not participate in the hearing unless asked to do
so by the Associate Dean of Students/Director of the Frick Center or his/her
designee. The role of the silent advisor is to be a source of support for the
president. The name of the silent advisor must be submitted to the Associate
Dean of Students/Director of the Frick Center no less than 48 hours prior to the
administrative hearing. After reviewing relevant information provided by the
organization, complainant, witnesses, College officials or other sources, the
Associate Dean of Students/Director of the Frick Center and/or designee will
issue a written decision.

Should the student group be found responsible for the violation, the sanctions
include, but are not limited to: Censure, Disciplinary Probation, Loss of
Privileges, Educational Assignments, Restitution or loss of College Recognition.

In general, student conduct, individual and that of student groups, is
expected to be in keeping with the College mission and core values.

**Budgets**

Student groups will be responsible for the collection and safe keeping of
their funds. Student groups do not receive funding from Elmhurst College,
but a number of funding sources, including Cooperative Funding, Fee
Allocation Board and Student Organization Fund for Expenditures, are
available to aid them in their programming efforts. Student Activity Fees
may not be used to purchase alcohol, drugs or illegal substances.

**Candle Usage**

Student groups using candles must exercise extreme care and caution while
in campus buildings. The following precautions should be taken:

- Use “dripless” candles.
- Use candle saucers on the sticks or candelabra.
- Cover any fixture with flame retardant coverings.
- Cover floors and carpets with flame retardant coverings.
- Candles should not burn so low as to cause burns to any furnishings.
The use of caution and common sense should be enough to prevent mishaps and/or damage to furnishings. Damage caused by inappropriate candle usage will be billed to the organization. Repeated damage may be determined as reason for suspending some privileges of a group.

**CHALK**
The use of water soluble chalk as a form of advertisement is permitted on sidewalks with the exceptions of the following locations: Hammerschmidt Chapel, Goebel Hall, Lehmann Hall, the patio of the Frick Center (mall side), the mall, the east entrance of the Frick Center, A.C. Buehler Library, Kranz Forum and Alumni Circle. Use of spray chalk is prohibited. Organizations should use good judgment in the timing and design when using chalk. Consult with the Associate Dean of Students/Director of the Frick Center if you have any questions.

**EVENT SECURITY**
Special events meeting any of the following criteria must have uniformed security personnel present at the event:
- All dance parties featuring live music or a deejay that extend beyond 11:00 p.m.;
- Any social event with an expected attendance of 75 or more people that extends the closing hours of a non-residential campus building.

Security personnel must be secured through Campus Security. The request for security coverage must be made at least 10 working days in advance of the event. The number of security personnel required for the event and the hourly rates will be established by Campus Security. The cost of the security will be the responsibility of the sponsoring organization. If the security requirements are not completed, the event will be cancelled.

**FUNDRAISING**
Any student organization fundraiser that is intended to generate over $1500 solicitations, or any solicitation to alumni, trustees, businesses, foundations or other organizations must be approved by the Office of Development and Alumni Relations. This process should be started as soon as possible after details are known, but no less than two weeks before the fundraising begins.

This policy covers any ask to any individual, business or organization for cash and/or gifts-in-kind (tangible items used for raffles, auctions or give-aways).

Any student considering a fundraising project must submit a proposal to the Office of Development and Alumni Relations with the following:
- Description of purpose for funds;
• Fundraising plan, including appeal outline, specific prospect names or
groups (i.e., all choir alumni) and timeline;
• Name and phone number of the primary contacts (student leader, faculty/
staff) and names of other members who may be soliciting.

In addition, student fundraisers will also need the signature approval of the
Associate Dean of Students/Director of the Frick Center.

The faculty/staff/student’s department organization, team or club is responsible
for any and all costs associated with the fundraising appeal.

Groups are prohibited from soliciting door-to-door in faculty and staff offices.

**Fundraising/Bake Sale Policy**

In order to protect the public from possible contamination of improperly
handled food items as well as to have the ability to provide nutritional
information to individuals with certain allergies, the following policy
governs bake sales.

• Approval for a bake sale is required from the Director of Dining Services
prior to the sale.
• All food items sold to the public must be store bought and not self-
baked/made.
• A list of items being sold and copies of their labels with nutritional
information is to be provided to the Director of Dining Services prior
to the sale.
• The items sold at a bake sale must be limited to cakes, cookies, fruit pies,
yeast breads, nut and fruit breads, cupcakes and muffins; foods that do
not normally support the rapid growth of microorganisms.
• The sale of potentially hazardous food is prohibited, for example, cream
filled products, cream custard or meringue pies.
• Foods are to be pre-wrapped in the portions that will be offered for sale
to the public. Slicing, wrapping or exposing foods at sale or distribution
site is prohibited.
• Food must be covered as much as possible to prevent contamination from
dirt, sneezes and coughs.

**MAILBOX STUFFING POLICY**

Student mailboxes may be stuffed with appropriate material provided the
following rules are followed:

• Material may not contain illegal language or art work.
• Material may not display or mention alcohol or illegal substances.
• Material must be approved by a representative of the College prior to
stuffing mailboxes.
OFF-CAMPUS CO-CURRICULAR TRAVEL POLICY

It is the Elmhurst College policy that domestic co-curricular off-campus travel by student groups be approved by the group’s advisor and registered with the Office of Student Affairs and the Office of Campus Security. By definition, domestic co-curricular off-campus travel includes:

• Student group that is using student activity fee money or college money for domestic, co-curricular off-campus travel.
• Student athletes traveling to a game/contest.
• Student musical groups traveling for performances.
• Student group using private cars to engage in off-campus trips sponsored by a College organization or department.
• Student group using a College vehicle.
• Student group participation in a conference or retreat.
• Clinicals, internships and student teaching are exempt.
• All domestic curricular off-campus travel is monitored through the Office of the Dean of the Faculty.
• International travel and domestic academic programs are monitored through the Office of International Education within the Center for Professional Excellence.

It is the Elmhurst College policy that the student group advisor is responsible for determining whether a staff presence is required on the trip. In the event that a staff member does not accompany the group during travel, a responsible student participant accompanying the trip must be identified. The Office of Student Affairs must be notified of all plans for domestic co-curricular off-campus travel at least 2 weeks prior to departure.

Faculty and staff who advise student groups participating in domestic co-curricular off-campus travel must submit the following to the Office of Student Affairs: the Domestic Co-Curricular Trip Information and all necessary Student Information and Statement of Understanding Forms. Faculty and staff should not use their own vehicles to transport students for domestic co-curricular off campus travel. Those who do use their own vehicles assume all liability for themselves and their passengers. In order to operate College vehicles, the driver must be certified by Campus Security. Students will follow the guidelines of campus housing. All room assignments are made on a single sex basis. In all situations students will be respectful of the rights and privacy of their roommates. Departmental policies apply.
**PRINTED MATERIAL**

Placement of printed material as a form of advertisement is permitted on the sidewalks and approved public areas on campus. Removal of the publicity within 24 hours after event is the responsibility of the organization that sponsored the program. Failure to comply with the aforementioned may result in a clean-up fee.

**RAFFLES**

Student groups may conduct raffles on campus but must put their raffle request in writing and submit it to the Associate Dean of Students/Director of the Frick Center at least 48 hours prior to the event for approval. Following the raffle, student groups must report funds raised and raffle winners.

**TAILGATING**

Elmhurst College welcomes students, families, and alumni to campus to attend our athletic events and support our teams. Tailgating on campus property is subject to restrictions on location and allowable time periods. Recognizing that our sporting events are open to guests of all ages, no public intoxication, vulgar language, or disorderly conduct will be tolerated.

The City of Elmhurst prohibits open alcohol policy in public areas in Elmhurst (Elmhurst City Municipal Code 36.39 (Ord. 12-2007 2)). This means that no one, regardless of age, is permitted to drink or possess open alcohol in public, and beer pong tables or other drinking game set-ups are not allowed. Campus Security and Elmhurst Police will monitor tailgating activity, and violators of the City's alcohol restriction are subject to a referral to the campus judicial process, a City of Elmhurst citation, and removal from the property.

No campers/trailers are permitted on the property without prior approval from Campus Security. Even with permission to park these vehicles on the property, no overnight sleeping is permitting.

