R

VISION

Roosevelt University is nationally recognized for providing transformational experiences and opportunities for discovery that create socially conscious citizens who are leaders in their professions and their communities.

/RooseveltUniversity

@RooseveltU

/RooseveltUniversity

You are Roosevelt University.

Dear Roosevelt Student,

Welcome to the 2013–2014 academic year! On behalf of the faculty and staff at Roosevelt University, it is my pleasure to share the student handbook.

We believe that every student who walks through Roosevelt's doors should receive a top-quality educational experience. Every member of our community is deeply committed to delivering on that promise.

Our faculty are passionate about connecting classroom instruction to real-world opportunities, and our staff are dedicated to connecting you to the resources and providing the support to make your experience at Roosevelt everything you seek.

This handbook is a resource to help acquaint you with University life and our community. It contains information about the offices and services here to assist you, as well as details about about important policies and procedures.

Roosevelt was founded in 1945 to stand up for the principle that every qualified person should have access to an exceptional college education. Today our mission is stronger than ever, lived fully each and every day in the way that we challenge our students to make the most of themselves and the world around them.

All my best,

Douglas G. Knerr, PhD
Executive Vice President and University Provost

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2013 YEAR AT A GLANCE

For tuition refund dates, summer dates and all academic dates, visit **roosevelt.edu/registrar/importantdates**.

JANUARY 2013

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2014 YEAR AT A GLANCE

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ROOSEVELT UNIVERSITY HISTORY

Roosevelt University is a private, nonprofit institution of higher learning committed to the fundamental values and purposes of higher education in America. Its founding in 1945 as an independent, coeducational institution of higher learning was a feat requiring considerable courage. The new school had no campus, no library and no endowment, but its founders had an ideal that enabled them to overcome great obstacles. They were determined to make higher education available to all students who could qualify. And they dedicated Roosevelt University, in the words of Eleanor Roosevelt, “to the enlightenment of the human spirit.” It has always welcomed people of all backgrounds and has stressed social justice in all of its programs and projects.

The faculty and administration of the University, influenced by its special history and distinctive environment, recognize a responsibility to serve as a major educational and cultural resource to the citizens of a global society. Through teaching and advising, Roosevelt fulfills its commitment to the individual student’s personal and intellectual growth. Through teaching, research and professional service, Roosevelt University contributes to the creation of a more humane and just society, while also serving as a significant center of culture for the Chicago area.

ROOSEVELT UNIVERSITY ALMA MATER

To be what we dream takes courage to start,
In all that we are, we lead from the heart.
With goals for our future, we learn from our past,
With honor and courage, our freedom will last.

Roosevelt University
Oh, tower of light,
Roosevelt University
Our power, our might.

Knowledge, diversity, the power of one,
Bearing the torch for every daughter and son,
Forward, forever, for all of humanity
Our alma mater, Roosevelt University.

Roosevelt University
Oh, tower of light,
Roosevelt University
Our power, our might.

Lyrics by Jacquelyn Strum
Music by Stacy Garrop

NONDISCRIMINATION STATEMENT

Roosevelt University has been committed from its inception to a policy on nondiscrimination. No person shall be discriminated against because of age, ancestry, citizenship, color, creed, disability, gender, gender identity, marital status, military status, national origin, parental status, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, or as a result of being the victim of domestic or sexual violence in its programs and activities.

BUILDING ABBREVIATIONS

AARC	Albert A. Robin Campus
AUD	Auditorium Building
CC	Chicago Campus
GB	Gage Building
GC	Lillian and Larry Goodman Center
SC	Schaumburg Campus
UC/UCC	University Center of Chicago
WB	Wabash Building

LOCATIONS

Wabash Building (WB) – Chicago Campus (CC)
roosevelt.edu/campuscommunity/wabash
425 S. Wabash Ave.
Chicago, IL 60605
(312) 341-3500

Auditorium Building (AUD) – Chicago Campus (CC)
roosevelt.edu/campuscommunity/auditoriumbuilding
430 S. Michigan Ave.
Chicago, IL 60605
(312) 341-3500

Gage Building (GB) – Chicago Campus (CC)
roosevelt.edu/campuscommunity/gage
18 S. Michigan Ave.
Chicago, IL 60603
(312) 341-3500

Albert A. Robin Campus (AARC) – Schaumburg Campus (SC)
roosevelt.edu/schaumburg
1400 N. Roosevelt Blvd.
Schaumburg, IL 60173
(847) 619-7300

ACCESS TO CAMPUS FACILITIES

All University facilities except residence halls are open to faculty, staff and students during the hours of operation. Valid Roosevelt identification is required at all times. Each department establishes its office hours within the building hours listed below. Building and office hours are subject to change. Please call the campus location to verify hours of operation.

Any individual, excluding current students, under the age of 18 is not allowed on campus unless he or she is accompanied by an adult. Local authorities may be contacted to assist the child if deemed necessary by University personnel.

Although the University strives to provide an open, academic environment, loiterers are required to leave when requested by Campus Safety and University officials.

BUILDING HOURS

Building hours for all locations may be adjusted during holidays and break periods.

Wabash Building (WB)

Monday–Thursday	**7:30 a.m.–10:30 p.m.**
Friday	**7:30 a.m. – 6 p.m.**
Saturday	**8 a.m. – 5 p.m.**
Sunday	**11 a.m. – 5 p.m.**

The residential section of the Wabash Building is open 24 hours a day, but access is limited to residents and guests of residents who register at the campus safety desk.

Auditorium Building (AUD)

Monday–Thursday	**7:30 a.m.–10:30 p.m.**
Friday	**7:30 a.m.–6 p.m.**
Saturday	**8 a.m.–5 p.m.**
Sunday	**11 a.m.–5 p.m.**
Holidays	**closed**

Gage Building (GB)

Monday–Thursday	**7:30 a.m.–10:30 p.m.**
Friday	**7:30 a.m.–6 p.m.**
Saturday	**8 a.m.–5 p.m.**
Sunday	**closed**
Holidays	**closed**

University Center of Chicago (UC/UCC)
universitycenter.com
The University Center residence hall is open 24 hours a day. The security desk for the building is located on the first floor of the UC just inside the main entrance and is staffed at all times. Access to the residential section of UC is limited to residents and guests of residents who register at the security desk.

Schaumburg Campus (SC)

Monday–Friday	**7:30 a.m.–11 p.m.**
Saturday	**7:30 a.m.–5 p.m.**
Sunday	**9 a.m.–5 p.m.**
Holidays	**closed**

EMERGENCY NOTIFICATION/EMERGENCY PROCEDURES

roosevelt.edu/security

EMERGENCY TEXT MESSAGING

Roosevelt University has an emergency notification system in place and will, taking into account the safety of the community, determine the content of the notification and initiate the notification system. An exception occurs when issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The emergency notification may be by text message (voluntary sign up is required to receive the text message—see directions that follow), Roosevelt email broadcast, and/or the Roosevelt home page.

TO SIGN UP AND/OR RENEW EMERGENCY TEXT MESSAGING:

1. Visit **roosevelt.edu**
2. Click the emergency text messaging link or type "emergency text" in the search engine in the upper right corner of the page, and follow the additional links.
3. Review the program details. Follow the instructions to sign up, confirm and validate your cell number. **Be sure to follow all of the steps to ensure your registration is complete.** Registration expires after two years and needs to be renewed.

Roosevelt University has an Emergency Operations Plan and, as a part of the plan, emergency procedures that follow.

FIRE PROCEDURES

roosevelt.edu/security/emergencyprocedures/fire

1. When a fire occurs, **activate the fire alarm immediately.** Any delay in sounding the fire alarm will delay getting help and could have serious consequences. The building fire alarms are transmitted directly to the Chicago Fire Department through the Chicago Office of Emergency Management and Communications 911 Center or to the Schaumburg Fire Department through their emergency dispatch center.

2. **Call 911 (or 9-911 if calling from an inhouse Roosevelt phone) immediately** to notify the fire service. If possible, call Campus Safety:
   - Wabash Building, **(312) 341-2020 or x2020** from an internal telephone
   - Auditorium Building, **(312) 341-2020 or x2020** from an internal telephone
   - Schaumburg Campus, **(847) 619-8989 or x8989** from an internal telephone
   - Gage Building, **(312) 281-3111 or x3111** from an internal telephone
   - University Center, **(312) 924-8911**
3. The first priority is following your building's evacuation procedures and, if possible, assisting students and other persons in immediate danger.
   - Wabash Building – Complete building evacuation to outside.
   - Auditorium Building – Complete building evacuation to outside.
   - Gage Building – Complete building evacuation to outside.
   - Schaumburg Campus – Complete building evacuation to outside.
   - Residence Halls – Follow specific facility evacuation procedures.

EMERGENCY EVACUATION ASSISTANCE

roosevelt.edu/security/evacuation

If you require any assistance to safely exit a Roosevelt University building in the event of an emergency evacuation, a voluntary self-identification form is available for you to complete. Please contact Campus Safety at (312) 341-4167 or 4173 for this form.

In the event of an emergency evacuation, go to the nearest area of rescue assistance (Auditorium Building and Gage Building—usually in or by a stairwell) and press the emergency alarm button. This will inform emergency responders of your location.

MISSING STUDENT NOTIFICATION PROCESS

roosevelt.edu/security/reporting/missing

Anyone who believes a student to be missing for a period exceeding 24 hours should immediately report their concern to Roosevelt University Office of Campus Safety and Transportation at **(312) 341-2020**. Reports of a missing student should be made to one of the following Roosevelt University officials:

- **Director of Campus Safety and Transportation, (312) 341-4167**
- **Associate Provost, Student Affairs, (312) 341-3525**

Other University officials receiving a missing persons report relating to a student are required to notify the Office of Campus Safety and Transportation immediately. In compliance with the federally mandated Missing Student Notification Policy and Procedures in the Higher Education Opportunity Act, an incident report will be generated and an investigation will be initiated in cooperation with the Office of Campus Safety and Transportation. Any report of a missing student will be fully investigated by the University under the coordination of the Director of Campus Safety and Transportation and the Associate Provost for Student Affairs. In order to determine if a student is missing, University officials will check a student's card access records, class attendance, student residence, and use other methods to determine the status of a missing student. Roosevelt University will notify appropriate local law enforcement agencies not later than 24-hours after the time a student is determined to be missing. If the student has designated an emergency contact person, the University will notify that individual as well. If the missing student is under 18, the University will attempt to notify the student's parent/guardian

that the student is a missing student. Students wishing to designate an emergency contact person who is not their parent or guardian should contact the office of student affairs.

Note for students under age of 21: Suzanne's Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national "Amber Alert" bill.

Campus Safety and Transportation is responsible for communicating all validated reports of missing students to local law enforcement. Campus Safety and Transportation will work with Student Affairs regarding all reports of missing students. Student Affairs is responsible for communicating with a missing student's emergency contact(s) (and if applicable, a missing student's parent/guardian).

ARMED VIOLENCE—ACTIVE SHOOTER

1. Reduce Your Risk

If an active shooter incident occurs on campus, the following guidelines will reduce personal risk. If you are outside a building when an event occurs, take cover immediately, preferably inside a building. If you are inside a building when an event of this type occurs, you should:

a. Secure the Immediate Area:

- Lock and barricade doors.
- Do not stand by doors or windows.
- Turn off lights.
- Close blinds.
- Keep yourself out of sight and take adequate cover/protection (the cover of concrete walls, thick desks, filing cabinets may protect you from bullets).
- Block windows.
- Turn off radios.
- Silence cell phones.

b. Un-Securing an Area:

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he or she is confronted by armed law enforcement authorities.
- Attempts to rescue people should occur ONLY if they can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- Know all alternate exits in your building.

c. If the Shooter Enters Your Office/Classroom:

- There is no right answer for this scenario—your response must be based on variables related to the situation, shooter and your own intuitions and common sense.
- Remain as calm as possible.
- Call 911 and Campus Safety as soon as it is safely possible.
- If possible, flee the area.
- Negotiating may work.
- "Playing dead" may work.
- Attempting to overcome the suspect with force is always the last resort, which should only be considered in extreme circumstances, and only you can decide if this is something you should do.

2. Contacting Authorities

Campus Safety can be reached for the Wabash and Auditorium buildings at **(312) 341-2020 or x2020** from an internal telephone; for the Schaumburg Campus at **(847) 619-8989 or x8989** from an internal telephone; for the Gage Building at **(312) 281-3111 or x3111** from an internal telephone.

1. Be aware that the Campus Safety phone lines are likely to be overwhelmed. Program the security numbers into your cell phone for backup.
2. In addition, call 911. Remember, most cell phones provide the ability to make an emergency call, even if they have a lockout feature. Texting or emailing a relative or friend may also be an option if, under the circumstances, you are unable to speak.

3. What to Report

- Your specific location: building name and office/room number
- The number of people at your specific location
- Injuries: the number injured and the types of injuries
- The assailant(s):

Location	Type of weapons (long gun or hand gun)
Number of suspects	Backpack
Race/gender/age	Shooter's identity (if known)
Clothing description	Distinguish explosions from gunfire.
Physical features	

4. Response: Campus Safety will make every attempt to secure the area and protect lives, until armed law enforcement officials arrive, who will take control of the situation and:

- Engage assailant(s) immediately.
- Evacuate victims.
- Facilitate follow-up medical care, interviews, counseling.
- Conduct an investigation.

LOCKDOWN

1. As a result of an emergency situation, Roosevelt University may be placed under lockdown. During a lockdown, all doors and windows are locked and all students, faculty and staff shall remain in their classrooms or offices. No one is permitted to leave and no one, including parents, is allowed to enter the facility.
2. Although such measures may seem extreme, they have proven effective in ensuring everyone's safety. In fact, in an emergency, Roosevelt is one of the safest places a student, faculty or staff member can be. Whenever a threat arises, schools are the focus of heightened attention from police and other emergency responders.
3. Should a lockdown occur, students, faculty and staff are asked to remain calm as Roosevelt and emergency responders manage the situation. If it appears that the lockdown will last for an extended period of time, assigned faculty and staff will attempt to assist those who need to notify their parents, spouses or significant others by telephone, as no one will be allowed to leave until recommended by the appropriate authorities.

TORNADO

If you hear the outdoor warning sirens, immediately go to an interior hallway, washroom or room without glass windows. Do not go outside. If you are outside, seek shelter inside.

CLOSINGS AND CANCELLATIONS

In Case of Inclement Weather:

- Check for an emergency text message.
- Check the Roosevelt website at **roosevelt.edu**.
- Call (312) 341-3500 in Chicago or (847) 619-7300 in Schaumburg and press * for a message.
- Listen to radio stations WMAQ 670, WGN 720 and WBBM 780 on the AM band.
- Watch television channels 2, 5, 7, 9, 32 and CLTV.
- If the University is open, but you are concerned about a specific class, call the individual college.