**VENDOR POLICY**

Each year the College receives requests from students, community and national agencies to sell products or services on the campus. To insure student privacy, the College adheres to a vendor policy. Contact the Frick Center at ext. 3778 for details.
STUDENT SERVICES

ADVISING OFFICE
Janis Williams, ext. 3061, e-mail: janisw@elmhurst.edu
Goebel Hall 103, web: www.elmhurst.edu/academics/advising
The Elmhurst College Advising Office advocates for and intentionally promotes holistic academic advising across the College, so that all students have the opportunity to work closely with an advisor to make thoughtful decisions about their academic endeavors, maximize their educational opportunities and construct their own unique Elmhurst Experience.

See the Office of Advising for:
• Change of major, minor, degree advisor
• Academic planning
• Questions about transfer credit
• Information about the petition process
• Information about requesting permission to attend another institution
• Withdrawing from the College

CAMPUS SECURITY
Lehmann Hall 008, ext. 3000, web: www.elmhurst.edu/security
The Office of Campus Security is the focal point for college security and safety matters. Campus Security is staffed 24 hours per day, year-round. Our staff patrols the campus and responds to requests for emergency assistance and our office provides crime prevention programs and information. Campus Security also handles motor vehicle registration, parking regulations and campus escorts. Campus Security can be contacted by dialing ext. 3000 from any campus phone or (630) 617-3000 from cell phones or off-campus phones.

CENTER FOR PROFESSIONAL EXCELLENCE
Dr. Lawrence Carroll, ext. 3114, e-mail: larryc@elmhurst.edu
Circle Hall 109, web: www.elmhurst.edu/cpe
The objective of the Center for Professional Excellence is to help each student build a solid foundation for the Elmhurst Experience. The Elmhurst Experience assists students in their self-formation and early professional preparation.

Career Education provides career exploration and development opportunities for all Elmhurst College students and alumni. Mentoring affords students the opportunity to participate in a program that is designed to help the protégé in their personal, professional and academic development. Short-term career exploration is strongly encouraged as a means to experience the attributes
of a true professional. The internship/cooperative education experiences provide practical learning opportunities set up to help students combine classroom theory with work-world experience. Career education manages the website www.ECConnect.com. All internships, part-time and full-time positions are posted on this site. EC students are encouraged to register on ECConnect, which gives them access to all career development resources and additional links for professional preparation. For more information please contact the Director of Career Education Ms. Peggy Killian at (630) 617-3625, Circle Hall 115, e-mail: peggyk@elmhurst.edu.

The Honors Program at Elmhurst College affords a unique blend of academic, social, cultural and pre-professional experiences for a select group of talented and highly motivated students. Opportunities for this group of invited students include:

- Specialized intellectual inquiry provided through small, stimulating seminar courses and independent study endeavors;
- Scholarly exchange with highly qualified, dedicated faculty and highly motivated fellow students in and out of the classroom;
- Carefully structured academic and pre-professional advising by the Program Director, supplemented by the resources of the Center for Professional Excellence;
- Socially/culturally enriching experiences in varied settings, on and off campus.

For further information, please contact the Honors Program Director, Dr. Mary Kay Mulvaney, at (630) 617-6479, Circle Hall 112, email: marym@elmhurst.edu.

Intercultural Education contributes to the Center’s mission for enhancing the professional and personal development of students and faculty through a variety of educational programs and initiatives designed to increase intercultural awareness, skills and competencies. For additional information about Intercultural Education, contact the Director of Intercultural Education Dr. Russell Ford at (630) 617-3104, Circle Hall 118, e-mail: fordr@elmhurst.edu

Intercultural Education/Study Away offers J-Term, term and summer courses around the globe, including in Chicago and Washington D.C. For 21st-century Elmhurst College students, it is essential to learn about and experience other parts of the world. To get more information about available programs, please contact the Associate Director of International Education and Off-Campus Programs Ms. Alice Niziolek at (630) 617-3296, Circle Hall 113, e-mail: alicen@elmhurst.edu.
**Service-Learning** is designed for students to explore their personal capacity and desire to serve, to practice creative decision making, to use guided reflective activities to link classroom learning with services and to develop behaviors reflecting responsible citizenship and sensitivity to cultural interdependence. For information on academic courses which offer Service-Learning opportunities or for other Service-Learning information, please contact the Director of Service-Learning Dr. Michael Savage at (630) 617-6488, Circle Hall 122, e-mail: micks@elmhurst.edu.

**CENTRAL PRINTING**

**Central Printing Office, ext. 3126 Lehmann Hall 025**

Central Printing prints flyers, programs, posters and invitations in black and white (11"x17" maximum) and color (12"x18" maximum). Central Printing can also help students with résumés, program booklets, table tents and promotional materials.

**CHAPLAINCY**

**Rev. H. Scott Matheney, ext. 3025, e-mail: hscottm@elmhurst.edu**

221 Alexander, web: www.elmhurst.edu/studentlife/

The Chaplaincy of Elmhurst College seeks to build a spirit of community and intellectual activity while supporting the entire student population. Historically founded through what is now the United Church of Christ, the Chaplaincy serves all faith traditions as it seeks to foster the diverse student population. Through group activities, worship, programs study opportunities, and community service, students are invited to participate in a host of ways that further their own religious and spiritual development while also exploring other expressions of faith. The Chaplaincy also provides counseling and support in times of transition, times of crisis and moments of celebration. The staff works closely to support the College community. Students find expression of the Chaplaincy’s services also in programs such as the Catholic Student Association, Muslim Student Association, Women of Faith, Jewish Life, Student Christian Movement, CRU, Fellowship of Christian Athletics, Holocaust Education, Secular Students Association and biblical study groups. Diversity and Interdependence activities are central that complement a host of special programs throughout the year. The staff of the Chaplaincy includes the Rev. H. Scott Matheney, Chaplain of the College ext. 3025, Karen Vicary, Secretary to the Chaplain, ext: 3360 and Kim Whisler-Vasko, Coordinator of UCC Relations, ext: 3462.
Worship Services. Services of worship are offered through a variety of ways at Elmhurst College. Christian worship and other prayer services are conducted throughout the academic year in the Chapel and in other on-campus locations. Worship for the Jewish, Muslim and other faith traditions are offered in a number of campus settings. A rich, wonderful and diverse listing is available in our offices for your assistance. Other worship services begin and end the academic year, highlighting major movements on campus including the annual Interfaith Thanksgiving Service, Lessons and Carols, Hanukkah, Ramadan, Ash Wednesday and Yom Ha Shoah, to name just a few. There also is a vibrant religious life in DuPage County and the greater Chicago community outside the College and the chaplains can assist students in finding a place for them.

The co-chaplains from a variety of religious communities are active members of the Chaplaincy. They are:

Nancy Ali, Islamic Foundation (Muslim)  (630) 932-8209  
Rev. Dennis Beach (Lutheran)  (630) 832-8457  
Rev. Emmy Lou Belcher (Unitarian Universalist)  (630) 544-5379  
Rabbi Steven Bob (Jewish)  (630) 627-3912  
Rev. William S. Chiganos (Greek Orthodox)  (708) 562-2744  
Rev. Fr. Andrew Georganas (Greek Orthodox)  (630) 834-7010  
Inamul Haq (Muslim)  (630) 617-3485  
Rev. Dr. L. Bernard Jakes ’96 (Baptist)  (773) 538-7590  
Dr. Tamar Levinson (Jewish)  (630) 617-3560  
Rev. Cliff Lyda (Presbyterian)  (630) 834-7750  
Kevin O’Donnell (Roman Catholic)  (630) 617-3028  
Fr. Anthony Taschetta, Pastor (Roman Catholic)  (630) 279-5700  
Azam Nizamuddin (Interfaith Advisor)  (847) 297-8200  
Rev. Stan Davis (Interfaith Advisor)  (630) 617-3360  
Rev. Dr. Joseph J. Richardson, Honorary Athletic Chaplain  (708) 681-5520  
Rev. Stephen Martz (Episcopal)  (630) 476-6425  
Rev. Dr. Norma Lee Barnhart (Methodist)  (630) 834-2440 ext. 101  
Methodist Co- Chaplain: To be determined  
Catholic Co- Chaplain: To be determined  
Lutheran Co- Chaplain: To be determined  

If unable to contact any of the co-chaplain's, please call the Office of the Chaplain at ext. 3360.
COMMUTER STUDENT SERVICES
Michelle DeFranco, ext. 3778, e-mail: defrancom@elmhurst.edu
Frick Center 218
Recognizing the importance of community and involvement to the total educational experience of all students, the Frick Center provides community, programs and services for commuter students. Commuter programs take place throughout the year for commuter students that help create an inclusive campus life environment while promoting personal, cultural and social growth outside the formal classroom setting.