UNIVERSITY LINGO AND TERMINOLOGY

Roosevelt, like many colleges and universities, has words, abbreviations and acronyms unique to the campus. This glossary provides definitions to unfamiliar terms you may hear:

AARC – Albert A. Robin Campus
Also known as the Schaumburg Campus

ACP 101 – Academic Communities of Practice: First Year Seminar
Class required for all new full-time, first-year students to help in the transition to college. This is the first of three ACP classes students are required to take.

ASC – Academic Success Center
The ASC offers academic tutoring, disability services, the Learning and Support Services Program, peer mentoring and study skills workshops for students.

AUD – Auditorium Building
Classroom, office and theatre building at 430 S. Michigan Ave.

BART – Behavorial Assessment and Response Team
BART is a resource to refer students, faculty and staff who show disruptive or concerning behaviors. Visit **roosevelt.edu/security/bart** for information

Blackboard
Website used for online courses and to supplement campus courses

Buyback
Period of time each semester when the bookstore buys textbooks back from students

CC – Chicago Campus
The Chicago Campus includes the Auditorium, Wabash and Gage buildings.

CCL – Center for Campus Life
Office that coordinates events, leadership programs, community service activities, multicultural programs and student organizations at the Schaumburg Campus

CCPA – Chicago College of Performing Arts
One of Roosevelt's six academic colleges with conservatories in music and theatre

Continuing Student
A student who was enrolled during the prior semester

CSI – Center for Student Involvement
Office that coordinates campus events, leadership programs, community service activities, student organizations and orientation at the Chicago Campus

ELP – English Language Program
ELP offers English as a Second Language classes that prepare non-native speakers of English for study at Roosevelt.

eRecruiting
Roosevelt's job and internship online student resource managed by Career Development

GB – Gage Building
The Gage Building is at 18 S. Michigan Ave. and houses classrooms and offices.

GC – Goodman Center
New athletic and recreation facility named for Lillian and Larry Goodman

Heller College – Short name for Walter E. Heller College of Business
One of Roosevelt's six academic colleges

Lakers
Roosevelt's athletic mascot

Licht Center
Student center at the Schaumburg Campus named for John M. and Christine Licht/Duraco Products

Michigan Side
Entrance to the Auditorium Building at 430 S. Michigan Ave.

New Deal Service Day
Annual University-wide community service event

Phonathon
Calling campaign seeking financial contributions for the annual fund from alumni

Robin Campus
Also known as the Schaumburg Campus, the Robin Campus is named for donor Albert A. Robin.

RUA – Roosevelt University Assessment
Computer-based assessment tool in mathematics and English used for course placement with new students

RU Access
Web-based registration and information system allowing students to register for classes; view schedules, grades and transcripts; verify and accept financial aid; update addresses; and more

RUOnline
Roosevelt's web-based education site offering online classes

SAF – Student Activity Fee
Fee that funds campus programs and activities. The fee is mandatory for all degree-seeking students at the Chicago and Schaumburg campuses.

SAP – Satisfactory Academic Progress
Important federal law for financial aid recipients requiring students to meet minimum standards. Refer to the Policy section of this Handbook for more information.

SC – Schaumburg Campus
Also known as the Albert A. Robin Campus, the Schaumburg Campus opened in 1996 to serve the northwest suburbs.

SGA – Student Government Association
SGA is the student government and serves as the official voice of the student body.

SPEED – Students Programming for Enrichment, Enlightenment and Development
Student program board that plans events with the Student Activity Fee at each campus

Student Appreciation Week
Annual celebration for Roosevelt students

Student Rush
Discounted tickets to events at the Auditorium Theatre

The Torch
Roosevelt's student newspaper: **roosevelttorch.com**

Tower
The Tower is located on the south side of the Auditorium Building at Roosevelt. An elevator serving offices in the Tower can be accessed on the eighth floor.

UC/UCC – University Center of Chicago
Residence hall at 525 S. State St. housing students from Roosevelt, Columbia, DePaul and Robert Morris

U-Pass
CTA transit program for all full-time, degree-seeking, Chicago Campus students. A mandatory fee is assessed to students allowing unlimited use of CTA trains and busses during the fall and spring semesters.

WB – Wabash Building
Classroom, student center and residence hall building at 425 S. Wabash Ave.

Wabash Side
Entrance to the Wabash and Auditorium buildings at 425 S. Wabash Ave.

WRBC
Roosevelt's student radio station, also known as the Blaze, streaming at **roosevelt.edu/wrbc**

NOTES

ACADEMIC ADVISING AND ASSESSMENT

roosevelt.edu/advising

Chicago Campus
Wabash Building, Room 1M10
(312) 341-4340
(312) 341-3735 (fax)
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

Schaumburg Campus
Room 125
(847) 619-7930
(847) 619-7922 (fax)
Monday–Thursday: 9 a.m.–6:30 p.m.
Friday: 9 a.m.–5 p.m.

ADVISING SERVICES

The Office of Academic Advising and Assessment at both campuses offers new and continuing undergraduate students help with course selection and program planning. Professional advisors are available year-round to answer questions and assist students. Students are encouraged to seek advising before the start of registration for each semester to ensure their choice of classes and times.

PROFESSIONAL ADVISORS:

- Review and interpret credit evaluations
- Assess placement in English and mathematics courses using ACT scores, SAT scores and/or Roosevelt University Assessment scores
- Administer and interpret Roosevelt University Assessment (RUA) results and course placement if needed
- Assist undecided students in choosing a major
- Assist students experiencing academic difficulty or on academic probation (All undergraduate students on probation are advised through the Office of Academic Advising.)

All degree-seeking undergraduate students must consult with an advisor each semester prior to registration.

NEW FIRST-YEAR AND TRANSFER UNDERGRADUATE STUDENTS

All new first-year and transfer students meet with an academic advisor to discuss assessment information, course placement, credit evaluations, curricular requirements and general University information. Students may be offered the option to ask questions or select courses via email or telephone with the assigned advisor, depending on their academic status.

CONTINUING UNDERGRADUATE STUDENTS

Continuing students remain with the Office of Academic Advising and Assessment until they complete their English and math requirements and the majority of their general education course work, have chosen a major, attained good academic standing (GPA of 2.0 or better) and have met the requirements for transfer to their major department. Continuing students who have been transferred from the office to the individual colleges that house their majors are advised by faculty or program advisors within that college. A student unsure where to go for advising should contact the Office of Academic Advising and Assessment at either campus. Faculty advisors in the colleges are available during the official advising periods (usually November and March). To make an appointment to see a faculty advisor, students should call the college office that houses their major (Arts and Sciences, Business, Education, Professional Studies or Performing Arts). Early advising provides the best opportunity to enroll in the classes needed at the times preferred.

QUICK TIPS

Roosevelt requires all students to obtain a registration code from their advisor prior to registering each term.

Don't wait. Seek assistance from the Academic Success Center with difficult subjects at the start of the semester.

Students should contact their advisor if they:

- Need to select courses and register
- Need to make a schedule adjustment (drop or add)
- Are having difficulty in a course
- Are trying to decide on a major
- Have questions about degree requirements
- Need to withdraw from school
- Have a question about an academic or University policy

NEW OR CONTINUING GRADUATE STUDENTS

All graduate students are advised in their graduate programs.

ASSESSMENT CENTER

The primary function of the Assessment Centers at the Chicago and Schaumburg campuses is to administer the Roosevelt University Assessment (RUA). English Language Proficiency (ELP) testing is also done at these locations. Bulletins and registration forms for national tests related to language proficiency, admission to graduate and professional schools and testing for credit by proficiency are available at each campus. Students with specific questions about the RUA and other tests may contact the Office of Academic Advising and Assessment.

ACADEMIC SUCCESS CENTER (ASC)

roosevelt.edu/asc

Chicago Campus
Auditorium Building, Room 128
(312) 341-3818 / (312) 341-3810
Monday–Thursday: 10 a.m.–6 p.m.
Friday: 10 a.m.–5 p.m.

Schaumburg Campus
Room 125
(847) 619-7978 / 8846
Monday–Thursday: 10 a.m.–6:30 p.m.

The Academic Success Center houses four offices that provide support for students: Tutoring Center, Disability Services, the Learning and Support Services Program, and the Freshman Peer Mentoring Program (Chicago Campus).

The Tutoring Center provides both group and individual academic support and tutoring for currently enrolled students across a wide spectrum of subject areas. Students can work on specific writing needs or use the center as a place to go to discuss projects, paper topics or ideas. All tutoring sessions are free and students can sign up for up to two one-hour appointments per subject, per week. Appointments can be scheduled online at **roosevelt.edu/asc.**

Roosevelt University's Office of Disability Services provides students with documented disabilities the academic accommodations and auxiliary aids they need to be successful and promotes increased awareness of disability issues on campus. Students with special needs requesting accommodations are encouraged to register with the office in order to be evaluated for appropriate accommodations for regular and online courses.

ADMISSION

applyRU@roosevelt.edu
(877) 277-5978
roosevelt.edu/admission

Chicago Campus
Wabash Building, Room 116
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.
Saturday: by appointment

Schaumburg Campus
Room 125
Monday–Thursday: 9 a.m.–6:30 p.m.
Friday: 9 a.m.–5 p.m.
Saturday: by appointment

The Office of Admission provides:

- Admission counseling and academic program information
- Applications for admission, readmission and admission status information
- Academic program information
- Scholarship information for new students
- Changes from nondegree to degree status
- Campus tours for prospective students
- Unofficial evaluation of credit for transfer students

ATHLETICS

rooseveltlakers.com

Chicago Campus
Goodman Center, 501 S. Wabash Ave.
(312) 341-3528

The Roosevelt Athletic Department features 16 varsity sports with the Lakers competing in men's and women's cross country, men's and women's tennis, men's and women's basketball, men's and women's soccer, women's volleyball, men's and women's track and field, men's and women's outdoor track and field, baseball, softball and men's golf. Roosevelt is a non-scholarship athletic program competing in the National Association of Intercollegiate Athletics (NAIA) and Chicagoland Collegiate Athletic Conference (CCAC), which features local rivals Robert Morris and St. Xavier.

Students interested in trying out for varsity teams, or those just interested in supporting the Lakers should contact the Athletic Department at (312) 341-3528 or visit **rooseveltlakers.com**. The latest scores, schedules, highlights and more are on the official Athletic Department website.

ATMs

Automatic teller machines are available at both campuses. In Chicago, a Chase ATM is located in the Fainman Lounge, second floor of the Auditorium Building, a Higher One ATM is located on the mezzanine of the Wabash Building and an independent ATM is on the first floor of the Gage Building. In Schaumburg, a Higher One ATM is located in the Licht Student Center.

BEHAVIORAL ASSESSMENT AND RESPONSE TEAM (BART)

Roosevelt University's Behavioral Assessment and Response Team is designed to assess and respond to disruptive or concerning behavioral issues to help support the health, safety and success of the Roosevelt community. The team provides consultation, makes recommendations for action, and coordinates campus resources in response to reports of disruptive or concerning behavior displayed by students, staff or faculty. For additional information, visit **roosevelt.edu/security/bart**.

To bring an individual of concern to the attention of the Behavioral Assessment and Response Team, contact BART at (312) 341-2323 or bart@roosevelt.edu. Referral forms are available at **roosevelt.edu/security/sendconcerns**. If there is perceived imminent danger, contact Campus Safety or call 911 immediately.

BLACKBOARD

roosevelt.blackboard.com

Roosevelt University uses Blackboard as the online course portal. Fully online courses use the portal for complete course delivery, while campus-based courses use the portal to deliver supplemental content and incorporate interactive tools.

Every currently enrolled student has access to the Blackboard portal. To log in, the nine-digit Roosevelt ID is the user name, and for first time Blackboard users, the nine-digit ID will also be the default password. Students should change their password after the first time they log in to provide a secure learning experience. All students and faculty are required to use their Roosevelt email account. Free Blackboard training is available to students. Visit **training.ruonline.us/student_training.html** for more information.

To access the Roosevelt Blackboard portal, visit **roosevelt.edu/ruonline**. For more information, call (312) 341-2600 or email ruonline@roosevelt.edu.

QUICK TIPS

To find the correct book for your classes, you will need the course and section number. Search for your books online at **roosevelt.edu/bookstore**.

BOOKSTORE

roosevelt.edu/bookstore

Chicago Campus
Wabash Building, Lobby
(312) 341-3592
bookstore@roosevelt.edu
Monday–Thursday: 9 a.m.–6 p.m.
Fridays: 9 a.m.–3 p.m.
(with extended hours during the start of classes)

The Richard M. Killian Bookstore carries all books required for all Chicago, Schaumburg and online classes. The bookstore also offers book rental and e-book versions at a substantial savings. Books purchased at the Chicago Campus can be shipped to the Schaumburg Campus for no charge or shipped to a student's home for a small shipping fee. There is a bookstore kiosk at the Schaumburg Campus near Room 125, where you can order books and other merchandise.

In addition to textbooks, the bookstore offers Roosevelt clothing, mugs, alumni gear and everything you need to show your school pride.

BOOK BUYBACK

The best time to sell books back is during finals week each semester. If a book is being used the following semester, is in good condition and the bookstore staff hasn't bought all books needed, students may receive up to 50 percent back of what they paid.

CAMPUS SAFETY

roosevelt.edu/security

- **For emergency assistance – police, fire or medical: Call 911**
- For Roosevelt Campus Safety: Call (312) 341-2020 or x2020 from internal phone
  This number is answered 24 hours a day/7 days a week.
- Other Roosevelt Campus Safety phone numbers:
  Gage Building: (312) 281-3111 or x3111 from internal phone
  Schaumburg Campus: (847) 619-8989 or x8989 from internal phone

CAMPUS SAFETY OFFICE LOCATIONS

Wabash Building (425 S. Wabash Ave.) – **Wabash Lobby, 24 hours a day/7 days a week**
Auditorium Building (430 S. Michigan Ave.) – Michigan Lobby, Room 113
Gage Building (18 S. Michigan Ave.) – Room 221
Schaumburg Campus – Room 102

The Roosevelt University Campus Safety Department is an unarmed, proprietary security force of uniformed officers, an operations supervisor and a director of campus safety. Roosevelt University relies on our local law enforcement agencies, the Chicago Police Department for the Chicago Campus and the Schaumburg Police Department for the Schaumburg Campus, for any law enforcement activity and assistance.

Students and staff are strongly encouraged to report any and all crimes to the local law enforcement agency as well as Campus Safety. Please report immediately any suspicious persons or activity to Campus Safety. Safety is everyone's job. If you have concerns about a student, faculty or staff member, consult the Behavioral Assessment and Response Team (BART) section of this handbook.