DINING SERVICES
Steven Goodwin, ext. 3183, e-mail: steven.goodwin@compass-usa.com
Jennifer Clousdale, ext 3183, email: jennifer.clousdale@elmhurst.edu
Peter Pappas, ext. 3685, e-mail: peter.pappas@elmhurst.edu
Adrian Veloz, ext. 3351, e-mail: aveloz@elmhurst.edu
Catering: Keith Covelle, ext. 8929, e-mail: keith.covelle@elmhurst.edu
Frick Center 133, web: www.elmhurst.edu/studentlife/
Elmhurst College Dining Services is committed to providing quality food and excellent service. Our team will do their best to ensure Great Service, Great People & Great Results. We are motivated to ensure great eating, educating our customers and having fun at the same time (Eat.Learn.Live.) We have some great tastes and smells for you to choose from as you venture throughout our operations. Seattle’s Best Coffee Shop is located on the Founders Lounge level of the Frick Center and has some great gourmet blends of coffee, lattes and espressos. They also have a great variety of iced and frozen drinks. The EC Grille is located in the Bluejays’ Roost and offers Good Humor Ice Cream, Pizza, The Culinary Table, the Players Grille and Olives, a Mediterranean-themed station featuring flatbreads, paninis, salads and fresh squeezed juices. The Main Café is located on the main level of the Frick Center and offers traditional cooking at the Menutainment station, a display style cooking at the Gourmet to Order station, assorted sandwiches at Take It All In Deli, the Market Carvery station offering healthy options including vegetarian, vegan and organic entrees and freshly prepared soups and salads at the Down to Earth station. If you have any questions, concerns or need special assistance, please feel free to contact our director or send us an email.

ELMHURST COLLEGE CHILD CARE CENTER
Taryn Blomgren, ext. 3222, email: blomgren@elmhurst.edu
Dinkmeyer Hall, Lower Level, web: www.elmhurst.edu/studentlife/
The Center offers services to students and employees of the College, as well as the surrounding community with children. We provide up to 10 hours a week of child care services. The Center services children from six months to 12 years of age. The Center will be open during the Fall, January and Spring
terms only. The Center also runs a half-day summer camp for children 4-9 years old. Elmhurst College Child Care is funded in part by the Student Activity Fee. * Hours and fees may vary. Please call the Center to determine current hours and fees.

EMERGENCY LOANS
Michelle DeFranco, ext. 3778, e-mail: defrancom@elmhurst.edu
Frick Center 218
Elmhurst College offers emergency loans to full-time students. Loans are granted for $50.00 and must be repaid within 30 days. Information about emergency loans can be obtained from the Assistant Director of the Frick Center.

EMPLOYMENT
web: www.elmhurst.edu/finaid

On Campus: To find a job on campus, students may search for a campus job online at www.elmhurst.edu/finaid “Student Job Opportunities.”

There are two types of student employment at Elmhurst College. The job responsibilities and wage rates are the same for each, but they are financed differently. Federal Work Study (FWS) is a need–based, federally funded aid program offered as a part of a financial aid award. Elmhurst College Funded Employment is a non-need based employment program available to all students. All Elmhurst College students may apply for on-campus employment. For more information about working on campus, contact the Student Employment Coordinator at ext 3079.

Off Campus: Each year the Center for Professional Excellence, ext. 3640, receives numerous listings of part-time employment opportunities from businesses in surrounding communities interested in hiring EC students. These opportunities can be explored online at www.ECConnect.com. All EC students are encouraged to register on ECConnect.com.

FRICK CENTER
Ian Crone, ext. 3284, e-mail: icrone@elmhurst.edu, Frick Center 220
Michelle DeFranco, ext. 3778, e-mail: defrancom@elmhurst.edu
Frick Center 218
The Frick Center is the College’s student union. As the community center of the College, the Frick Center serves students, staff, faculty, alumni and community members. We enhance the academic experience by offering cultural, social and recreational programming. The Frick Center serves as home to student groups organizations, Fraternity and Sorority Life and Student Affairs and houses the campus radio station. Services provided to the community include commuter student lockers, student and faculty
mailboxes, conference room reservations, game room equipment, an
Information Desk, ATM machine, a postal kiosk and more. Chartwells
dining services, coffee shop and grille provide the campus with great food
options conveniently located on all three levels of the building. This 73,000+
square-foot facility is more than a building; it is home to those who frequent
the comfortable chairs around the fireplace and all who enjoy its many offerings.
The Frick Center is the place for students to learn, connect, grow and lead.

INFORMATION SERVICES (OIS)
Daniels Hall, 107
630-617-3767
helpdesk@elmhurst.edu
http://helpdesk.elmhurst.edu/
The Office of Information Services provides general access computing and
communications facilities for the entire campus community, including a
high-speed campus network linked to the internet, personal computing labs,
central email service, online computing resources, and help desk services.

Academic Technology Services And Help Desk
This area of OIS is responsible for providing assistance to Elmhurst students,
faculty and staff in the use of computer related technology. If you do not know
where to get help, this is the place to start. Questions about computer hardware
and software, networking, accessing the network from off campus, obtaining a
technology account and much more are answered by the Help Desk staff.

Media Services
This area of OIS provides audiovisual equipment in classrooms and a number
of services to the campus community for the support of the academic curriculum.
The equipment and resources are available for class and presentation use that
students can check out.

Administrative Systems
This area of OIS is responsible for a variety of processes including systems
analysis, design and maintenance; application development and implementation;
product evaluation; and training and troubleshooting. Its goal is to maintain
the highest quality of support for current information systems needs, and to
gather and evaluate information to most appropriately solve any future campus
information systems needs.
INTERCOLLEGIATE ATHLETICS
Paul Krohn, ext. 3142, e-mail: paulk@elmhurst.edu
R.A. Faganel Hall 243, web: www.elmhurst.edu/athletics/
Elmhurst College is a member of the National Collegiate Athletic Association (NCAA), Division III. Elmhurst competes in the College Conference of Illinois and Wisconsin (CCIW). Members include Augustana College, Carthage College in Wisconsin, Illinois Wesleyan University, Millikin University, North Central College, North Park University and Wheaton College. Elmhurst College currently offers cross country, football, basketball, wrestling, baseball, soccer, tennis, track and field, lacrosse and golf for men; cross country, volleyball, soccer, tennis, basketball, golf, softball, bowling and track and field for women. Women's lacrosse will be offered in the 2014–2015 academic year.

INTERCULTURAL STUDENT AFFAIRS
Roger Moreano, ext. 3207, e-mail: moreanor@elmhurst.edu
Frick Center 221, web: www.elmhurst.edu/studentlife/
The Office of Intercultural Student Affairs is committed to a philosophy of inclusion that embraces all identities and their full expression be they of race, ethnicity, nationality, gender, gender identity, gender expression, sexual orientation, religious, atheist, humanist, spiritual, inter-religious, age, socio-economic status, physical and mental ability, etc. This intercultural expression is valuable and defining aspect of our community. We also provide direct leadership for academic and social diversity programs and services in support of all students and student organizations including students from groups traditionally underrepresented in American higher education.

The office also actively reaches out to support students in assessing and evaluating the individual's experience at Elmhurst College so as to support academic success and to provide a welcoming, inclusive and growth-oriented campus experience. Furthermore, all Elmhurst College students are offered experiential on-and off-campus programming with opportunities to engage in and ask important questions about the world around them. These experiences help develop the critical thinking and life skills necessary to live and work in the increasingly interdependent world that students will encounter beyond their time at Elmhurst College. Moreover, students will begin to understand their place in the world as engaged, civic-minded and values-centered members of society and as co-creators of their respective communities.
INTRAMURALS

R.A. Faganel Hall 250

With an emphasis on participation, sportsmanship and recreation, the Elmhurst College Intramural Program provides activities for students, staff and faculty. Team and individual activities are offered at various times during the year. Intramural athletics is funded in part by the Student Government Association.

JAYPASS (Student ID)

A.C. Buehler Library

In order to take advantage of many College services and activities, students will be required to show a College ID known as the Jaypass. Some services that require a Jaypass include use of the library facilities, Fitness Center, campus parking stickers and to sell textbooks back at the end of a term. You may obtain a Jaypass during registration or anytime thereafter in the A.C. Buehler Library. The cost to replace the Jaypass is $20.00.

LEADERSHIP, SERVICE AND ENGAGEMENT

Laura Wilmarth Tyna, ext. 3687, e-mail: wilmarthtynal@elmhurst.edu

Frick Center 240

The Office of Leadership, Service and Engagement supports the Elmhurst College vision of creating a community in which service to others and responsible citizenship is practiced. To this end, the office provides leadership development and community engagement opportunities, along with a variety of resources, to the College community. Staff members work with student organizations, athletic teams and individual students to support leadership and community involvement initiatives across campus, throughout the region, domestically and around the world.