PROTECT YOUR POSSESSIONS

roosevelt.edu/security/programs/crimeprevention

Please keep your backpack, purse, wallet, laptop, cell phone and all other personal items with you at all times. The best way to safeguard your valuables is by being careful and observant.

Go to **roosevelt.edu/security** for additional campus safety information and crime prevention/safety tips.

CRIME ALERTS/TIMELY WARNINGS

Campus Safety issues crime alerts to the University community to notify members of the community about serious crimes against people that occur on or near campus and pose an ongoing threat to members of the University community.

CAREER DEVELOPMENT

roosevelt.edu/career

Chicago Campus
Wabash Building, Room 324
(312) 341-3560
career@roosevelt.edu
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

Schaumburg Campus
Room 125
(847) 619-7921
career@roosevelt.edu
Monday–Thursday: 9 a.m.–6:30 p.m.
Friday: 9 a.m.–5 p.m.

The staff of the Office of Career Development are available to assist students and alumni with careers and jobs. Whether trying to decide on a major, looking for a part-time or full-time job, exploring internship opportunities, making a major or career change, or deciding on graduate school, Career Development can assist you.

Please stop by or make an appointment to discuss your personal career needs. Students have access to eRecruiting, Roosevelt's job and internship posting system. Visit **roosevelt.experience.com** for information.

CENTER FOR CAMPUS LIFE (CCL)

roosevelt.edu/ccl
facebook.com/rooseveltccl

Schaumburg Campus
Room 126
(847) 619-7940
ccl@roosevelt.edu
Monday–Thursday: 9 a.m.–6:30 p.m.
Friday: 9 a.m.–3 p.m.

The Center for Campus Life provides co-curricular programs and services that support educational success and create a welcoming, supportive environment for Roosevelt students at the Schaumburg Campus. Leadership opportunities, student programs and events, new student orientation, community engagement opportunities, fitness and recreation, and online ticket sales for area performances are just a few of the programs and services provided by the Center for Campus Life. The majority of the programs and events are coordinated by students through the SPEED activities board, registered student organizations and the Student Government Association. Stop by the office for more information about how to get involved in student life at Schaumburg.

CENTER FOR STUDENT INVOLVEMENT (CSI)

roosevelt.edu/csi
facebook.com/rooseveltuniversitycsi

Chicago Campus
Wabash Building, Room 323
(312) 341-2015
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

The Center for Student Involvement (CSI) is the hub for activities at the Chicago Campus. The CSI staff work with student organizations, leadership development programs, campus activities and celebrations, the SPEED activities board, community service projects and new student orientation. At the CSI, you can find out what's happening on campus and how you can get involved to enrich your Roosevelt experience.

Students can learn what's happening on campus through the weekly "What's Happening @ Roosevelt" student broadcast message, bulletin boards throughout the buildings, the Roosevelt website and online calendar and by visiting the CSI office.

COMPUTER LABS

roosevelt.edu/its/labs
roosevelt.edu/its/labs/greenprint

Auditorium Building
Room 256
(312) 341-3891

Gage Building
Room 501
(312) 281-3205

Schaumburg Campus
Room 626
(847) 619-8534

Computer labs provide computer access to all currently enrolled students who present a valid Roosevelt ID card. Labs are staffed by students. There is a charge to print from lab and other open access computers. The printing system is called GreenPrint.

Hours of operation are generally 8:30 a.m. to 9 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m. on Friday. Hours may vary due to holidays, semester breaks, and local use. For details on hours, locations and available resources, visit **roosevelt.edu/its/labs**, or call the Help Desk, (312) 341-4357.

COUNSELING CENTER

roosevelt.edu/counseling

Chicago Campus
Auditorium Building, Room 470
(312) 341-3548
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

Schaumburg Campus
Room 114 or 125
(312) 341-3548
Hours may vary. Please call (312) 341-3548 if there is not a counselor available.

The Counseling Center provides a variety of services to help students understand their problems and themselves, achieve satisfying relationships, improve their academic performance, and make effective and fulfilling career and life choices. These services include:

- Individual and group therapy
- Couples counseling
- Consultation
- Referral
- Workshops and awareness/prevention events
- Newsletter and informational brochures

QUICK TIPS

In general, people come to counseling because they want to feel better about themselves or their relationships with others. Watch for flyers and ads on special events, wellness programming and informative workshops.

Counseling services are free and confidential. Information about appointments, consultation and outreach programming is available by phone, in person and on the Counseling Center web page.

CTA U-PASS

roosevelt.edu/registrar/upass

Chicago Campus
Wabash Building, Room 1M14
(312) 341-2443
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

Upon the reccommendation of the Student Government Association, Roosevelt University has contracted with the Chicago Transit Authority (CTA) to provide affordable public transportation to full-time students at the Chicago Campus through the CTA U-Pass program. **All degree-seeking, Chicago Campus students carrying full-time course loads will be automatically charged a mandatory, non-refundable fee on their student account for a U-Pass.** Full-time status for this program is defined by the CTA and Roosevelt as 12 credit hours for undergraduates, nine credit hours for graduate students and six credit hours for doctoral students. Incomplete courses, external studies courses from previous terms, classes at other universities, courses not officially listed on a current term registration and wait-list classes cannot be used to determine full-time status. Schaumburg Campus students interested in requesting a U-Pass must complete the Schaumburg U-Pass request form at **roosevelt.edu/registrar/upass** and return it to the Office of Student Accounts at the Schaumburg Campus.

The U-Pass provides full-time students with unlimited rides on all CTA trains and buses beginning five days before classes start until five days after finals end, during the fall and spring semesters (consult the University calendar for specific dates). The program is not offered during the summer session. The U-Pass has the student's photo and name on the card and is nontransferable.

Part-time and certificate program students are not eligible for the program under the terms of the contract and may not purchase or receive a U-Pass. The U-Pass fee cannot be waived for full-time students. Students who receive a U-Pass and drop below full-time status will have their passes deactivated without a refund. For more information about the U-Pass and campus affiliation, please contact the Office of the Registrar at (312) 341-2443.

DINING SERVICES

roosevelt.edu/dining

Snack Café, Schaumburg Campus
Licht Student center
(847) 619-8553
Monday–Thursday: 8:30 a.m.–8 p.m.

RU Metropolis, Chicago Campus
Auditorium Building, Michigan lobby
Monday–Thursday: 7:30 a.m.–8 p.m.
Friday: 7:30 a.m.–1 p.m.
Use your meal plan at the Metropolis Café for a delicious change of pace from the McCormick Dining Center.

McCormick Dining Center, Chicago Campus
Wabash Building, Second Floor
Monday–Thursday: 7 a.m.–10 p.m.
Friday: 9 a.m.–6:30 p.m.
Saturday: 8 a.m.–6 p.m., Sunday: 11 a.m.–10 p.m.
Hours are subject to change and vary during the year, especially during summer and between semesters.

Dining services are open to faculty, students and staff. Service and dining options include:

- Sandwiches and grill items, entrée specials, salads and soup
- Grab-and-go items
- Vegetarian and vegan options
- Catering
- Late-night specials

Wabash residents automatically receive a meal plan. Nonresident students can purchase "Roosevelt Bucks" for food purchases at the Chicago Campus (not for use at University Center). Vending machines offering snacks and drinks are located throughout the buildings at both campuses.

Key Policies and Procedures
- Your Roosevelt ID card must be presented to access your meal plan.
- Meal plan privileges are not transferable from person to person, and ID cards may not be transferred for the purposes of acquiring meals.
- Meal plan values (flex) carry over from fall term to winter term, but expire after the academic year.
- Carry-out meals are available and are very popular, but carry-out boxes must remain open until after exiting the cashier queue.

Please see **roosevelt.edu/dining** for more information regarding meal plans.

DISABILITY SERVICES
roosevelt.edu/asc

Chicago Campus
Auditorium Building, Room 128
(312) 341-3810
Hours by appointment

Schaumburg Campus
Room 125
(847) 619-8846/7978
Hours by appointment

Roosevelt University's Office of Disability Services, as part of the Academic Success Center, provides students with documented disabilities the academic accommodations and auxiliary aids they need to be successful and promotes increased awareness of disability issues on campus. Students requesting accommodations are encouraged to register with the office in order to be evaluated for appropriate accommodations for regular and online courses.

Campus Safety is responsible for the evacuation of Roosevelt University buildings in the event of an emergency. If students require evacuation assistance, please contact the director of campus safety and transportation at (312) 341-4167. Information about student needs will be kept confidential and used only by officials responding to the building emergency.

QUICK TIPS

Email is the official mechanism for communication. Check your account daily.

Roosevelt email can be forwarded to a personal email account.

EARLY CHILDHOOD EDUCATION CENTER

roosevelt.edu/schaumburg/about/childcare

The Roosevelt Early Childhood Education Center is a not-for-profit child care facility established in 1998 as a joint partnership between Zurich and Roosevelt University. Managed by Bright Horizons Family Solutions, this part-time and full-time program, which provides care for children six weeks through kindergarten, is available for students, faculty and staff at the Schaumburg Campus. Summer programming is also available for school-aged children, ages 6 to 12. Call the Early Childhood Education Center at (847) 605-8680 for more information.

EMAIL

mail.roosevelt.edu

All applicants to Roosevelt receive email accounts on the official student email system. A welcome message with login instructions is sent to students at the time of admission.

The student email system is the official channel for communications between the University and students. Students are expected to read all communications in a timely fashion.

ENGLISH LANGUAGE PROGRAM (ELP)

roosevelt.edu/ets/elp

Chicago Campus
Auditorium Building, Room 686
(312) 341-3717
Monday–Friday: 9 a.m.–5 p.m. and by appointment

The English Language Program offers academic English as a Second Language (ESL) classes that prepare non-native speakers of English for study at the graduate and undergraduate levels.

ELP offers these services:

- Assistance with registration
- Beginning, intermediate and advanced level classes in conversation, grammar, reading and writing
- Extracurricular events
- Ongoing orientation
- Personal and academic advising
- Student library

Upon entering ELP, students are given a written placement test and oral interview to determine their English proficiency. Degree-seeking students must complete all ELP courses that are required on the basis of their test results and interviews. Degree-seeking students at the advanced level may be permitted to combine ELP course work with other University classes.

QUICK TIPS

Applicants for all financial aid programs must file a Free Application for Federal Student Aid (FAFSA) prior to each year. Going to **roosevelt.edu/financialaid** is the quickest way to apply for financial aid.

Roosevelt University Academic Standing and Satisfactory Academic Progress for financial aid are not the same. Appeals for termination of financial aid must be done in writing. Visit **roosevelt.edu/financialaid/forms.htm** to download an SAP policy appeal form.

FINANCIAL AID

roosevelt.edu/financialaid

Chicago Campus
Wabash Building
Room 1M16
(866) 421-0935
fao@roosevelt.edu
Mon.–Thu.: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

Schaumburg Campus
Room 125
(866) 421-0935
fao@roosevelt.edu
Mon.–Thu.: 9 a.m.–6:30 p.m.
Friday: 9 a.m.–5 p.m.

Information regarding Roosevelt University financial aid can be accessed through the University's website. Students' individual account details can be viewed on RU Access. **Students are expected to have sufficient funds to pay for their own books at the start of each term.**

CRITERIA FOR AID ELIGIBILITY

- A person must be a fully admitted student enrolled in a degree program at Roosevelt. Special (non-degree) and summer-only students are not eligible to participate in financial aid programs. You must be fully admitted with official transcripts from all previous colleges attended on file with Admission.
- A student must be in good academic standing. A 2.0 Roosevelt grade point average for each particular year must be maintained.
- All students must complete at least 67 percent of attempted hours per year.
- Repeated courses count towards hours attempted and count in passed hours when a passing grade is received. You may receive aid for only ONE repeat of a previously passed class. Remedial and Undergraduate ELP courses are counted in hours attempted and counted in hours passed when a passing grade is received.
- Grades of "F" (Failure), "W" (Withdrawal), or "I" (Incomplete) are considered unsuccessful completion. All course work must be completed within the regular semester time frame.

FEDERAL DIRECT LENDING

Roosevelt University participates in the Federal Direct Lending Program. With the Federal Direct Student Loan Program, students borrowing their first loans at Roosevelt are required to complete Federal Loan Entrance Counseling and sign a Federal Direct Master Promissory Note. For more information, visit **roosevelt.edu/financialaid**, or contact the Office of Financial Aid.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress policy for Roosevelt University can be found on the Office of Financial Aid website at **roosevelt.edu/financialaid/policies.**

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Financial aid students who withdraw from **all** classes prior to the 60 percent period of the term are required to return all or a portion of their federal financial aid. These programs include all federal grants and loans.

The date of withdrawal for calculation purposes is the date the student **officially withdraws with the Office of the Registrar** or can document lack of attendance. The calculation dictates the amount that must be returned to the federal government by the school and the student.

Withdrawing from all classes results in a reduction of current aid and impacts future aid eligibility. **You may owe a balance due to Roosevelt University.**

Once classes begin, it is important to consult with your financial aid counselor prior to officially withdrawing from all classes.

FITNESS AND RECREATION

CHICAGO CAMPUS

roosevelt.edu/fitnessrecreation/chi-fitness
The Barry Crown Fitness Center is located on the fifth floor of the Wabash Building. The Fitness Center is open for use to all Roosevelt students, faculty and staff free of charge during the designated facility hours.

Hours of Operation
Monday–Friday: 6 a.m.–10 p.m.
Saturday and Sunday: 9 a.m.–9 p.m.
Facility hours subject to change for winter break, spring break and summer break.

Intramurals and Recreation
rooseveltlakers.com
Check online for the schedule of intramural and recreation activities. Ultimate Frisbee, softball, soccer and flag football take place in Grant Park in the fall, with indoor activities (basketball, volleyball, dodgeball, etc.) taking place in the Lillian and Larry Goodman Center.

SCHAUMBURG CAMPUS

roosevelt.edu/schaumburg/ccl/fitness
John M. and Christine Licht/Duraco Products Student Center
(847) 619-7940

Students must have a validated University ID to use all fitness and recreation facilities.

Fitness Center (Rooms 425 and 428)
- Cardio equipment, free weights, treadmills and exercise bikes
- Locker rooms and shower facilities
- Wellness programs
- Certified personal trainer available by appointment
- Health and personal fitness classes
- Dance and exercise studio

Recreational Facilities
- Outdoor basketball court
- Interior courtyard/green space

GRADES

A, B, C, D, F
A student's academic progress is indicated by grades A, B, C, D or F in completed courses. The grade D is the lowest grade giving credit unless departmental or program regulations determine it to be unacceptable. The grade F indicates failure. Second examinations to raise final grades or make up failures are not permitted.