There are many opportunities for students to develop as leaders at Elmhurst. Whether inside the classroom, attending the LeaderShape Institute® or exploring components of leadership through workshops and training opportunities, students will delve into the areas of self-knowledge, openness to others, respect, listening skills and values, to name a few. Civically engaged involvement can take many forms at Elmhurst College, from community service to voter registration drives and everything in between. Past programs include monthly Bluejays Care Service Projects, educational programs surrounding local and national elections, international service experiences with Habitat for Humanity, social issues-related programs and community exploration in the Chicagoland region.
The Learning Center is an informed source for academic support for all EC students. The Learning Center invites students to visit and to see for themselves the materials available for their use. The place is a treasure trove of resources on learning, writing, mathematics and much more! Friendly staff, including specialists in college reading and mathematics are available and ready to help. There are several PCs dedicated to students’ academic use as well. Although the Learning Center accommodates walk-ins, it is a good idea to plan ahead and make an appointment.

The Library is open:
Monday–Thursday 7:30 a.m.–12:00 midnight
Friday 7:30 a.m.–7:00 p.m.
Saturday 8:00 a.m.–5:00 p.m.
Sunday 12:00 noon–12:00 midnight
Summer and holiday hours vary; please check website for updates.

Resources and Services
A.C. Buehler Library provides academic support to students, faculty and staff of Elmhurst College by providing access to a variety of resources and services. From the library website, users may access the library’s online catalog. The library subscribes to more than 100 information databases containing articles, ebooks, images, and streaming audio and video, which may be accessed from on and off campus by logging in with a valid Elmhurst College eNumber and email password. In addition, librarians staff the reference desk during library hours to answer questions in person, via instant message (IM) and over the phone. The library has nearly 100 public computers available for research and project uses, including the full Microsoft Office suite. Librarians also work with more than 300 classes each year, instructing students in how to find and use information from library resources and the Internet to complete academic projects. The library has wireless access throughout the building, with a variety of study spaces available for both group projects and individual study.
Borrowing Materials
Users can access the I-Share online catalog to search the library’s collection, which includes more than 200,000 books and more than 300 print journal titles. Use your Jaypass to check out books in person, renew books through the I-Share catalog, and pick up interlibrary loan or reserve materials at the circulation desk. Most books circulate to students for a period of 4 weeks. Overdue materials accumulate fines at the rate of $.10 a day. Reserve materials, which usually circulate for a much shorter period in order to provide access to all students in a particular course, incur a fine of $1.00 an hour with a maximum of $10.00. Borrowers with overdue materials receive three overdue notices and a final warning after which a fee including accrued fines, the replacement cost of the item, and a processing fee is charged to the student’s account.

Interlibrary Loan
A.C. Buehler Library participates in the I-Share library catalog. Students and faculty may request materials directly from 80 academic and research libraries in Illinois to be sent to Elmhurst or to be held for pick up at other participating libraries, if that is geographically more convenient. Students may use their valid Jaypass to check out books in person at I-Share libraries. A list of participating libraries can be found on the library website. Materials not available at Elmhurst or through I-Share may be requested by completing an online interlibrary loan request from the library website. Most materials arrive within one week, but may require a longer wait in some cases.

Group Study Rooms
There are 12 group study rooms on the upper level of the library. Keys for these rooms are available at the Circulation Desk. A current Jaypass must be shown to obtain a group study room key. Rooms may be checked out for 4 hours per group with no renewals.

Media Collections
Comprised of DVDs, videocassettes, compact discs, and LP records, the media collection exists to support Elmhurst College’s academic curriculum. Students can access I-Share to search for needed media resources. Media items needed for class purposes may be placed on reserve by a professor and made available to students for viewing in the library. The library is equipped with several audio/visual stations and media rooms, available on a first-come, first-served basis, which are able to accommodate individuals as well as small groups. The library also has circulating video and DVD collections located on the main floor, containing popular titles, foreign films, musicals, animation, older materials and a special collection that groups titles by director. Videos in the circulating collection are available for 14-day checkout by Jaypass holders.
Copies/Scanning
Photocopy machines are available on the main floor and lower level. Copies are $.15 per page when coins are used, and $.10 per page with a copycard. A copycard dispenser is located near the machines on the main floor. There are several reader/printers for reading and copying from microfilm located on the lower level. In addition, there are several scanners available in the library. Scanned items may be printed, saved, or sent via email to any email account.

Café
The library has a café with coffee, cold drinks and snacks available for purchase, along with seating for study, group meetings or a meal break.

MAIL SERVICE
ext: 3194, Frick Center 015
U.S. Post Office mail addressed to full-time resident students is delivered Monday through Friday in boxes assigned to them in the Frick Center. To qualify for a mailbox, a student must hold resident status. Students are urged to inspect their mailboxes daily. Outgoing stamped U.S. mail brought to Mail Service leaves the campus at 5:00 p.m. Monday through Friday. Your mailing address at school should show your student box number to insure prompt delivery of your mail. Books of stamps can be purchased from the Book Cellar, lower level southwest corner of Goebel Hall. Postage can also be purchased with either credit or debit cards by using the self-service postal kiosk located in the Bluejays’ Roost on the north side of the student mailbox room. Outgoing mail left in the kiosk drop is picked up and brought to the Elmhurst Post Office by 5:00 pm Monday through Friday.

NIEBUHR CENTER
Dr. Ronald K. Beauchamp, ext. 3490, e-mail: beauchampr@elmhurst.edu
Niebuhr Hall, Garden Level (west end)
Callings for the Common Good. The Niebuhr Center for Faith and Action’s Callings for the Common Good academic and field experience program, provides exciting ways for faith-motivated students of diverse religious backgrounds to explore career opportunities in the field of service, ministry or social justice opportunities. Students can choose from an array of exciting internships with social service agencies or in a local church or denominational office. Early in the program, as students begin exploring professional options and possible callings, they may participate in shadowing and mentoring activities with professionals in the field. International educational courses are designed to aid you in exploring your calling through Service-Learning opportunities in other countries. Visit the International Education office to view the listings of sites sponsored through academic departments. As part
of the discernment of the call to ordained Christian ministry, students in the Niebuhr Center for Faith and Action Ministry Team lead worship and share their experiences in local congregations. One member of the team generally is responsible for preaching while one or two others participate in the service by reading scripture or offering prayers. Two or three times a semester students gather for Dinner and Dialogue with a professional in an intimate presentation. Annually the students participate in a retreat in January focused on a current topic. The Sacred Conversation presentation is offered in the Spring, which focuses on either race, urban ministry or social justice. Every Fall Niebuhr Center encourages students to engage in a service project in the city of Chicago called Partners for Peace. This project allows students to engage in service alongside a person of another faith tradition while addressing issues such as gun violence, hunger and homelessness.

**Social Justice.** The Niebuhr Center for Faith and Action’s Social Justice Program is designed to educate, motivate and alleviate suffering brought about by systemic injustice. Students learn about social responsibility and engagement through seminars, discussions, action projects, social justice internships, international fieldwork, grant-supported student/faculty research and collaborative curricular development with faculty from multiple departments. The Rosa Parks, Mahatma Gandhi, Jane Addams and Thurgood Marshall Interns for Social Justice serve the Elmhurst campus community through campus-wide presentations. Each intern focuses on a particular issue of social justice and serves as a unifying liaison to a range of interested campus constituents (to individual students, student groups, staff, faculty, departments and programs). The interns’ responsibilities are to educate and create a specific social justice action plan.

**Journey Continues.** The Journey Continues academic and field experience program supports faith-motivated mature adults of diverse religious backgrounds to discern their callings to a life’s work for the common good, from discernment through exploration to self-discovery by participation in workshops, lectures and discussions.

**THE PATTERTON CENTER FOR THE HEALTH PROFESSIONS**

**Director:** TBA, ext. 3588  
**Associate Director:** Cheryl Leoni, ext. 3189, e-mail: cheryll@elmhurst.edu  
**Assistant Director:** Erica Ashauer, ext. 6482, e-mail: ashauere@elmhurst.edu  
**Daniels Hall 130, web:** www.elmhurst.edu/chp

The Patterson Center for the Health Professions is an academically oriented resource office for students who intend to pursue careers in the health professions. We offer specialized advising and other health care opportunities including clinical experiences, shadowing, research, health care programs, tutoring, the medical humanities minor and a speaker series.
Professional Programs. These programs lead directly to a health care career when the bachelor’s degree is completed: Nursing, Nuclear Medicine Technology, Radiation Therapy, Diagnostic Medical Sonography, Medical Technology/Clinical Laboratory Science and Exercise Science.

Pre-Professional Programs. These involve undergraduate study that leads toward application to a professional or graduate school for completion of the education for a particular health care career: Medicine, Dentistry, Pharmacy, Chiropractic, Occupational Therapy, Optometry, Physical Therapy, Physician Assistant, Podiatry, Speech-Language Pathology, Veterinary Medicine and more.

Affiliations. The Patterson Center offers affiliations for early admission and/or accelerated programs in Veterinary Medicine, Pharmacy, Osteopathic Medicine, Diagnostic Medical Sonography, Nuclear Medicine Technology, Radiation Therapy, and Clinical Laboratory Science. Students must speak with an advisor in the center to learn more about these programs and the requirements to apply.

R.A. FAGANEL HALL AND TYRRELL FITNESS CENTER
R.A. Faganel Hall and the Tyrrell Fitness Center provide many different opportunities for exercise and activity. Faganel Hall includes locker rooms, a gymnasium with three full basketball courts and two racquetball courts. The Tyrrell Fitness Center includes a full weight room with numerous weight stations, cardio-exercise room with state of the art equipment (including treadmills, elliptical trainers, recumbent cycles, upright cycles and free climbers), dance studio, athletic training facility and locker rooms. Faganel Hall is closed for use during all home intercollegiate athletic events when Faganel Hall is in use; however, the Tyrrell Fitness Center will remain open.

REGISTRATION AND RECORDS
S. Dean Ellens, ext. 3250, e-mail: regrec@elmhurst.edu
Goebel Hall 105, web: www.elmhurst.edu/registration
The Office of Registration and Records provides registration services and maintains student academic records for the student and the College. The office is committed to providing accurate and timely information on College academic policy and procedure to all students, faculty and administrative offices. The following services are available:
• Academic transcripts
• Change of address
• Course grading
• Course information
• Course registrations, including add/drops
• Enrollment verification for loans, insurance, etc.
• Degree audit and graduation information
RESIDENCE LIFE
West Hall 161, web: www.elmhurst.edu/reslife
The Office of Residence Life and its staff members design and implement programs and policies that promote personal, cultural and social growth while supporting the pursuit of academic goals. Recognizing the diverse needs of residential students, a number of housing options are available to Elmhurst College students, including coeducational and single-gender living floor communities, traditional, semi-suite style and apartment living arrangements, and quiet communities. All residential facilities, like all campus facilities, are smoke free. For more detailed information about the application and room assignment process, please contact the Office of Residence Life at ext. 3150.

SCHOOL FOR PROFESSIONAL STUDIES
Dr. Timothy H. Ricordati, Dean, ext. 3089
e-mail: timothy.ricordati@elmhurst.edu, 180 Park, Suite 250
The School for Professional Studies (SPS) is a new division in the College dedicated to the education of nontraditional students. SPS offers the kind of academic programs that serve working adults and those whose life commitments have previously precluded higher education. The school has an unyielding commitment to academic quality and a constant focus on serving the needs of nontraditional students. The vision of SPS, appropriate to the technologies, pedagogies and demographics of higher education in the twenty-first century, responds intelligently to the challenges and opportunities facing Elmhurst College and the nontraditional students it serves.

SPEECH–LANGUAGE–HEARING CLINIC
Victoria L. Jay, Ph.D., CCC–SLP, ext. 3555, e-mail: jayv@elmhurst.edu, Circle Hall 234
web: http://public.elmhurst.edu/academics/departments/csd/slhc
The Clinic provides evaluations and treatment for individuals with communication difficulties and those who may seek accent reduction services. Most of the services are provided by speech-language pathology majors and graduate students, supervised by fully certified and licensed faculty members. Full-time students can receive services at no charge during the Fall and Spring terms. Summer therapy is also available at a discounted rate (50% reduction).
STUDENT ACTIVITIES
Ian Crone, ext. 3284, e-mail: icrone@elmhurst.edu
Elizabeth Doyle, ext. 5994, e-mail: doylee@elmhurst.edu
Frick Center 220, web: www.elmhurst.edu/studentlife/
The Office of Student Activities acts as a resource to student groups and their advisors. The office advises different student organizations, assists organizations in the planning of campus programs and aids students in developing the skills needed to run student organizations. Student government, programming board, special interest groups, fraternities and sororities are just some of the many types of organizations in which students can share their interests and skills.

STUDENT AFFAIRS
Dr. Eileen Sullivan, ext. 3187, e-mail: esullivan@elmhurst.edu
Frick Center 240, web: www.elmhurst.edu/studentlife/
The division of Student Affairs supports Elmhurst College’s vision by empowering students to become self-directed, academically grounded, intellectually engaged and socially responsible citizens though programs and services that facilitate student success. Departments in the Division of Student Affairs include: Athletics; Child Care Center; Counseling Services; Intercultural Student Affairs; Leadership, Service, & Engagement; Residence Life; Student Activities; Student Health Services; and Student Success and Retention. Student Affairs challenges and engages students by creating a supportive, learning-centered environment, which values intellectual excellence, community, social responsibility, stewardship and an appreciation for the development of the human spirit. In close collaboration with Academic Affairs, Student Affairs fosters vital, integrated learning experiences that contribute to student self-formation and early professional preparation. Additional services available in this office include:

Absence Notices. In the event students are unable to attend class, please contact the Office of Student Affairs and their professors will be notified. Please note that these are notices, not excusals. It is the student’s responsibility to contact their professors to make arrangements for assignments and tests that may have been or will be missed.

Notary Public. Students can have documents notarized at no charge in the Office of Student Affairs Monday-Friday from 8:00 a.m. to 4:00 p.m. Please bring identification. Notaries are also available in the Office of the Vice President of Financial Affairs at ext. 3010, the Human Resources Office at ext. 3016 and the Office of Registration and Records at ext. 3200.
**Leave of Absence.** A full- or part-time undergraduate or graduate student who requires one semester off from his or her academic program for personal or medical reasons, but who intends to return to the College the subsequent term, may request a leave of absence. Students may request a leave of absence by completing an application for leave of absence. The form is available in the offices of Student Affairs, Academic Affairs and Advising and on the College website.

**OFFICE OF STUDENT FINANCIAL SERVICES**
(630) 617-3015, e-mail: SFS@elmhurst.edu, Goebel Hall 108
The Office of Student Financial Services is located in Goebel Hall on the first floor. Any questions regarding charges and payments should be directed to the Office of Student Financial Services.

**STUDENT SUCCESS AND RETENTION**
Desiree C. Novak, ext. 5199, e-mail: dnovak@elmhurst.edu
Laila Mccloud, ext. 5790, e-mail: laila.mccloud@elmhurst.edu
Frick Center 240, web: www.elmhurst.edu/studentlife/
The Office of Student Success and Retention provides programming and services in order to complement the academic mission of the College. We are responsible for developing and managing student success programs and activities and supporting the College’s retention initiatives. Some programs include: advising and registration, Big Questions: What will you stand for?, Direct Connections, IMPACT, Transfer Student Orientation, Weeks of Welcome, First Year Student Success Series, a first-year student calling program Orientation Student Leaders, sophomore newsletter, Sophomore Success Workshop, Steps to Success and Family Day.

**WELLNESS CENTER**
ext. 3565, Niebuhr Hall, Lower Level
web: www.elmhurst.edu/wellness/
The Wellness Center is comprised of Counseling Services and Student Health Services.

**COUNSELING SERVICES**
Dr. Amy Swarr, Director, ext. 3565, e-mail: amys@elmhurst.edu
Niebuhr Hall, Lower Level, web: www.elmhurst.edu/wellness/
Counseling Services provides a variety of services including individual, couples, and group counseling; access to self-help materials on a variety of topics; and psycho-educational programming. Psychiatric services are also available to students who have been referred by a Wellness Center staff member. The focus is on helping students improve their academic performance and
make more effective career and life choices. Counseling appointments are confidential, free of charge and can be made by calling (630) 617-3565. In the case of problems that exceed the scope of our therapeutic focus or when resources are not available within the College, students will be assisted in obtaining a referral to resources in the community.

**How Counseling Works.** Students sometimes experience difficulties that complicate and undermine success in their academic and personal lives. These problems might include academic difficulties, problems with family and friends, depression, anxiety, procrastination, eating disturbances or disorders, low self-esteem, alcohol or substance abuse, anxiety about dating and sexuality or career indecision. Counseling is a cooperative, mutual venture to help confront and work through personal problems by developing insight into the self, relationships with others and life experiences.