P/F (pass/fail)
A grade of P indicates a quality of work better than or equal to that required as the lowest passing grade. The grade of P and the credit hours for which the P is received will be omitted when the student's grade point average is computed; however, the grade of F will be included in these computations.

IP (in progress)
The grade IP may be given in specific courses designated by a college, such as independent study, thesis, dissertation, practicum and internship.

I (incomplete)
A grade of incomplete may be given only with the consent of the instructor and appropriate notification to the Office of the Registrar. An incomplete grade specifies to the student and to the registrar that only a small portion of the total semester's work needs to be completed (e.g., the student may take a final examination, complete a paper, or finish similar requirements), that the student is academically able to complete the work, and that the student has presented a satisfactory reason to the instructor for not completing the work within the deadline of the regular semester.

Students must complete the course requirements prior to the end of the following semester. For work completed within the deadline, the incomplete grade will be removed when the instructor, using a grade update form, submits a letter grade evaluating academic progress (A, B, C, D, P, F). At the end of the following semester, the registrar will convert incompletes that have no grade submitted and no extension granted to the default grade (A, B, C, D, or F). The default grade is the grade submitted by the faculty member at the time when the original incomplete grade was granted. If no default grade is specified, a grade of F will be automatically submitted.

A student may be given an extension of an incomplete due to extraordinary circumstances—for example, if the instructor will not be available during the following semester to ensure that the work is completed. Under such circumstances, the instructor will complete and submit an Incomplete Grade—Extension Request form, found at **roosevelt.edu/registrar/forms**.

W (withdrawal)
Prior to and including the first week of the fall or spring semester sessions, students may drop one or more courses with no record of the class appearing on the transcript. In weeks 2 through 10 of the fall or spring semester, students may complete a Change in Registration form in person or by fax. The form is found at **roosevelt.edu/registrar/forms**. Online withdrawals after the semester has begun are not an option. The course will be recorded on the transcript with the notation of "W," indicating that the student withdrew.

After week 10 of the fall or spring semester, students may not withdraw from courses without completing a Petition for Late Withdrawal form, also found at **roosevelt.edu/registrar/forms**. The petition form requires the student's signature and the approval of the instructor, department chair, dean, or dean's designee.

Withdrawing from courses may have serious consequences for academic progress toward the degree, financial aid eligibility, repayment of refunds, visa requirements (for international students), and eligibility for competition (for student athletes). Students should consult carefully with their instructors and academic advisors, and they must meet with a financial aid advisor before withdrawing from classes after the semester has begun. The University's tuition refund schedule and withdrawal deadlines are published online for each semester and for the summer session: **roosevelt.edu/registrar/importantdates**.

AU (audit)
The grade of AU is given to students who audit.

CR
The grade CR may be awarded in special programs to record credit given for experiential learning.

GRADE POINT AVERAGES

To compute grade point averages, Roosevelt University uses a four-point system:

A = 4.00	A- = 3.67	B- = 2.67	C- = 1.6	D- = 0.67
	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
	B = 3.00	C = 2.00	D = 1.00	

1. Compute quality points by multiplying the point value assigned to the grade by the number of semester hours for that course. For example, an A in a three credit hour course equals 12 quality points, a B in the same course, nine quality points, etc. In the case of repeated courses, only the higher grade is counted.

2. Compute quality hours by adding the total number of credit hours attempted for A-F grading, including failed courses (even those designated "pass/fail").

   No points are assigned to an F, but the credit hours of a failed course are counted in computing the grade point average.

   Grades of W, P, S, I and IP do not affect the GPA, nor does the designation "CR" for transfer credits on a credit evaluation.

3. Grades preceded by an asterisk (*A, *B, etc.) are used for developmental courses and do not count in earned hours or the GPA.

4. To obtain the GPA, divide total number of quality points by the total number of quality hours. For example, the GPA for a student with 61 credit hours including 16 credits A, 9 credits A-, 6 credits B+, 27 credits C, and 3 credits D-, is computed as follows:

Grade	Quality Hours	Quality Points
A	**16 x 4**	**64**
A-	**9 x 3.67**	**33.03**
B+	**6 x 3.333**	**19.99**
C	**27 x 2**	**54**
D-	**3 x 0.67**	**2.01**
Totals:	**61 hours**	**173.03 pts**

Divide total quality points by quality hours to get the GPA. In this example, the GPA would be 2.83.

ROOSEVELT CUMULATIVE GPA

All determinations of academic status and standing, degree requirements and honors are based only on the Roosevelt University GPA.

GRADE REPORTS

Grades can be viewed on RU Access the day following the due date from instructors. Due dates and important dates for each semester are published on the Office of the Registrar's web pages at **roosevelt.edu/registrar/importantdates**. For official transcript information, refer to the transcript section of this handbook.

HEALTH INSURANCE

roosevelt.edu/insurance

Health insurance for currently enrolled, full- and part-time, degree-seeking students is available through a partnership with AIG, Educational Markets. The student insurance plan offers coverage for students seeking basic insurance during their enrollment at the University. Students living in University housing and F1 and J1 international students are required to either have health insurance through AIG or provide proof of comparable insurance prior to the published deadline.

Insurance plan pamphlets are available in Auditorium Building, Room 204, Chicago Campus, and Room 125, Schaumburg Campus. For more information, call (312) 341-3525 or visit **roosevelt.edu/insurance**.

HEALTH SERVICES

roosevelt.edu/studentservices/health
maicoh.org

Chicago Campus: Michigan Avenue Immediate Care
180 N. Michigan Ave., Suite 1605
(312) 201-1234
Monday–Friday: 8 a.m.–6 p.m.
Saturday: 9 a.m.–1 p.m.

Michigan Avenue Immediate Care (MAIC) is a health facility located near the Chicago Campus, but is not affiliated with the University. MAIC offers walk-in treatment for immediate medical concerns, but not life-threatening emergencies. MAIC also has diagnostic services, including X-rays and laboratory tests, and offers medical examinations (including appropriate immunizations and prophylactic medications) for those students who might be pursuing overseas travel. The staff includes full-time physicians and medical assistants. Appointments are not needed.

Students are responsible for making payment arrangements directly with MAIC. MAIC accepts most major medical plans, including Roosevelt's student health insurance program through AIG, as well as cash, Visa and MasterCard. Always remember: for life-threatening emergencies, immediately call 911. **Please note that MAIC is an independent entity that is not affiliated with Roosevelt University.**

IDENTIFICATION CARDS

Each undergraduate and graduate student, faculty, and staff member at Roosevelt University is issued a photo identification card. The student ID card serves as proof of status with Roosevelt University and provides access to many resources provided through the University community, including the University libraries and resources, residence halls, dining services, fitness centers, and building access. Student, faculty, and staff ID cards are issued through the Office of the Registrar.

Students, faculty, and staff must maintain and carry a current ID card for the entire duration of their academic or professional life at Roosevelt University. The cardholder is responsible for the care and safekeeping of the ID card. The ID card should be protected and carried by the owner at all times. Protect the ID by not punching holes in the card. The use of stickers, pins, or other items affixed to the ID card is prohibited. Keep the card away from magnetic fields. No one other than the owner to whom the card is issued is to use the ID card.

If the most recently issued ID card becomes unusable due to normal wear and tear, it will be replaced at no charge. If for any other reason an ID card needs to be replaced, there is a $25 nonrefundable ID card replacement fee, payable by cash, check, or charged to the student's account in the Office of Student Accounts. A replacement ID card may be obtained from the Office of the Registrar during normal office hours (Monday through Friday). The process of having a new ID card printed permanently deactivates the most recently issued card. Complete ID card policy can be found at **roosevelt.edu/policies/IDcards**.

INTERNATIONAL PROGRAMS AND STUDY ABROAD

roosevelt.edu/international

Chicago Campus
Auditorium Building, Room 124
(312) 341-3531
international@roosevelt.edu
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

The Office of International Programs, in cooperation with other offices on campus, supports international students during their entire program of study at Roosevelt University.

Services provided for international students include:

- International student orientation
- Assistance with cultural adjustment issues
- Issuance of U.S. Immigration documents
- Certification for all employment authorization
- Internship authorization
- Social Security card and tax information
- Study abroad

International programs also provides study abroad information to all Roosevelt students. Roosevelt offers students the opportunity to earn academic credit through study abroad and exchange programs. For more information, contact the Office of International Programs.

LEARNING AND SUPPORT SERVICES PROGRAM (LSSP)

roosevelt.edu/asc

Chicago Campus
Auditorium Building, Room 128
(312) 341-3810
Hours by appointment

Schaumburg Campus
Room 125
(847) 619-7978
Hours by appointment

The Learning and Support Services Program (LSSP) is designed to assist students pursuing a college education who have a documented learning disability. The LSSP provides services to students on an individual basis. Emphasis is placed on the development of compensatory skills, strategies and self-advocacy skills. An additional fee is charged for the program. The LSSP is part of the Academic Success Center.

LIBRARIES

roosevelt.edu/library

CIRCULATION DESK

Chicago Campus
Auditorium Building, Room 1009
(312) 341-3639
refdt@roosevelt.edu

Schaumburg Campus
Room 140
(847) 619-7980
schlib@roosevelt.edu

QUICK TIPS

The Roosevelt library has an extensive collection of resources to help students with research. Use I-SHARE to request books from more than 80 other libraries in Illinois. Check the Roosevelt library's web page for a list of print and electronic journals subscribed to by the library.

Students can checkout, renew and return books, and view course reserves.

REFERENCE AND RESEARCH ASSISTANCE

Chicago Campus
Auditorium Building
Room 1009
(312) 341-3643/3644
refdt@roosevelt.edu

Schaumburg Campus
Room 140
(847) 619-7980
schlib@roosevelt.edu

- Assistance in all subject area and online resources
- Reference: **roosevelt.edu/library**
- Chat/Email/Text: **roosevelt.edu/library**
- Research guides: **libguides.roosevelt.edu**

INTERLIBRARY LOANS

Chicago Campus
Auditorium Building
Room 1009
(312) 341-3638
Libguides.roosevelt.edu/illiad

Schaumburg Campus
Room 140
(847) 619-7980

Interlibrary Loan (ILL) is a service to obtain research materials, including books and journal articles that are not available in the Roosevelt University libraries.

PERFORMING ARTS LIBRARY

Auditorium Building, 11th floor
(312) 341-3651
palref@roosevelt.edu

UNIVERSITY ARCHIVES

Chicago Campus
Auditorium Building
Room 1035
(312) 341-2280
roosevelt.edu/library/locations/universityarchives

Library Hours – Spring and Fall Semesters*

Chicago Campus Library–Auditorium Building (Murray-Green Library)
Monday–Thursday . . . . . 9 a.m.–9 p.m.
Friday . . . . . 9 a.m.–5 p.m.
Saturday and Sunday . . . . . 11 a.m.–4 p.m.

Performing Arts Library–Auditorium Building
Monday–Thursday . . . . . 9 a.m.–8 p.m.
Friday . . . . . 9 a.m.–5 p.m.
Saturday and Sunday . . . . . 11 a.m.–4 p.m.

Schaumburg Campus Library (McCormick Tribune Foundation Library)
Monday–Thursday . . . . . 9 a.m.–8 p.m.
Friday . . . . . 9 a.m.–5 p.m.
Saturday . . . . . 9 a.m.–2 p.m.
Sunday . . . . . Closed
*** Hours may vary during the summer terms and between semesters.**

The libraries provide print and electronic collections and offers assistance in accessing scholarly information and research materials, instruction information literacy, statistical and demographic information research, and general library reference assistance. Together, the Main (Murray-Green) Library, the Performing Arts Library, and the University Archives (all in the Auditorium Building), and the Robert R. McCormick Tribune Foundation Library (Schaumburg Campus) contain approximately 220,000 volumes and more than 42,000 print and online journal titles.

The library page at **roosevelt.edu/library** provides 24/7 access to a vast array of online resources and services, including the book catalog, online research databases, electronic course reserves, online subject research guides, more than 42,000 full-text online journals, and much more—including the ability to email, chat, or text a librarian.

The Murray-Green Library, located on the 10th floor of the Auditorium Building, supports the programs for the College of Arts and Sciences, the Walter E. Heller College of Business, the College of Education and the Evelyn T. Stone College of Professional Studies. The University Archives are also located within the Murray-Green Library and maintain the historical records of the University as well as a variety of special collections, including the special collection of the Center for New Deal Studies.

The Performing Arts Library, located on the 11th floor of the Auditorium Building, contains one of the best equipped music collections in the greater Chicago metropolitan area. It has a book collection of more than 52,000 volumes, more than 27,000 recordings and 42,000 pieces of sheet music. The library is fully equipped with listening and viewing facilities for tapes, records, compact discs, videotapes and digital video recordings. In addition, the library's computing facilities provide instant access to many of the most important music and research databases as well as linking to thousands of research collections throughout the world. It also has play scripts, videos of definitive performances of the world's leading plays, film documentaries and books on the history of theatre.

The Robert R. McCormick Tribune Foundation Library, located on the Schaumburg Campus, provides support for the programs specifically offered at that campus, including the new College of Pharmacy.

The library's web page at **roosevelt.edu/library** provides 24/7 access to a vast array of online resources, including the book catalog, online research databases, electronic course reserves, online reference works and email or chat reference assistance, more than 42,000 full text online journals, subject guides and course guides, and much, much more.

Roosevelt University participates in CARLI, the Consortium of Academic and Research Libraries of Illinois, and I-Share, the shared union catalog of books in Illinois academic libraries. Roosevelt's participation in these consortia provides access for our students and faculty to more than 80 institutions and their collections throughout the state. Items can be requested through the online catalog to be delivered to either the Murray-Green Library or the Schaumburg Library from any of these institutions of higher education.

Roosevelt's staff of professional librarians are eager to assist students and faculty in their research activities, from searching the rich array of online databases to accessing resources from remote locations, to providing information literacy instruction to students. From individual, one-on-one research consultations to online chat, the library provides assistance and guidance as students learn to support their engagement in all fields with persuasive scholarship based on solid, trustworthy information.

LOCKERS

Call (312) 341-3600 for information

A limited number of lockers are available for student use in each building. At the Auditorium and Gage buildings, the rental fee for lockers is nominal, and locks are provided for students. The University does not accept any responsibility for loss or damage of student property. These lockers are assigned by Physical Resources in the Wabash Building, Room B16, Monday–Friday, 10 a.m.–4 p.m. Lockers at the Schaumburg Campus are available for daily use on a first-come, first-served basis. In Schaumburg, please provide your own lock. Roosevelt University reserves the right to enter the locker at any time.

LOST AND FOUND

Chicago Campus
Auditorium Building., Michigan Lobby
Campus Safety
(312) 341-2020
Monday–Thursday: 7:30 a.m.–10 p.m.
Friday: 7:30 a.m.–5:30 p.m.
Saturday: 8 a.m.–4:30 p.m.
Sunday: 11 a.m.–4:30 p.m.