**Confidentiality and Who We Serve.** Counseling sessions are strictly confidential and no information about students will be disclosed or released to anyone other than Counseling Services staff without their written consent, except in very limited circumstances as authorized or required by law. Counseling services are offered to currently enrolled students based on individual needs or interests without regard to ethnicity, culture, race, religion, gender, sexual orientation or physical or mental disabilities. In addition, we are committed to being sensitive to issues of diversity.

**STUDENT HEALTH SERVICES**

**Barbara Wittersheim, R.N., M.Ed., ext. 3565,**

**Niebuhr Hall, Lower Level, web: www.elmhurst.edu/wellness/**

Student Health Service provides confidential health-care to all registered students including treatment of illness and injury, lab work, medical consultation and referral, nutritional guidance, health insurance information, immunizations, holistic services, sexual health resources, travel abroad information, women's care (gynecology) and health education.

**Health Education.** Wellness is a lifelong process of becoming aware of choices and making better decisions in order to live a more balanced and fulfilling life. A variety of wellness programs are offered throughout the year such as stress reduction classes, final exam (free) massages, nutritional guidance, health and wellness fair and flu vaccines.

**Emergency and After Hours Care.** In case of an emergency, students are instructed to call campus security (630) 617-3000 (Ext. 3000) or 911 for the paramedics. When the Wellness Center is closed, students may receive
medical care at Elmhurst Memorial Hospital Emergency Room, one of their Immediate Care Facilities (Lombard or Addison) or the CVS Minute Clinic, located in downtown Elmhurst.

**Appointments or walk-ins.** Scheduled appointments are necessary. However, if a student is unable to wait for an appointment due to the nature of an illness, injury or other health care need, they should go to the Wellness Center for immediate attention. Please call the Wellness Center for daily walk-in times (no appointment necessary), summer and semester break hours. The Wellness Center is closed on Saturday and Sunday.

**Cost and Payment Options.** Visits to the Wellness Center are free of charge. There is a nominal fee for medication and lab work. If there is a charge, students may pay with cash, personal check, credit/debit card or charge the student account. If there is a charge and a student would like to receive reimbursement from their own insurance company, it is the responsibility of the student to submit their bill. The Wellness Center does not bill insurance companies.

**Immunization Requirements/Medical History.** All new students are required to complete the Immunization/Medical History form by June 1st for the Fall semester and December 1st for the Spring semester. A physical exam is not required. If immunization information is not completed, a medical hold will prevent registration from the following semester. Illinois State Law mandates that all students entering a post-secondary institution, born after 1956, provide proof of immunity to the measles, mumps, rubella, tetanus and diphtheria.

**THE WRITING CENTER**

**ext. 5689, Frick Center 229**

The Writing Center, housed within the Learning Center on the first floor of the Frick Center, provides student writers with feedback and support for writing assignments across the curriculum. Tutors from a variety of disciplines staff the center to assist students on a drop-in or appointment basis.
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Tuesday, August 12

Wednesday, August 13
Thursday, August 14

Friday, August 15

Saturday, August 16

Sunday, August 17
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Monday, August 18

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Tuesday, August 19

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Wednesday, August 20

New Student Convocation
Monday, August 25

First Day of Class
10:00am: Choir Auditions, sign up outside of Irion Hall, Room 200
11:30am: Jazz Band Auditions, See Doug Beach in Irion Hall, Room 004
7:00–9:30pm: Band Auditions, Irion Hall, Buik Recital Hall

Tuesday, August 26

11:30am–12:30pm: Hot Dogs served by the President, Brune Patio (rain site: Founders)
Thursday, August 28

11:00am–1:00pm: Taste of Elmhurst, College Mall
6:00–9:00pm: Philharmonic Orchestra Auditions, Irion Hall, Room 041

Friday, August 29

11:30am–12:30pm: SGA Meeting, Cureton Hall, Lucks Conference Room
2:30pm: Women's Home Soccer Game vs Dominican University
4:00pm: Women's Volleyball Invitational, Edgewood College
5:00pm: Men's Soccer Tournament, University of Dubuque vs Concordia University
7:30pm: Men's Soccer Tournament, Elmhurst vs University of WI-Superior
8:00pm: Women's Volleyball Invitational, University of Chicago

Saturday, August 30

Labor Day Weekend No Classes
11:00pm: Women's Volleyball Invitational, Lake Forest College
3:00pm: Women's Volleyball Invitational, Coe College
4:00pm: Men's Soccer Tournament, University of Dubuque vs University of WI-Superior
6:30pm: Men's Soccer Tournament, Elmhurst vs Concordia University

Sunday, August 31

Labor Day Weekend No Classes
1:00pm: Women's Home Soccer Game vs Bethel College
Monday, September 1
No classes

Tuesday, September 2

Wednesday, September 3
12:00pm: Communion, Hammerschmidt Chapel
5:00pm: Women’s Volleyball Quad Match, Elmhurst vs Benedictine University
5:00pm: Women’s Volleyball Quad Match, University of Chicago vs Carroll College
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
7:00pm: Women’s Volleyball Quad Match, Elmhurst vs Carroll College
7:00pm: Women’s Volleyball Quad Match, University of Chicago vs Benedictine University
Thursday, September 4
11:30am: SGA Meeting, Frick Center, Blume Board Room
11:30am: Athletic Service, Hammerschmidt Chapel

Friday, September 5
5:00pm: Women's Home Soccer Game vs Hope College
7:00pm: Men's Home Soccer Game vs Hope College

Saturday, September 6
1:00pm: Football Game at Loras College, Dubuque, IA
7:00pm: Men's Home Soccer Game vs Calvin College

Sunday, September 7
Monday, September 8
8:00–10:00pm: Mandatory Tryouts for Jaylightz Hip Hop/Step Team, Faganel Hall, Dance Studio

Tuesday, September 9
11:30am–12:30pm: Student Council for Exceptional Children (SCEC), Circle Hall, Room 304
3:00pm: Women's Tri Match, Elmhurst vs Dominican University
5:00pm: Women's Tri Match, Dominican University vs UW-Whitewater
7:00pm: Women's Tri Match, Elmhurst vs UW-Whitewater
8:00–10:30pm: Tryouts for Jaylightz Hip Hop/Step Team, Faganel Hall, Dance Studio - optional practice

Wednesday, September 10
9:00am–5:00pm: Poster Sales, Frick Center, Alexander Room
12:00pm: Communion, Hammerschmidt Chapel
5:00pm EST: Men's Soccer Game at Albion College, Albion, Michigan
5:00pm to 6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
8:00pm to 10:00pm: Mandatory Tryouts for Jaylightz Hip Hop/Step Team, Faganel Hall, Dance Studio
Thursday, September 11
9:00am–5:00pm: Poster Sales, Frick Center, Alexander Room
11:30am: SGA Meeting, Frick Center, Blume Board Room
7:00pm: Women's Soccer Game at Benedictine University, Lisle

Friday, September 12
TBA: Women's Volleyball at Carthage College Tourney, Kenosha, Wisconsin

Saturday, September 13
TBA: Women's Volleyball at Carthage College Tourney, Kenosha, Wisconsin
1:00pm (EST): Football Game at Olivet College, Olivet, Michigan
5:00pm EST: Men's Soccer Game at Kalamazoo College, Kalamazoo, Michigan

Sunday, September 14
12:00pm: Women's Home Soccer Game vs Monmouth College
7:00pm: Men's Home Soccer Game vs Dominican University
Monday, September 15

Tuesday, September 16

Wednesday, September 17
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
7:00pm: Women's Soccer Game at Marian University
Thursday, September 18

11:30am: SGA Meeting, Frick Center, Blume Board Room
7:00pm EST: Men's Soccer Game at LaGrange College, LaGrange, Georgia

Friday, September 19

4:00pm: Women's Volleyball Invitational vs University of WI-Platteville
8:00pm: Women's Volleyball Invitational vs Emory University

Saturday, September 20

TBA: Women's Soccer Game at Greenville College, Greenville
11:00am: Women's Volleyball Invitational vs Eastern University
12:00pm: Men's Soccer Game at Oglethorpe, GA
3:00pm: Women's Volleyball Invitational vs College of St. Benedict
6:00pm: Home Football Game vs University of Chicago

Sunday, September 21
Monday, September 22

Tuesday, September 23

Wednesday, September 24
12:00pm: Communion, Hammerschmidt Chapel
5:00pm to 6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
7:00pm: Women's Soccer Game at Milwaukee School of Engineering, Milwaukee, Wisconsin
Thursday, September 25