Schaumburg Campus
Room 102
Campus Safety
(847) 619-8989
Monday–Friday: 7:30 a.m.–11 p.m.
Saturday: 7:30 a.m.–4:30 p.m.
Sunday: 9 a.m.–4:30 p.m.

Gage Building, Room 221, Campus Safety
(312) 281-3111
Monday–Thursday: 7:30 a.m.–10 p.m.
Friday: 7:30 a.m.–5:30 p.m.
Saturday: 8 a.m.–4:30 p.m.

Both campuses provide lost and found services. Students who have lost items while on campus should contact the appropriate location. Students may be asked to complete a lost and found form. Found items not claimed will be donated or disposed of after 30 days.

MILITARY DEPLOYMENT

If a student receives military deployment orders for active duty, he/she should contact the Office of the Registrar to determine the best course of action regarding completion of course work. Depending on the amount of work that has been completed, the student may be able to request an IP (in progress) grade or withdrawal from courses. If the student is receiving any type of financial aid, she/he must first seek counseling from the Office of Financial Aid regarding the impact this will have on the student's award package.

OMBUDSPERSON

roosevelt.edu/studentservices

Chicago Campus
Auditorium Building, Room 358
(312) 341-2004
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

All students in need of assistance, who feel that they could benefit from working with a University staff member in resolving issues, should contact a student ombudsperson. Staff are available to assist students in reviewing University policies and decisions, discussing problems and understanding the Code of Community Standards.

PARKING AND TRAVEL BETWEEN CAMPUSES

roosevelt.edu/parking

PARKING IN CHICAGO

Street parking is very limited near the Chicago Campus. The university does not own or operate a parking lot. There are many independent parking lots convenient to the Wabash and Auditorium buildings and the Gage Building. Discounts are available for students at specific locations.

PARKING IN SCHAUMBURG

Free parking is available to students, staff, faculty and invited guests on the Schaumburg Campus while they are using campus facilities. Vehicles may not be left overnight or for extended periods of time.

PUBLIC TRANSPORTATION INFORMATION

CTA: (312) 836-7000 or **transitchicago.com**
PACE: (312) 836-7000 or **pacebus.com**
METRA: (312) 322-6777 or **metrarail.com**

TRAVELING BY CAR BETWEEN CAMPUSES

Chicago to Schaumburg
Take Congress Parkway to I-90/94 West (Kennedy Expressway) toward Wisconsin. Stay on I-90 when I-90 and I-94 split. Stay to the left after the Cumberland Road exit to get on I-90 West (Northwest Tollway) toward Rockford. Continue on I-90 West. Exit at Highway 53 North, then exit for Algonquin Road. Turn right (West) on Algonquin and take it to Meacham. Turn left on Meacham and take it to McConnor Parkway (first light after going over tollway). Turn left on McConnor Parkway. Look for the Roosevelt University signs and turn right at Roosevelt Boulevard.
Or
Take Congress Parkway to I-290 West (Eisenhower Expressway) and continue on I-290 West toward Rockford. Take Exit 1B (IL-72 Higgins Road/Woodfield Road/IL-58 Golf Road) to Golf Rd. Turn left at IL-58/Golf Road. Turn right at McConnor Parkway (first street after turning left on Golf). Look for the Roosevelt University signs and turn left at Roosevelt Boulevard.

Schaumburg to Chicago
Take I-90/94 East (Kennedy Expressway) into downtown Chicago. Take the east exit at Congress Parkway (500 South). Continue east on Congress Parkway to Roosevelt University located on the northwest corner of Michigan and Congress.
Or
Take I-290 East (Eisenhower Expressway) into Chicago. Continue on I-290 East to downtown Chicago. I-290 East becomes Congress Parkway. Continue east on Congress Parkway to Roosevelt University located on the northwest corner of Michigan and Congress.

REGISTRAR
roosevelt.edu/registrar

Chicago Campus
Wabash Building,
Room 1M14
(312) 341-3535
registrar@roosevelt.edu
Mon.–Thu.: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

Schaumburg Campus
Room 125
(847) 619-7970
registrar@roosevelt.edu
Mon.–Thu.: 9 a.m.–6:30 p.m.
Friday: 9 a.m.–5 p.m.

- All registration activities
- Transcript orders
- Change of major and personal information
- Certification and verification of enrollment for insurance, housing, etc.
- Examination of academic records
- Grades
- Pass/fail and audit grade option declaration
- Identification cards
- Graduation status, application and activities
- CTA U-Pass
- Wait list maintenance
- FERPA compliance
- Classroom scheduling
- Course schedules

REGISTERING FOR CLASSES
After meeting with an academic advisor, students should complete course registration online using RU Access, or in person, by mail or fax. Please refer to the “Important Dates” section at **roosevelt.edu/registrar/importantdates**.

RU ACCESS
Please refer to **RU Access section** of this handbook for more information.

CHANGING SCHEDULE/WITHDRAWING FROM CLASSES
Registration changes may include adding or dropping a class, auditing a class, or taking a class

QUICK TIPS

To find your classroom, visit **roosevelt.edu/schedule** or see the posting at the entrance of all buildings. If you stop attending class without officially withdrawing, you will receive an "F."

for the pass/fail option. After a term begins, any change of registration can be completed at the Office of the Registrar or through RU Access within the published deadline. Students receiving financial aid should first check with the Office of Financial Aid before adding or withdrawing from a class. All students should consult with their advisors before making any course changes. After the class has met, students may add a class only after obtaining the instructor's signature. Instructors are not obligated to admit a student to their classes once they have met.

If a student missed the deadline to withdraw with a "W" grade because of special circumstances (illness, relocation, or job changes), he/she must complete a Petition for a Late "W" form and provide any required documentation (e.g., physician's written statement) to support the reason for the request. The form is found at **roosevelt.edu/registrar/forms** and requires the student's signature and the approval of the instructor, department chair, dean, or dean's designee. The petition request is not guaranteed. Late withdrawal petitions must be submitted **within one year** of the student's registration for the course(s) in order to be considered.

The tuition refund policy is published on the "Important Dates" section of the Registrar's web pages. Please note that 100 percent refund of tuition is available only before and through the first week of the session. Ceasing attendance, notifying only the instructor or not paying tuition does not constitute withdrawal and will result in academic and financial penalties.

GRADUATION

Applying for Graduation
All students must apply for graduation, including those who do not intend to participate in the Commencement ceremony. Roosevelt University offers three graduation dates (May, September, December) but only two Commencement ceremonies (December and May). There is no Commencement for the September graduation date. Students graduating in September attend the December ceremony. There is no graduation application fee; however, students participating in Commencement are responsible for the cap and gown fee. The University holds a "Salute to Graduates" reception before each Commencement ceremony, which applicants planning to participate in the ceremony must attend. The application deadlines are published on the Registrar's web pages (click on Graduation).

How to Apply: Students file an application for graduation via RU Access.

1. Go to roosevelt.edu/graduation	**2. Click on RU Access and login**	**3. Select Registration & Other Student Services**	**4. Click on Student Records**	**5. Click on Graduation Application.**

Read the directions carefully and check your degree and address information. If all is correct, hit the "submit request" button. Please be sure you are applying for the **correct graduation** term. If a correction needs to be made, contact Graduation Services. If you learn that you missed the application deadline, contact the Office of the Registrar or Graduation Services immediately for further instructions. Cancelled applications will be reconsidered for the following semester. There is no need to reapply.

Students applying for multiple degrees for the same graduation date, students applying for certificates and students in the PsyD program applying for a master's degree in psychology

prior to completion of their doctoral degree must use a paper form. It may be downloaded via Internet or obtained at the Office of the Registrar. Questions should be directed to Graduation Services at (312) 341-3521. Completed forms must be submitted to the Office of the Registrar of either campus by the posted deadlines, or you will be processed for the next graduation term.

Degree Checks
All prospective graduates must complete a degree check in order to be processed for graduation.

Graduate Students: Contact your advisor or department chair for detailed information.

Undergraduate Students: The degree check can be completed after 72 credit hours have been earned (at Roosevelt and as transfer credit). The degree check applies only to general education/core requirements. Departmental or faculty advisors should be consulted regarding major field requirements.

College	Chicago	Schaumburg
College of Arts and Sciences *	(312) 341-3670	(847) 619-8550
College of Business *	(312) 281-3293	(847) 619-4850
College of Education	(312) 853-4750	(847) 619-8820
College of Performing Arts	(312) 341-3780	N/A
College of Professional Studies	(312) 281-3134	(847) 619-8730

* Students in the **College of Arts and Sciences** and **Heller College of Business** may request their degree check online by completing the form located at **roosevelt.edu/registrar/graduation/degreecheck**.

Graduating With Honors

Undergraduate Honors: Bachelor's degree candidates who meet the following criteria will receive a letter of nomination by mail for the Franklin Honors Society. The minimum requirement for nomination is a 3.75 G.P.A. (Note: Students who enrolled prior to fall 2004 require a minimum G.P.A. of 3.5).

Undergraduate Departmental Honors: Bachelor's degree candidates may be awarded departmental honors according to their department's requirements. Questions should be directed to the department's chairperson.

Master's Degree Candidates: Students who entered the University prior to summer 2003 may be awarded honors according to their department's requirements. Students who entered in summer 2003 or later **are not** eligible for honors. Questions should be directed to your department chair person. (Note: Graduates awarded honors are not listed in the program with honors or announced at the ceremony, but "with honors" will be posted on the official record and on the diploma.)

RESIDENCE LIFE

roosevelt.edu/reslife

Chicago Campus
Wabash Building, Room 1413
(312) 341-2005

Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

- Information on the Wabash Building and University Center
- Residence hall administration
- Meal plan requests and changes
- Resident handbook and policies
- Requests for residence hall maintenance and repairs

Resident Assistants provide:

- Assistance with roommate, personal, academic or other concerns
- Educational/social programming
- Help for emergencies
- General information about Roosevelt University

Residence Life is committed to the development of a residential program which supports students as they pursue their academic degrees. A staff of student resident assistants is selected to serve as resource and referral personnel for students living on campus. Activities for students are done by the staff to develop a sense of community within the residence hall. Students can choose from a variety of room styles in the Wabash Building or University Center residence halls. Priority is given to students who are currently enrolled full time at the University. Living on campus adds a unique dimension to the Roosevelt experience.

RU ACCESS

roosevelt.edu/ruaccess

RU Access is a secure, online information system available to all Roosevelt students. Students can register for classes, make changes to course registration, view class schedules, sign up for a wait list for closed classes, view "I" (incomplete) grade reports, print unofficial transcripts, request an official transcript, apply for graduation, check financial aid information, make a payment with a credit card, make payment arrangements, check their account status, complete a promissory note, update mailing addresses and phone numbers, submit residence hall applications and much more. For questions about logging into RU Access, contact the Office of the Registrar at (312) 341-3535 or (847) 619-7950.

RU ONLINE

roosevelt.edu/ruonline
(312) 341-2600

Students can have the Roosevelt education they want and the convenience they need. RUOnline, Roosevelt University's fully online learning program, combines all the benefits of a Roosevelt education with the convenience of studying at times and places outside the traditional classroom. Students can take classes or earn a degree completely online and while studying with Roosevelt faculty and other students in an interactive online environment. Classes blend a structured learning community with the flexibility students often seek. University resources can be accessed through the personalized online welcome page.

All currently enrolled students have accounts on Blackboard, the RUOnline learning system and are enrolled automatically into course sites when they register for classes. The nine-digit Roosevelt ID number is also the Blackboard ID and password for first-time login.

STUDENT ACCOUNTS

roosevelt.edu/studentaccounts

Chicago Campus
Wabash Building, Room 1M19
(312) 341-3571
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 9 a.m.–5 p.m.

Schaumburg Campus
Room 125
(847) 619-7974
Monday–Thursday: 9 a.m.–6:30 p.m.
Friday: 9 a.m.–3 p.m.

- Tuition payment arrangements
- Payment plans through Sallie Mae
- Refunds
- Questions answered regarding tuition and billing
- Third party billing arrangements
- Tuition reimbursement
- Higher One student refund cards
- 1098T Information

Current tuition charges and fees are listed at **roosevelt.edu/studentaccounts**. There is a general fee and a student activity fee assessed on the student's account upon registration. For full-time undergraduate students, these fees are included in tuition except in the Chicago College of Performing Arts. An additional late registration fee is charged on all registrations that occur after the deadline printed in the academic calendar.

Payment and payment arrangements are due prior to the scheduled start of each term. Please see the important dates section at **roosevelt.edu/registrar** for details. If the Office of Student Accounts has received authorization from the Office of Financial Aid that financial aid will cover all tuition and fee costs **in full**, no payment is necessary.

Students are required to pay all term charges by the payment due date for each term unless they are enrolled in a payment plan. In accordance with the acceptance of the Registration Agreement, if no payment plan is chosen or no payment received by the payment due date prior to the start of the term, then the student's classes may be cancelled for that term.

Students who register for classes agree to abide by all University regulations, whether or not these are printed in the catalog, and by any administration or faculty decisions regarding a student's status in the University.

OUTSTANDING BALANCES

Students owing any past due balances will not be issued transcripts of their academic credits or diplomas. Additionally, students will not be allowed to enroll for any upcoming semester or term until all past due amounts are paid in full. A monthly 1 percent finance charge will be added to all past due balances.

In the event that a student defaults in making full payments to his or her account, the account may be placed for collection. Upon placement, the student will be responsible for all collections costs assessed, which can add additional charges of up to 40 percent to the outstanding bill.

BALANCES WRITTEN OFF DUE TO BANKRUPTCY

Students who have previously had account balances written off due to personal bankruptcy filing are no longer eligible for University payment plans and must pay in full at the time of registration. Diplomas and transcripts will be released only to students whose account balances are paid in full.

WITHDRAWALS, REFUNDS AND CREDITS

Refunds that are a result of financial aid funds or as a result of a check, money order or cash payment will be processed by Higher One. All registered students will be mailed an Easy Refund Card from Higher One. Students should log on to **easyrefundcard.com** to choose a refund preference using the Easy Refund Card.

Roosevelt's Refund Policy meets the standards required by federal law governing the awarding and disbursement of the Title IV Student Financial Assistance. A 100 percent refund is available only for withdrawals before or through the first week of the fall and spring terms and through the first day of class of the summer term. The refund schedule and policy is in the important dates section at **roosevelt.edu/registrar** for each term.

The date of withdrawal for the purpose of tuition credit shall be the date on which the Roosevelt University official Change of Registration Form is received by the Office of the Registrar or completed on RU Access. Tuition credits will only be granted for students who officially withdraw in writing. Students who register but do not attend classes will not receive a tuition credit unless they officially withdraw. Deposits and other University fee assessments are not refundable.

STUDENT ADVOCACY AND STUDENT AFFAIRS

roosevelt.edu/studentservices

Chicago Campus
Auditorium Building, Room 358
(312) 341-2004
Monday–Thursday: 9 a.m. –6 p.m.
Friday: 9 a.m. –5 p.m.

Students in need of assistance and who feel that they could benefit from working with a University staff member in resolving issues should contact the Office of Student Affairs. Staff are available to assist students in reviewing University policies and decisions, discussing problems and understanding the Code of Community Standards.

STUDENT GOVERNMENT ASSOCIATION (SGA)

roosevelt.edu/csi/sga
facebook.com/RooseveltUniversitySGA
sga@roosevelt.edu

As the student government for the Chicago Campus, SGA is responsible for being the voice of the student body, addressing ongoing student concerns and appointing students to a variety of University-wide committees. In addition, the SGA is responsible for evaluating policy issues that affect all student organizations. SGA members are student senators, in addition to the president, vice president, secretary, treasurer and student trustee.

STUDENT ORGANIZATIONS

Roosevelt University supports a variety of student organizations. For information about current organizations or starting a new organization, contact the Center for Campus Life in Schaumburg or the Center for Student Involvement in Chicago.

For a current list of student organizations, visit the Chicago (**roosevelt.edu/csi**) or Schaumburg (**roosevelt.edu/ccl**) student organization websites.

STUDENT SUPPORT SERVICES/PROJECT PRIME

roosevelt.edu/projectprime

Chicago Campus
Auditorium Building, Room 104
(312) 341-3875
Monday–Thursday: 9 a.m. –6 p.m.
Friday: 9 a.m. –5 p.m.

Student Support Services/Project Prime is a Federal TRIO Program sponsored by the United States Department of Education. It is an academic support program designed to improve the retention and graduation rates of 260 low-income, first-generation and disabled students enrolled at the Chicago Campus. The needs of the students accepted in the program are thoroughly assessed, and individualized prescriptive plans are developed for each participant.

Services offered:

- Academic advising and course selection
- Academic tutoring and mentoring
- Cultural enrichment and off-campus educational activities
- Personal development workshops
- Educational/career counseling
- Computer-assisted instruction in the Project Prime lab

- Electronic FAFSA (financial aid) filing and assistance navigating the financial aid process
- Assistance with scholarship and grant searching
- Guest speakers and student recognition activities
- Individualized prescriptive plans
- State and regional sponsored student development and student leadership conferences
- Post-baccalaureate planning
- Study skills development
- Summer orientation program

Students are accepted into the program based on federal eligibility criteria. Students are referred to Project Prime via the Office of Admission, Financial Aid, Academic Advising, faculty, staff, students, the Academic Probation and Reinstatement Committee and self-referrals.

Obtaining a degree is made possible and enhanced through participation in the Student Support Services/Project Prime Program. The program can make graduation a reality for low-income, first-generation and disabled students.

TECHNOLOGY HELP DESK

roosevelt.edu/helpdesk

The Roosevelt Technology Help Desk offers assistance to students with technology-related questions. Information is available in the online knowledge base, a collection of brief articles on a variety of issues that is part of the help desk support site. Follow these steps to access the knowledge base:

- Access the help desk support site at **roosevelt.edu/helpdesk**.
- When the support site home page displays, look for the links to the knowledge base in the left column. Click the Online Self Service tab to display a more detailed view of the knowledge base.
- Browse through the articles by following the subject headings and click any term to see more information.

If you don't immediately see what you need, you can search the knowledge base using the built-in search engine. Enter a key word in the field at the top of the page and click Search. A list of relevant articles and download documents will appear. An Advanced Search option is also available for creating more precise queries.

Help desk agents are available by phone, during normal business hours. This is the best method for urgent requests, when you have no access to your computer, or if you're not sure exactly how to describe your problem and need to talk to somebody about it. The agent will ask you a series of questions to confirm the nature of your problem. These steps are part of submitting a telephone request to the help desk:

- Call the help desk. The main number is (312) 341-4357 (HELP).
- After a few rings you will receive a recorded greeting with a few simple menu choices, after which you will be placed in an automated queue. Soon, usually within a minute or less, you will be connected to a live help desk agent.
- The agent will ask you a few questions in order to identify you and record the details of your problem. If possible the agent will answer your question immediately over the phone. If that is not possible, your request will be referred to a Roosevelt technician for resolution.
- You will receive an email confirmation of your request, using the email address on file for you in the help desk system. From the help desk support site, you can also submit your request in writing. For information on using these tools, follow the link to the online User's Guide.

QUICK TIPS

Avoid holds on transcripts and future registration by keeping your account current. Please read the online Registration Guide carefully for payment requirements and due date changes.

TRANSCRIPTS

roosevelt.edu/registrar/transcripts

Official Transcripts

As the official academic record of a student's enrollment at Roosevelt University, the transcript documents all undergraduate, graduate, and doctoral course work. All transcript requests are $10 per copy, plus shipping/handling charges. Exact pricing for filling orders will depend on the ordering options selected. Overnight delivery and next day pickup services are available at both Chicago and Schaumburg campuses for orders needing expedited service.

All transcript orders *must be submitted online.* Transcript requests may no longer be submitted by mail, fax, or paper forms.

Roosevelt University has retained Credentials Inc. to assist with transcript orders. Credentials Inc. uses current web encryption to secure your personal information. If you are hesitant about placing an order over the Internet, you may call Credentials Inc. directly at **(847) 716-3005** to place your transcript request. There is an additional $10 surcharge for orders placed over the telephone.

Current students may request to hold (delay) the processing of a transcript until:

- Grades for current term are posted to their record
- Grades will be updated
- Degree is posted to their record

How to request an unofficial transcript

If an unofficial transcript is sufficient, students may download a copy from RU Access.

- Log in to RU Access at **ruaccess.roosevelt.edu**.
- Click on the *Registration & Other Student Services* link.
- Click on *Student Records*, then on the *Unofficial Transcript—Print/View* link.
- Select the appropriate level from the drop-down menu: undergrad, grad, or all/both levels.
- Click the *Submit* button.
- Print your unofficial transcript.

TUTORING CENTERS

roosevelt.edu/asc

Chicago Campus
Wabash Building, Room 124
(312) 341-3818

Schaumburg Campus
Room 125
(847) 619-8846 / 7978

The Tutoring Center, as part of the Academic Success Center, provides both group and individual academic support and tutoring for currently enrolled students across a wide spectrum of subject areas, including but not limited to the following:

- Accounting
- Business administration
- Chemistry
- Computer science
- English composition
- English Language Program
- Geology
- History
- Mathematics
- Music theory
- Political science
- Psychology
- Sociology
- Study skills

Students can work on specific writing needs or use the center as a place to go to discuss projects, paper topics or ideas. All tutoring sessions are free and students can sign up for up to two one-hour appointments per subject, per week. Appointments can be scheduled online at **roosevelt.edu/asc**.

VERIFICATION OF ENROLLMENT

Certificates of enrollment for insurance, housing, child care and tuition reimbursement, etc. are accessible online through RU Access after the second week of classes of each term. The University participates in the National Student Loan Clearinghouse, reporting enrollment multiple times during the semester. All enrollment verification requests may be made online through RU Access. Degree verification and enrollment verification for loan deferment requests should be submitted directly to the National Student Clearinghouse, at **studentclearinghouse.org**, or by calling (703) 742-4200.

VOTER REGISTRATION IN ILLINOIS

roosevelt.edu/studentservices/voterregistration

Voter registration forms are available in the Office of the Registrar:
Wabash Building, Room 1M14, Chicago Campus, or Room 125, Schaumburg Campus.

Voter registration requirements:

- Must be a U.S. Citizen
- Must be at least 18 years of age by Election Day
- Must have been a resident of the precinct at least 30 days prior to Election Day
- Registration is open year-round except during the 27-day period just prior to an election and during the two days after such election (one day after in Chicago).

Where students can register to vote:

- County Clerk offices
- Mail-in forms available at **chicagoelections.com**
- Board of Election offices
- Secretary of State's offices where driver's licenses are issued
- City and village offices
- Township offices
- Precinct committeemen
- Military recruitment offices
- Voter registration drives on campus

Two forms of identification are needed when registering to vote with one showing a current residence address. If registering by mail, students must vote in person for their first time voting.

Re-registering to vote is not needed except when students:

- Move to a different address
- Change their names

For more information, including downloadable voter registration forms, visit **elections.state.il.us**.

WRITING CENTER

roosevelt.edu/writingcenter

Chicago Campus
Auditorium Building, Room 650
(312) 341-2206

writingcenter@roosevelt.edu
Monday–Thursday: 9 a.m. –6 p.m.
Friday: 9 a.m–3 p.m.

The Writing Center provides support for all students and members of the University community who want to become better writers. At the Writing Center, students work with trained undergraduate and graduate student tutors who can converse with writers about any writing task. Some of the kinds of writing that a tutor can help with are:

- Academic essays, research papers and lab reports
- Bibliographies
- Proposals
- Personal statements
- Business or professional writing

CODE OF COMMUNITY STANDARDS
(STUDENT RIGHTS AND RESPONSIBILITIES)

STATEMENT OF SHARED RESPONSIBILITY

As an institution "deeply rooted in practical scholarship and principles of social justice expressed as ethical awareness, leadership development, economic progress and civic engagement, Roosevelt University encourages community partnerships and prepares its diverse graduates for responsible citizenship in a global society." [As stated in the Roosevelt University Mission Statement.] Students who enter our community make a commitment to actively participate in a caring atmosphere in which respect for all community members is a priority for maintaining a positive learning environment. Students are expected to value our community and to hold themselves and their peers accountable by accepting responsibility for their individual behavior as well as for the common good.

CODE OF COMMUNITY STANDARDS DEFINED

The Roosevelt University Code of Community Standards makes explicit those activities which are contrary to the general interests of the University community or which threaten to disrupt the teaching and learning in which members of the community are engaged. Students enrolled in the University are expected to conduct themselves in a manner compatible with the University's function as a caring and socially just educational institution. Misconduct for which students are subjected to discipline may occur on the University campus, off campus if the misconduct occurs at a University activity or activity related to the University, or if the misconduct may impact the University or educational environment in any way. Misconduct includes, but is not limited to, the following:

1. Academic dishonesty such as cheating, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration, and plagiarism;
2. Forgery, alteration, or misuse of University documents, records, or identification, or knowingly furnishing false information to the University;
3. Obstruction or disruption of the learning environment or of other authorized University activities or functions;
4. Physical abuse, sexual assault, intimidation, verbal abuse, harassment or conduct which threatens or endangers the health or safety of any person, including the use of social media in carrying out any of these behaviors or acts;
5. Theft of or damage to University property or the property of any other person;
6. Unauthorized entry to or use of University facilities;
7. Violation of University policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of University facilities; or of the time, place, and manner of public expression;
8. Violation of computer and network usage policy or student email policy;
9. Violation of rules governing residence in University-owned or controlled property;
10. Failure to comply with directions of University officials acting in the performance of their duties;
11. Conduct which adversely affects the student's suitability as a member of the academic community;
12. Use, possession, or distribution of controlled or illegal substance such as marijuana, cocaine, heroin, or look-alike drugs and use of alcohol contrary to law or to University regulations;
13. The storage, possession, or use of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus after checking in with security, and if their presence does not constitute a disruption as defined under student code #3.
14. The assistance or encouragement of others to commit violations of the Code of Community Standards or failure to report violations.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking conduct action against those students whose behavior off University premises constitutes a violation of this code.

SANCTIONS FOR THE VIOLATION OF THE CODE OF COMMUNITY STANDARDS

Discipline for violation of the Code of Community Standards may include, but is not limited to:

1. Oral or written warning
2. Educational sanctioning
3. Restitution
4. Completion of Community Service
5. Probation
6 Suspension from the University, a program or activity for a specific period of time
7. Denial of readmission to the University or a University program or activity
8. Expulsion from the University, a program or activity on a permanant basis

In addition to the discipline enumerated herein, violations of the Code of Community Standards may result in criminal charges or civil complaints being filed. Also, academic dishonesty may result in academic penalties or sanctions.

PROCEDURES FOR THE RESOLUTION OF VIOLATION OF THE CODE OF COMMUNITY STANDARDS

Initiation of Complaints

Any person may file a complaint against a student for violation of the Code of Community Standards with the Office of Student Affairs on an incident report form available at any security station or on a written report or document submitted to the Office of Student Affairs. The complaint shall contain a brief written statement of the facts relating to the violation. The complaint should be submitted within 72 hours of the violation of the Code of Community Standards. However, complaints may be submitted up to 90 days from the date of the incident. After 90 days from the date of the incident, the complaint cannot be reviewed.

Review by the Associate Provost, Student Affairs

The associate provost, student affairs or his/her designee shall review any complaint and shall give the student the opportunity to present his/her personal version of the incident or occurrence before facilitating a resolution or imposing discipline. The associate provost/designee may meet with the student whose conduct is called into question, and the student shall attend such meetings as requested by the associate provost/designee. The student will be notified of all meetings through an official delivery method. Failure to claim the notification will not negate the student's obligations under this procedure. The student shall be given a copy of the Student Review Board procedures at the time of the conference with the associate provost/designee. If the student fails to schedule and/or attend the conference with the associate provost/designee within five (5) business days from delivery, the associate provost/designee will proceed with the administrative resolution based upon the review of the complaint.

The associate provost/designee may at any time temporarily suspend from the University or deny re-admission to a student, pending final resolution, when the associate provost/designee, in his or her sole opinion, believes that the presence of the student on campus could seriously disrupt the University; constitute a danger to the health, safety or welfare of the University, its members or the student; or when the student's conduct adversely affects the student's suitability as a member of the academic community.

After review, the associate provost/designee shall have the authority to impose appropriate discipline and/or act on the University's behalf in facilitating a resolution or refer this matter to the Student Review Board for a hearing. The associate provost/designee shall state the proposed resolution in writing. If the resolution involves discipline, the student

shall have five (5) business days from delivery to accept or reject the proposed discipline by signing the administrative resolution form and returning it to the Office of Student Affairs. The student's failure to either accept or reject such proposed discipline within the prescribed timeline shall be deemed to be an acceptance, and in such event the proposed discipline shall become final.

Appeal to the Student Review Board
If the student does not accept the resolution proposed by the associate provost/designee, the student shall have the right of appeal to the Student Review Board. The appeal must be filed in writing with the associate provost/designee within five (5) business days of rejection of the associate provost/designee's written administrative resolution. The appeal should specify the reason for the appeal and supporting evidence. While an appeal of the administrative resolution is pending, the enforcement of the decision under appeal will be enforced until a decision on the appeal has been made.