11:30am: SGA Meeting, Frick Center, Blume Board Room
7:00pm: Lecture, "The Grace of Dying: How We Are Transformed Spiritually as We Die," Kathleen Dowling Singh, Location: TBD


Friday, September 26

TBA: Women's Volleyball Game at University of Chicago, Chicago


Saturday, September 27


Sunday, September 28

TBA: Women's Volleyball Game at Rhodes College, Memphis, Tennessee
3:00pm: Men's Home Soccer Game vs Olivet College
Monday, September 29

Tuesday, September 30

7:00pm: Women's Home Volleyball Game vs Augustana College

Wednesday, October 1

12:00pm: Communion, Hammerschmidt Chapel
4:00pm: Chavez Intercultural Lecture, Eduardo Mendieta, Frick Center, Founders Lounge
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, October 2

11:30am: SGA Meeting, Frick Center, Blume Board Room
4:30pm: Women's Soccer Game at Wheaton College, Wheaton
7:00pm: Quest Lecture, "Green Capitalism," Robert F. Kennedy Jr., Hammerschmidt Chapel

Friday, October 3

TBA: Southwestern University Tournament, Georgetown, Texas
7:00pm: Men's Soccer Game at Wheaton College, Wheaton

Saturday, October 4

UCC Confirmation Day
TBA: Southwestern University Tournament, Georgetown, Texas
1:00pm: Home Football Game vs Augustana College

Sunday, October 5

2:00pm: Women's Soccer Game at Augustana College, Rock Island
Monday, October 6

Tuesday, October 7
5:00pm: Men's Soccer Game at Illinois Institute of Technology, Chicago
7:00pm: Jazz Combos at Fitz's Spare Keys, 119 N. York, Elmhurst

Wednesday, October 8
12:00pm: Communion, Hammerschmidt Chapel
5:00pm to 6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
7:00pm: Women's Home Volleyball Game vs Wheaton College
Thursday, October 9

11:30am: SGA Meeting, Frick Center, Blume Board Room
4:00–5:00pm: When the Gays Move Into Mr. Roger's Neighborhood, Frick Center, Founders Lounge

Friday, October 10

4:00pm: EC Women’s Volleyball Invitational vs Washington University
8:00pm: EC Women’s Volleyball Invitational vs University of St. Thomas

Saturday, October 11

10:00am: EC Women’s Volleyball Invitational vs Simpson College
1:00pm: Football Game at Carthage College, Kenosha, Wisconsin
1:00pm: Men's Home Soccer Game vs Augustana College
2:00pm: EC Women's Volleyball Invitational vs Juniata College

Sunday, October 12
Monday, October 13

Fall Recess

Tuesday, October 14

11:30am–12:30pm: Student Council for Exceptional Children (SCEC), Circle Hall, Room 304

7:00pm: Women's Volleyball Game at North Park University, Chicago

7:00pm: Jazz Combos at Fitz's Spare Keys, 119 N. York, Elmhurst

Wednesday, October 15

12:00pm: Communion, Hammerschmidt Chapel

5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room

5:00pm: Men's Home Soccer Game vs North Central College

7:30pm: Women's Home Soccer Game vs North Central College
Thursday, October 16
11:30am: SGA Meeting, Frick Center, Blume Board Room
7:00pm: Lecture, Alessandra Stanley, TBD

Friday, October 17
Homecoming and Family Day Weekend
7:00pm: Women’s Volleyball Game at Carthage College, Kenosha, Wisconsin

Saturday, October 18
11:00am – 1:00pm: Homecoming Family Day Brunch, Frick Center, Founders Lounge
2:00pm: Homecoming Football Game vs North Park University
7:00pm to 9:00pm: Homecoming Family Day Casino Night, Frick Center, Founders Lounge
7:00pm: Men’s Soccer Game at Millikin University, Decatur
TBA: Women’s Soccer Game at Millikin University, Decatur

Sunday, October 19
Monday, October 20

Tuesday, October 21
7:00pm: Jazz Combos at Fitz's Spare Keys, 119 N. York, Elmhurst
7:00pm: Men's Home Soccer Game vs University of Dubuque
7:00pm: Women's Soccer Game at Illinois Institute of Technology

Wednesday, October 22
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
7:00pm: Women's Volleyball Game at Illinois Wesleyan University, Bloomington
Thursday, October 23

11:30am – 12:30pm: SGA Meeting, Circle Hall, Room 104

Friday, October 24

Saturday, October 25

1:00pm: Football Game at Illinois Wesleyan University, Bloomington
3:00pm: Women's Home Soccer Game vs Illinois Wesleyan University
3:00pm: Band Concert, Hammerschmidt Chapel

Sunday, October 26

5:30pm: Men's Home Soccer Game vs Illinois Wesleyan University
Monday, October 27

Tuesday, October 28
7:00pm: Jazz Combos at Fitz's Spare Keys, 119 N. York, Elmhurst
7:00pm: Women's Home Volleyball Game vs North Central College

Wednesday, October 29
TBA: Women's Soccer Game at North Park University, Chicago
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
7:30pm: Men's Home Soccer Game vs North Park University, Chicago, IL
Thursday, October 30
11:30am: SGA Meeting, Frick Center, Blume Board Room
7:30pm: Jazz Lab Band & Blue, Mill Theatre
7:30pm: Heschel Lecture, Rabbi Eric Yoffie, Frick Center, Founders Lounge

Friday, October 31
Halloween
TBA: Women's Volleyball Game at Benedictine University Tournament, Lisle
7:30pm: Jazz Band & Late Night Blues, Mill Theatre

Saturday, November 1
TBA: Women's Volleyball Game at Benedictine University Tournament, Lisle
1:00pm: Home Football Game vs Wheaton College
5:00pm: Women's Home Soccer Game vs Carthage College
7:30pm: Men's Home Soccer Game vs Carthage College

Sunday, November 2
Monday, November 3

Tuesday, November 4
7:00pm: Jazz Combos at Fitz's Spare Keys, 119 N. York, Elmhurst
7:00pm: Women's Volleyball Game at Millikin University, Decatur

Wednesday, November 5
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, November 6

11:30am: SGA Meeting, Frick Center, Blume Board Room

Friday, November 7

Women’s Volleyball CCIW Tournament, TBA

Saturday, November 8

Women’s Volleyball CCIW Tournament, TBA
1:00pm: Football Game at Millikin University, Decatur

Sunday, November 9
Monday, November 10

Tuesday, November 11
11:30am–12:30pm: Student Council for Exceptional Children (SCEC), Circle Hall, Room 304
7:00pm: Jazz Combos at Fitz's Spare Keys, 119 N. York, Elmhurst

Wednesday, November 12
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, November 13

11:30am: SGA Meeting, Frick Center, Blume Board Room
7:30pm: Bernardin Lecture, "Against the Tide: The Radical Leadership of Pope Francis,"
       John L. Allen, Frick Center, Founders Lounge

Friday, November 14

Saturday, November 15

1:00pm: Home Football Game vs North Central College

Sunday, November 16

2:00pm: Choral Concert, Hammerschmidt Chapel
Monday, November 17

Tuesday, November 18

Wednesday, November 19

12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
### Thursday, November 20

11:30am: SGA Meeting, Frick Center, Blume Board Room  
8:00pm: Percussion Concert, Hammerschmidt Chapel

### Friday, November 21

### Saturday, November 22

### Sunday, November 23
Monday, November 24
4:00pm: President's Interfaith Service, Frick Center, Founders Lounge

Tuesday, November 25

Wednesday, November 26
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, November 27
Thanksgiving

Thanksgiving Recess begins at 5:00pm

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Friday, November 28
Thanksgiving Recess

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Saturday, November 29
Thanksgiving Recess

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Sunday, November 30
Thanksgiving Recess
Monday, December 1

Tuesday, December 2
11:30am: General Student Recital, Irion Hall, Buik Recital Hall
7:30pm: Varsity Band Concert, Irion Hall, Buik Recital Hall

Wednesday, December 3
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, December 4
11:30am: SGA Meeting, Frick Center, Blume Board Room
12:00pm: General Student Recital, Irion Hall, Buik Recital Hall

Friday, December 5
4:00pm: Lessons & Carols, Hammerschmidt Chapel
7:00pm: Lessons & Carols, Hammerschmidt Chapel

Saturday, December 6
Last day of classes

Sunday, December 7
3:00pm: Philharmonic Orchestra Concert
Monday, December 8
Reading Day/Evening Finals
7:30pm: Band Concert, Hammerschmidt Chapel

Tuesday, December 9
Finals
9:00–10:00pm: Candlelight Dinner, Frick Center, Café

Wednesday, December 10
Finals
12:00pm: Communion, Hammerschmidt Chapel
1:00pm: Music Production Recital, Irion Hall, Buik Recital Hall
Thursday, December 11

Finals

Friday, December 12

Finals

Saturday, December 13

Finals

Sunday, December 14
Monday, December 15

Tuesday, December 16

Wednesday, December 17

Final Grades Due
12:00pm: Communion, Hammerschmidt Chapel
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| Saturday, December 27 |              |

| Sunday, December 28   |              |
Monday, December 29

Tuesday, December 30

Wednesday, December 31
New Year's Eve
Thursday, January 1  New Year’s Day

Friday, January 2

Saturday, January 3

Sunday, January 4
Monday, January 5
First Day of J-Term

Tuesday, January 6

Wednesday, January 7
12:00pm: Communion, Hammerschmidt Chapel
Monday, January 12

Tuesday, January 13

Wednesday, January 14
12:00pm: Communion, Hammerschmidt Chapel
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Thursday, January 15


Friday, January 16


Saturday, January 17


Sunday, January 18


Monday, January 19
Martin Luther King, Jr. Recess: No classes

Tuesday, January 20

Wednesday, January 21
12:00pm: Communion, Hammerschmidt Chapel
Monday, January 26

Tuesday, January 27

Wednesday, January 28
12:00pm: Communion, Hammerschmidt Chapel
Thursday, January 29

Friday, January 30
Last Day of Classes

Saturday, January 31

Sunday, February 1
Monday, February 2
First Day of Classes

Tuesday, February 3
Senior Grades Due

Wednesday, February 4
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, February 5

Non-senior Grades Due
11:30am: SGA Meeting, Frick Center, Blume Board Room

Friday, February 6

Saturday, February 7

Midyear Commencement

Sunday, February 8

7:00pm: Quest Lecture, Dr. Michio Kaku, Hammerschmidt Memorial Chapel
Monday, February 9

Tuesday, February 10
11:30am to 12:30pm: Student Council for Exceptional Children (SCEC), Circle Hall, Room 304

Wednesday, February 11
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, February 12
11:00am–1:00pm: Midyear Student Activity and Vendor Fair, Frick Center, Alexander, Prospect & Founders Lounge
11:30am: SGA Meeting, Frick Center, Blume Board Room
7:00pm: Schade Lecture, Julie Nixon Eisenhower, TBD

Friday, February 13

Saturday, February 14

Sunday, February 15
Monday, February 16

Tuesday, February 17

Wednesday, February 18
8:00am: Ash Wednesday Services, Hammerschmidt Chapel
12:00pm: Ash Wednesday Services, Hammerschmidt Chapel
12:00pm: Communion, Hammerschmidt Chapel
4:00pm: Ash Wednesday Services, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, February 19

11:30am: SGA Meeting, Frick Center, Blume Board Room

Friday, February 20

Saturday, February 21

Sunday, February 22
Monday, February 23

Tuesday, February 24

Wednesday, February 25
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, February 26
Jazz Festival, Hammerschmidt Chapel
11:30am: SGA Meeting, Frick Center, Blume Board Room

Friday, February 27
Jazz Festival, Hammerschmidt Chapel

Saturday, February 28
Jazz Festival, Hammerschmidt Chapel

Sunday, March 1
Jazz Festival, Hammerschmidt Chapel
Monday, March 2

Tuesday, March 3

Wednesday, March 4
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, March 5
11:30am: SGA Meeting, Frick Center, Blume Board Room
7:00pm: Lecture, Sister Simone Campbell, TBD

Friday, March 6

Saturday, March 7
8:00am–4:00pm: OSL Interviews, Frick Center, Founders Lounge

Sunday, March 8
Monday, March 9


Tuesday, March 10
11:30am–12:30pm: Student Council for Exceptional Children (SCEC), Circle Hall, Room 304


Wednesday, March 11
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, March 12

11:30am–12:30pm: SGA Meeting, Circle Hall, Room 104

Friday, March 13

Saturday, March 14

Sunday, March 15

3:00pm: Band Concert, Hammerschmidt Chapel
Monday, March 16

Tuesday, March 17

Wednesday, March 18
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, March 19

11:30am: SGA Meeting, Frick Center, Blume Board Room
7:00pm: Niebuhr Forum, James Cone, TBD

Friday, March 20

Saturday, March 21

Classes will meet

Sunday, March 22
Monday, March 23
Spring Recess

Tuesday, March 24
Spring Recess

Wednesday, March 25
Spring Recess
Thursday, March 26
Spring Recess

Friday, March 27
Spring Recess

Saturday, March 28
Spring Recess

Sunday, March 29
Spring Recess
Monday, March 30

Tuesday, March 31

Wednesday, April 1
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
### Thursday, April 2
11:30am: SGA Meeting, Frick Center, Blume Board Room

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### Friday, April 3
Passover begins
Easter Recess

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### Saturday, April 4
Easter Recess

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### Sunday, April 5
Easter Recess

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Monday, April 6

Tuesday, April 7

Wednesday, April 8

12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, April 9

11:30am: SGA Meeting, Frick Center, Blume Board Room

Friday, April 10

Saturday, April 11

Passover ends

Sunday, April 12

2:00pm: Spring Choral Concert, Hammerschmidt Chapel
Monday, April 13

Tuesday, April 14
11:30am–12:30pm: Student Council for Exceptional Children (SCEC), Circle Hall, Room 304

Wednesday, April 15
Yom HaShoah
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, April 16
11:30am: SGA Meeting, Frick Center, Blume Board Room

Friday, April 17

Saturday, April 18

Sunday, April 19
3:00pm: Choral Union Concert, Hammerschmidt Chapel
Monday, April 20

Tuesday, April 21

Wednesday, April 22
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, April 23
11:30am: SGA Meeting, Frick Center, Blume Board Room

Friday, April 24

Saturday, April 25

Sunday, April 26
Monday, April 27

Tuesday, April 28

Wednesday, April 29
12:00pm: Communion, Hammerschmidt Chapel
5:00pm to 6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, April 30

11:30am: SGA Meeting, Frick Center, Blume Board Room

Friday, May 1

Saturday, May 2

Sunday, May 3

3:00pm: Philharmonic Orchestra Concert, Hammerschmidt Chapel
Monday, May 4

Tuesday, May 5
7:30–9:30pm: EC's Best Dance Crew, Hammerschmidt Chapel

Wednesday, May 6
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, May 7

Founder's Honors Convocation
11:30am: General Student Recital, Irion Hall, Buik Recital Hall

Friday, May 8

Saturday, May 9

Sunday, May 10
Monday, May 11
7:30pm: Band Concert, Hammerschmidt Chapel

Tuesday, May 12
11:30am–12:30pm: Student Council for Exceptional Children (SCEC), Circle Hall, Room 304
11:30am: General Student Recital, Irion Hall, Buik Recital Hall
7:30pm: Varsity Band/Varsity Strings Concert, Irion Hall, Buik Recital Hall

Wednesday, May 13
12:00pm: Communion, Hammerschmidt Chapel
5:00–6:00pm: Spiritual Life Council Meeting, Frick Center, Blume Board Room
Thursday, May 14
11:30am: SGA Meeting, Frick Center, Blume Board Room
12:00pm: General Student Recital, Irion Hall, Buik Recital Hall

Friday, May 15
7:30pm: Honors Recital, Irion Hall, Buik Recital Hall

Saturday, May 16
Last Day of Classes

Sunday, May 17
Monday, May 18
Reading Day/Finals

Tuesday, May 19
Finals
7:30–9:30pm: Candlelight Dinner, Frick Center, Café

Wednesday, May 20
Finals
12:00pm: Communion, Hammerschmidt Chapel
Thursday, May 21
Finals

Friday, May 22
Finals

Saturday, May 23
Finals

Sunday, May 24
Monday, May 25

Memorial Day

Tuesday, May 26

Senior Grades Due

Wednesday, May 27

12:00pm: Communion, Hammerschmidt Chapel
Thursday, May 28
Non-senior Grades Due

Friday, May 29

Saturday, May 30
May Commencement

Sunday, May 31
Monday, June 1

Tuesday, June 2
LeaderShape

Wednesday, June 3
LeaderShape
Thursday, June 4
LeaderShape

Friday, June 5
LeaderShape

Saturday, June 6
LeaderShape

Sunday, June 7
LeaderShape