Upon receipt of an appeal for the violation of the Code of Community Standards, the associate provost/designee shall notify the moderator of the Student Review Board and provide the student with the Student Review Board procedures if the student did not receive them previously. The moderator shall call a hearing panel on the campus where the incident being reviewed took place. The Hearing Panel will consist of two faculty members, two students and the moderator as chair. If deemed necessary by the associate provost/designee, an alternate panel can be formed during break periods or summer. This panel will consist of appropriate representatives from the University community. The moderator shall call the panel, chair the hearing and charge the panel with the review of the appeal. The Student Review Board Hearing Panel will decide whether or not a case warrants a hearing and will either accept an appeal or dismiss it without a hearing. Appeals will be dismissed without a hearing if the panel finds them to be frivolous, inconsequential or otherwise without merit, or if complainants have not followed the proper preliminary steps.

In cases involving more than one student which arise out of the same occurrence, the Student Review Board may establish procedures to hear such cases together. However, the Student Review Board shall make separate findings and determinations for each student. The procedures utilized shall provide for a prompt and fair consideration and resolution of the case. Proceedings are not judicial trials and formal rules of evidence shall not apply, but evidence submitted must be material and relevant to the issue under consideration.

The moderator will summarize the evidence brought before the Student Review Board and write the final decision. The decision shall be sent to the student.

Appeal to the Provost
A decision of the Student Review Board is subject to review only by the provost or his/her designee. Appeals of the decision of the Student Review Board must be received by the Office of the Provost within five (5) business days after notification of the decision of the Student Review Board. The student must submit, in writing, the appeal and supporting documentation to the Office of the Provost. The provost/designee will examine all the documents relevant to the case and collect additional information if necessary. The provost/designee will make a determination and inform the student of the decision in writing. The Office of the Provost will keep a record of all meetings, conferences and investigations relevant to the case. The decision of the provost/designee is final.

ACADEMIC DISHONESTY

Acts of academic dishonesty violate the very spirit of the University. They undermine the perpetrator's own learning; they are unfair to other students who do their own work, they violate the trust between professor and student; and they diminish the value of the degree for all students. Therefore, academic dishonesty is taken very seriously at Roosevelt University, with consequences ranging from failing the assignment or the course to being expelled by the University.

Roosevelt University students are responsible for following the Code of Community Standards published in the Student Handbook which includes the standard of academic integrity. There are many forms of academic dishonesty. In the broadest sense, it is any act that enhances a student's grade unethically and unfairly. Acts of academic dishonesty

include, but are not limited to, submitting someone else's work as the student's own, in whole or in part (plagiarism); failing to acknowledge assistance received; using unauthorized assistance in exams (e.g., using or having notes or having unauthorized advance knowledge of the test); recycling of work without acknowledgment (e.g., submitting the same paper for different classes); the fabricating of information or making up sources; and collaborating improperly.

Students may obtain more extensive guidelines concerning academic integrity from the Office of the Provost as well as from instructors. Depending on the severity of the violation, an instructor may fail a student on the individual assignment or test, may lower the student's grade in the course, or may fail the student in the course.

Students may grieve the decision of the instructor by following the academic dishonesty appeal procedure outlined in this handbook. The instructor may also file a complaint against the student under the Code of Community Standards, which may result in further discipline, including expulsion from the University.

PROCEDURES FOR HANDLING FINAL GRADE AND ACADEMIC DISHONESTY APPEALS

The procedure detailed below should be followed for appeal of final grades and allegations of academic dishonesty. All student appeals must begin with the instructor conference.

Instructor Conference
The student shall first request, in writing, a conference with the instructor, to explain the reason for the appeal and seek a resolution. For fall semester grades, the request must be made no later than seven (7) calendar days after the start of the spring semester. For spring and summer semester grades, the request must be made no later than fourteen (14) calendar days after the start of the fall semester. Please note that, in matters relating to grades, the instructor's judgment is normally deemed final and conclusive. Students may appeal the professional judgment exercised by an instructor in assigning a grade only under the following circumstances:

1. Grades resulting from deviations in the instructor's established and announced grading procedures
2. Errors in application of grading procedures
3. Modification of grades for non-academic reasons
4. Gross error in judgment by the instructor

Department Chair/Program Director Conference
If the student is not satisfied with the instructor's resolution to the grade appeal, the student shall request to meet with the instructor's department chair or program director. This request to meet with the instructor's department chair or program director must be made in writing within seven (7) calendar days of the date of the meeting with the instructor. The written request should specify the student's reason for appeal and provide supporting evidence where appropriate. The department chair or program director shall conduct an investigation, prepare a written report of his/her findings, and deliver the findings through official University correspondence to the student and the dean of the college within fourteen (14) calendar days of the student conference.

College Dean Conference
If the student desires to appeal the findings and decision of the department chair or program director, a written request for a conference with the college dean or dean's designee must be

filed by the student within seven (7) calendar days of the issuance of the official University correspondence of the decision of the department chair or program director. The college dean or dean's designee will provide a copy of the appeal to the instructor, and the instructor will respond, in writing, prior to the date of the student conference with the dean or dean's designee. The college dean or dean's designee will confer with the student and prepare a concise, written report of his/her findings and deliver the findings through official University correspondence to the student within fourteen (14) calendar days of the student conference.

Student Review Board and Provost
If a student desires to appeal the decision of the college dean, the student may first appeal to the Student Review Board within seven (7) calendar days of the issuance of the decision of the college dean or dean's designee. To file an appeal to the Student Review Board, the student should contact the Office of Student Affairs in writing. If a student desires to appeal the decision of the Student Review Board, the student should then contact the Office of the Provost in writing within seven (7) calendar days of the issuance of the decision for the Student Review Board.

PROCEDURES FOR HANDLING STUDENT CONCERNS OTHER THAN FINAL GRADE APPEALS

For discrimination and/or harassment (including sexual harassment) concerns, see the Anti-Harassment Policy in this handbook.

Faculty Member Review
If a student has a concern about a faculty member other than a final grade appeal, the student should first discuss the concern directly with the faculty member.

In many cases, the communication of the concern will lead to an improved understanding between the faculty member and the student and result in an immediate adjustment of expectations on one part or the other. If the student is not comfortable speaking with the faculty member directly, he/she may contact the department chair or program director, whoever is responsible for assigning courses and overseeing the faculty for that subject area. For clarity of communication, it is desirable for the student to submit the concern in writing.

Concerns must be brought to the appropriate person during the academic term when the concern occurred. Students may bring a concern up to thirty (30) calendars days after the conclusion of the course. After thirty (30) calendar days, the concern cannot be reviewed.

Department Chair or Program Director Review
The department chair or program director will review the written concern and/or speak directly with the student regarding the concern. The student will be informed that the department chair or program director will speak with the faculty member to hear his/her point of view before a decision is made about how the issue should be resolved. The department chair or program director will present the concern to the faculty member to verify the facts, hear the faculty member's point of view and seek a resolution. If a student brings a concern about a faculty member to a University official other than the department chair or program director, the official will encourage the student to speak to the faculty member with whom he/she has the concern. If the student is not comfortable doing so, the official will direct the student to the department chair or program director and provide the student with the necessary contact information.

Complaints or concerns that are sent to a department chair or program director anonymously will not, in most cases, result in an investigation. However, if a student brings

a concern to the department chair or program director and prefers that his/her name remain confidential, this request will be honored when practical.

Dean Review
If the student is not satisfied with the resolution at the department chair or program director level, he/she may appeal the matter in writing to the college dean within seven (7) calendar days of the issuance of the resolution of the department chair or program director, who will review the matter with the department chair or program director and decide whether to uphold the proposed resolution or to offer a different resolution. The decision of the dean is final.

STUDENT-RIGHT-TO-KNOW

SECURITY REPORT
Roosevelt University Annual Security/Fire Safety Report (Clery Report)

The Roosevelt University Security/Fire Safety Report is published annually and is available at **roosevelt.edu/security** to all current and prospective students and staff. A printed copy of the Annual Security/Fire Safety Report is available upon request through the Roosevelt University Office of Campus Safety by calling (312) 341-4167 or (312) 341-4173.

Criminal statistics are reported for the past three years, January 1 through December 31 of each year. Questions or additional information regarding the report can be directed to the director of campus safety at (312) 341-4167.

ROOSEVELT STUDENT PERSISTENCE RATE
Information regarding the persistence rate of full-time freshmen is available from the Office of Institutional Research, Auditorium Building, Room 1756, (312) 341-2110.

PRIVACY RIGHTS OF STUDENTS—FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) was executed in 1974 "to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal methods." In accordance with this legislation, Roosevelt University uses the following definition of terms.

Annual Notification: Students will be notified of the FERPA rights annually in the Student Handbook and on the Roosevelt University website.

Directory Information: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Education Records: Any records directly related to a student and maintained by Roosevelt University or by a party acting for the institution.

FERPA: Refers to the Family Educational Rights and Privacy Act of 1974.

Health and Safety Emergency: Roosevelt University may disclose personally identifiable information from an educational record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Law Enforcement Unit: Police officers and security guards officially authorized by Roosevelt University to enforce any local, state, or federal law and maintain the physical security and safety of the institution.

Nondisclosure/Opt Out/No Release of Directory Information: The requirement that Roosevelt University provides the opportunity for a student to refuse to let the institution release information designated as Directory Information.

Solomon Amendment: This 1996 amendment requires postsecondary institutions to provide military recruiters, upon request, the following information: student name, addresses, telephone listings, age or year of birth, class level, academic major, degrees received, and the most recent previous education institution in which the student was enrolled.

Student: A student is any individual who attends or has attended the University.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The *Family Educational Rights and Privacy Act* (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. The rights include:

1. A Roosevelt University student has the right to ***inspect and review*** education records within 45 days after the day Roosevelt University receives a request for access.

   - The student should submit to the University Registrar a written request using a Request to Review Educational Records form, accessed through **roosevelt.edu/registrar/forms**. The student should identify as precisely as possible the record or records that he/she wishes to inspect.

   - The University Registrar or an appropriate staff designee will make the needed arrangement for access and notify the student of the time and place where the records may be inspected.

   - When a record contains information about more than one student, a student may inspect and review only the record that relates to him or her.

   - If the Office of the Registrar does not maintain the record, the office shall advise the student of the correct official to whom the request should be addressed.

2. Roosevelt University students have the right to request the ***amendment*** of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   - A student who wishes to ask the University to amend a record must make a written request to the University Registrar, clearly identifying the part of the record the student wants changed and specifying the reason why it should be changed.

   - In cases where Roosevelt University decides not to amend the record as requested, the University will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

   - Upon written request, Roosevelt University will arrange for a hearing and will notify the student, reasonably in advance, of the date, place, and time of the hearing.

   - Roosevelt University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.

   - If Roosevelt University decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the

challenged information and/or a statement setting forth reasons for disagreeing with the decision.

- If Roosevelt University decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

3. Roosevelt University students have the right to provide ***written consent*** before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   Roosevelt University discloses information from a student's education records only with the written consent of the student, ***except*** in the event of requests from any of the individuals or organizations listed here:

   - To school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Roosevelt University. A school official is a person employed by Roosevelt University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A contractor or other party to whom Roosevelt University outsources institutional services or functions may also be considered a school official (for example, an attorney, auditor, or collection agent).

   - To an elected member of the Board of Trustees of Roosevelt University.

   - To a student serving on an official committee, such as a disciplinary or grievance committee.

   - To officials of another school in which a student intends or seeks to enroll or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer.

   - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as the state postsecondary authority responsible for supervising the University's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

   - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

   - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

   - To accrediting organizations to carry out accrediting functions.

   - To comply with a judicial order or lawfully issued subpoena.

   - To appropriate officials in connection with a health or safety emergency.

   - When the disclosure is information that Roosevelt University has designated as "directory information."

- To the student.

- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of Roosevelt University governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

- To the general public, the final results of a disciplinary proceeding if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of Roosevelt University's rules or policies with respect to the allegation made against him or her.

- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

Roosevelt University will maintain a record of all requests for, and/or disclosure of, information from a student's education records. The records will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information.

4. Roosevelt University students have the right to ***opt out of disclosure of "Directory Information."*** Directory information may be released by the University without the consent of the student; therefore, students who do not want "directory information" to be disclosed must notify the Office of the Registrar by completing a Request to Withhold Directory Information form, located at **roosevelt.edu/registrar/forms**. Roosevelt University designates the following items as directory information:

- Student's name
- Address (local)
- Email (Roosevelt)
- Photographs
- Major field(s) of study
- Dates of attendance
- Degrees awarded
- Participation in officially recognized activities
- Weight and height of athletes
- Honors and awards

5. Roosevelt University students have the right to ***file a complaint*** with the U.S. Department of Education concerning alleged failures by Roosevelt University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

FERPA ANNUAL NOTICE ADDENDUM

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- ore state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State

Authorities may allow access to a student's education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when the University objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data-security promises from the entities that they authorize to receive a student's PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent PII from a student's education records, and they may track his or her participation in education and other programs by linking such PII to other personal student information that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

RECORD CUSTODIANS

This is a list of the types of records that the University maintains, their locations, and their custodians.

TYPES	LOCATION	CUSTODIAN
Education Records	**Wabash Building, Room 1M12**	**University Registrar**
Financial Records	**Wabash Building, Room 1M19**	**Student Accounts**
Disciplinary Records	**Auditorium Building, Room 358**	**Student Affairs**

RIGHT OF UNIVERSITY TO REFUSE ACCESS

Roosevelt University reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parent(s)
- Letters and statement of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975
- Records connected with an application to attend Roosevelt University or a component unit of Roosevelt University if that application was denied
- Those records that are excluded from the FERPA definition of education records

REFUSAL TO PROVIDE COPIES OF RECORDS

Roosevelt University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.

RELEASE OF EDUCATION RECORDS TO SPECIFIED THIRD PARTIES

Students may complete a form that authorizes Roosevelt University to release education records to third parties (e.g., parent, guardian, scholarship sponsor). Students may choose to release academic information, financial aid information, and/or information related to their student account. The Student Consent for Access to Education Records form is located at **roosevelt.edu/FERPA**. Completed forms are submitted to the Office of the Registrar.

PROCEDURE FOR A RECORD VIOLATION

A student who believes there has been a violation of his or her FERPA rights by a faculty or staff member must submit the concern in writing, with details, to the University Registrar.

Additional information regarding Roosevelt University FERPA policy is available at **roosevelt.edu/policies/FERPA.**

ACADEMIC STANDING POLICIES

UNDERGRADUATE ACADEMIC STANDING POLICY

Each Roosevelt University undergraduate student has an academic standing determined by his or her cumulative Roosevelt grade point average. Transfer course work is not included in the Roosevelt GPA. To remain in good standing, undergraduates must maintain a cumulative Roosevelt GPA of 2.0 or higher.

Admitted on Probation

Students admitted on probation by the Office of Admission are required to earn a minimum Roosevelt semester GPA of 2.0 in their first term of enrollment. Students admitted on probation are limited to 12 semester hours, or fewer if indicated. Students who do not earn the minimum 2.0 GPA at the end of their first term will be academically suspended. Students who are admitted on probation are required to meet with the Office of Academic Advising and Assessment to complete an academic contract. Failure to complete the academic contract may result in cancellation of registration.

Academic Probation

Students in good standing are placed on probation if their cumulative Roosevelt GPA falls below a 2.0. Students on probation have one term to either bring their cumulative Roosevelt GPA back up to a 2.0 or higher or to achieve a semester GPA of 2.2 or higher. Failure to do so will result in academic suspension. Students on academic probation are limited to 12 semester hours per term, or fewer if indicated. Students on academic probation must be advised in the Office of Academic Advising and Assessment.

To return to good standing, it is recommended that students repeat F or D courses completed at Roosevelt. Repeating F and D courses will eliminate the poor grade from the Roosevelt GPA, which can make a significant difference. Courses initially taken at Roosevelt must be retaken at Roosevelt to receive the GPA benefit; courses repeated at other institutions do not raise the cumulative Roosevelt GPA.

Students who are placed on probation are required to meet with the Office of Academic Advising and Assessment to complete an academic contract. Failure to complete the academic contract may result in cancellation of registration.

Academic Suspension

Students are placed on academic suspension for the following reasons:

- Students admitted on probation who have a cumulative Roosevelt GPA less than 2.0 during their first semester
- Students placed or continued on probation who have a cumulative Roosevelt GPA less than 2.0 and a semester Roosevelt GPA below 2.2

Students academically suspended are not allowed to register for or audit classes, negotiate with professors for grades other than those already posted or make further arrangements to remove incomplete grades unless they are reinstated. In order to return to Roosevelt University, students must apply for reinstatement. A suspended student typically is not eligible for reinstatement the semester immediately following his/her academic suspension.

Petitioning for Reinstatement

Students on academic suspension are eligible to appeal their suspension and petition the Academic Status and Progress Committee for reinstatement to the University. To do so, students must complete and return a reinstatement petition to the Office of Academic Advising and Assessment by the deadlines noted below.

Reinstatement Term Application Deadlines

In order for a student to be reinstated for the fall semester, a completed petition must be received by July 15. To be reinstated for the spring semester, a completed petition must be received by October 15. To be reinstated for a summer semester, a completed petition must be received by February 15. Petition forms are available in the Office of Academic Advising and Assessment on either campus.

Submitting an application for reinstatement does not automatically grant a student the opportunity to return to Roosevelt. Applications are evaluated and decided upon by the committee. The student will be notified in writing via Roosevelt email and regular mail of the committee's decision.

The Academic Status and Progress Committee may decide that a student should not return to Roosevelt for the term for which the petition was received but feel that the student has the potential for future success. The student is encouraged to petition for a future term after conditions set by the committee are fulfilled.

Academic Dismissal
If the Academic Status and Progress Committee decides that a student should not be reinstated for any future term, the student's status is changed from academic suspension to academic dismissal. In such cases, students will be notified in writing of their permanent academic dismissal by the committee chair. Students who are academically dismissed can have the committee's decision reviewed by notifying the committee chair, who will forward the appeal to the vice provost for faculty and academic administration, whose decision is final.

GRADUATE SCHOOL POLICIES ON ACADEMIC STANDING, PROBATION, SUSPENSION AND DISMISSAL

Good Academic Standing: Master's Degree Students
To remain in good academic standing, you must maintain a 3.0 Roosevelt grade point average and can earn no more than two grades below B- in your current degree program.

Calculation of the GPA: All graduate credit earned, except transfer credit and excluded courses, is considered in decisions on probation, suspension and dismissal. For numerical equivalents for letter grades, see **roosevelt.edu/registrar/other/grades/gpa**.

Entering on probation: Some programs allow students to enter their degree programs with GPAs below the level required for unconditional admission. If you are admitted on probation, you will likely be limited to six semester hours and must earn a 3.0 GPA in the first term to remain in your program.

Grades accepted toward the degree: You may apply no more than two grades lower than B- to master's degrees in the Colleges of Arts and Sciences, Business, Professional Studies and Education, and in the Chicago College of Performing Arts. The grades of D+, D, D- or F cannot be counted toward graduate degree programs in the Colleges of Arts and Sciences, Business, Professional Studies and Education, and in the Chicago College of Performing Arts. See the College of Pharmacy's information for grade guidelines for its students.

Notification: Students are notified through their official Roosevelt email address when they are placed on probation, continued on probation, suspended or dismissed. Students suspended or dismissed also are sent a letter by postal mail. Students who appeal their probationary, suspension or dismissal status also are notified of the outcome of their appeal by Roosevelt email and by postal mail. Copies are sent to students' graduate program director or advisor.

Time limit on using courses toward degree: Credit for courses taken more than six years before the semester in which the master's degree is to be granted will not be counted toward the degree. An extension of time may be requested from the Graduate Council. Contact the associate provost for research and graduate studies for more information.

Transfer credit: Transfer credit grades are not included in the overall GPA for Roosevelt graduate students. Transfer credit requires program approval. Only six semester hours of credit can be accepted for most major programs.

Probation: In the Colleges of Arts and Sciences, Business, Professional Studies and Education, and in the Chicago College of Performing Arts, a student whose grade point average falls below 3.0 or who receives more than two grades below B- will be placed on probation.

If you are placed on probation or fear that you may be placed on probation, see your graduate program's advisor or your department chair immediately. Graduate advisors are listed at **roosevelt.edu/currentstudents/advisorfinder.** Your advisor will be able to work with you to determine the best strategy for returning to good academic standing. The options include:

Withdrawal: In some cases, your advisor may recommend that you seek late withdrawal from a course in which you have received (or expect to receive) a low grade. The deadline for withdrawal from courses is on the web at **roosevelt.edu/registrar/importantdates**, and the petition form for late withdrawal after the deadline is at **roosevelt.edu/registrar/~/media/files/pdfs/registrar/petitionwgrade.**

Retaking a course: With your advisor's approval, you may retake up to two different courses for a maximum of seven semester hours to improve grades; you may retake a particular course no more than once. When courses are retaken, the higher grade becomes the official one for the course.

Excluding a grade: If you have received a low grade in an elective course, your advisor may ask the Office of the Associate Provost for Research and Graduate Studies for exclusion of the grade from your overall GPA. The advisor will confirm that the course is not required for your degree program and will complete a petition form to officially request exclusion of your course from your GPA. (Important: The grade will still appear on your transcript, but will not be used in GPA calculation.)

Any of these strategies may be used to address your academic standing problems. All require that you first meet with your advisor in your graduate program, however. The Office of the Associate Provost for Research and Graduate Studies can answer your questions, but will not resolve them without initial input from the program and your advisor.

Once placed on probation, you face one of several possible outcomes:

Return to good standing: If you raise your overall GPA to at least a 3.0 average or repeat a course to eliminate a third grade below B-, you will no longer be on probation.

Continued on probation: Your status can be "continued on probation" if you have not yet taken the semester hours allotted for your return to good academic standing. If your overall GPA remains below 3.0 beyond the designated number of hours or the deadlines above, your program can send a documented request for continued probation to the associate provost for research and graduate studies.

Deadline for returning to good standing: A student placed on probation must return to good academic standing as soon as possible. Roosevelt follows these guidelines:

- A student placed on probation after the fall term should return to good standing no later than the end of the following fall term, or within six credit hours, whichever comes first.
- A student placed on probation after the spring term should return to good standing no later than the end of the following spring term, or within six credit hours, whichever comes first.
- A student placed on probation after the summer term should return to good standing no later than the end of the following spring term, or within six credit hours, whichever comes first.

A student who fails to return to good standing in the required time period will be placed on academic suspension.

See the College of Pharmacy's information for probation guidelines for its students.

Academic Suspension
If you fail to return to good standing within the guidelines described above you will be suspended, and you will not be allowed to register again until you have been reinstated.

Reinstatement to Your Program
Reinstatement in your graduate program after suspension or dismissal is possible, but requires several steps to assure that you will return to good academic standing. This is how the process works:

- Meet with your academic advisor and develop a plan to get your GPA to an overall 3.0 or to otherwise remove low grades, within the guidelines described above. Your plan may include such strategies as retaking, substituting or excluding a course (described above) from your GPA.

- Submit your plan, with a recommendation from your program or department, to the associate provost for research and graduate studies. If you have been suspended for the current term and are attempting to enroll immediately, your advisor should alert that office to that fact so a quick decision can be made, if possible. Normally such reinstatement requests are decided by the Graduate Council's Executive Committee, which meets monthly during the fall and spring terms.

- If your plan is approved, you will be allowed to register.

Dismissal from Your Program
Dismissal is the final step in the academic standing process. Students who have failed to present an acceptable plan for returning to good standing or who fail to earn adequate grades to return to good standing face dismissal from their programs.

When you are dismissed, you will not be allowed to register for further graduate courses.

In addition, a student may be dismissed immediately, without probation, under these circumstances:

Dismissal for a second probation: If you are placed on probation for a second time, you may be dismissed immediately.

Dismissal for D and F grades: If you receive two or more grades of D+, D, D- or F in one semester or in two consecutive semesters, you face immediate dismissal, without first being placed on probation.

Dismissal for academic reasons other than grades: If your program determines that you have failed to meet dispositional or other standards required in the field you hope to enter, your program may recommend dismissal. The decision of the Graduate Council is final on matters of academic standing.

Good Academic Standing: Doctoral Students

GPA: In doctoral programs, a student whose GPA falls below 3.25 will be placed on probation.

Grades below B-: Doctoral programs allow only three semester hours of grades lower than B- to be applied toward the degree.

Time limit on using courses toward degree: In the College of Arts and Sciences, credit cannot be used toward the degree for courses taken more than seven years prior to entry into the program.

Completion of the doctoral program:
In the College of Arts and Sciences, completion of all components of the program, including the pre-doctoral internship and the doctoral project, may take no more than 10 years. Students who have not completed the program by 10 years will be dismissed.

Students' progress will be evaluated at the seven-year point; if progress has not been adequate, students may be dismissed from the program.

In the College of Education, the time between admission and completing the dissertation may be no more than eight years. There is no readmission to the program after eight years.

Other policies and procedures, for master's degree students also apply to doctoral students.

ACCEPTABLE USE OF ELECTRONIC RESOURCES POLICY

roosevelt.edu/its/policies

REASON FOR POLICY

The purpose of the Acceptable Use of Electronic Resources Policy is to ensure an information infrastructure that promotes the teaching, learning, research, professional and community service missions of the University. Electronic resources are powerful enabling technologies for accessing and distributing the information and knowledge developed at the University and for facilitating communication and collaboration among members of the University community and with the world at large. As such, they are strategic technologies for the current and future needs of the University.

Electronic resources give individuals the ability to access and communicate sensitive information. This policy is designed to secure the rights of others to the privacy of their personal information.

Electronic resources are often shared resources. This policy provides the basis for equitable sharing of resources among members of the University community.

This policy explains the rights and responsibilities that users share in sustaining the electronic resources made available to them by the University. This policy will provide a reference for University students, faculty, staff, alumni, trustees, contractors and authorized guests, and will communicate the roles and responsibilities of those charged with maintenance, operation and oversight of University electronic resources.

Within the University community each person will have differing purposes for accessing electronic resources; however, each person also has a shared responsibility to utilize those electronic resources in a manner consistent with the University's policies and procedures. In addition, users are bound by the requirements of local, state, federal and international laws and contractual commitments.

By striving for compliance, the University can assure its ability to provide, maintain and protect the confidentiality, integrity and availability of its data, systems, services and facilities.

ENTITIES AFFECTED BY THIS POLICY

Individuals Covered

This policy applies to all persons accessing or using University electronic resources. This includes University students, faculty, emeriti faculty, staff, alumni, trustees, contractors, agents and all other persons authorized for access or usage privileges by the University, commonly referred to as users.

Resources Covered

Electronic resources covered by this policy include, without limitation:

- All University owned, operated, leased and contracted computing, networking, telephony and information resources, whether they are individually controlled, shared, stand alone or networked
- All University information maintained in any electronic form and in any medium regardless of where it is stored

- All University voice and data networks, telephony systems, telecommunications infrastructure, communications systems and services, and physical facilities including all hardware, software, applications, databases and storage media
- All creation, processing, communication, distribution, storage and disposal of information by any combination of University electronic resources and non-University resources

POLICY STATEMENT

Use of Electronic Resources

CONFIDENTIAL DATA

All users are to utilize all appropriate precautions to maintain the accuracy, integrity and confidentiality of confidential data, ensure that no unauthorized disclosures occur, refrain from sharing confidential information with anyone not authorized to access it, and comply with all University, local, state and federal policies and laws with respect to confidentiality of information, such as the Family Educational Rights and Privacy Act (FERPA).

EXPECTATION OF PRIVACY

The University provides electronic resources to users to facilitate their advancement of the University's mission. The University will not routinely monitor an individual user's electronic data, software or communication files. However, users should have no expectation of privacy in network activity or files stored on University equipment. Electronic messages (including email) and files that are transmitted, received or stored with the use of the University's resources, whether or not saved or deleted, are the property of the University.

USER RIGHTS

All users:

- Are granted access to and permitted use of the University's electronic resources for specific purposes based on the users' particular roles
- Have the authority to read, write, edit or delete information in files or databases as established by the designated owners of the information
- Are provided access to the University's on-campus data network

USER RESPONSIBILITIES

Users shall:

- Share confidential information with any other person only after ascertaining that he or she has approved access to the data in question
- Be responsible for the security and integrity of information stored on his or her system, including:

    - making regular backups of information and files
    - controlling and securing physical and network access to electronic resources and data
    - properly logging out of sessions
    - monitoring access to their accounts (If users suspect that their access codes have been compromised or that there has been unauthorized activity on their accounts, they are to report it and change access codes immediately)
    - ensuring that software that protects against viruses, spyware and other "malware" is installed, activated and regularly updated on their systems

- Show a valid University ID to obtain access to computer labs/facilities, including those in libraries
- Choose a password that is consistent with the University's password policy and guard the security of that password
- Be responsible for all activity that occurs on their computer accounts
- Understand that it can be dangerous to share access codes with anyone
- Use only the access codes and privileges associated with their computer account(s) and utilize those account(s) for the purposes for which they were authorized
- Respect and honor the rights of other individuals, with regard to copyright and intellectual property, freedom from harassment and use of electronic resources

USER RESTRICTIONS

Users may not:

- Comment or act on behalf of the University over the Internet, including email, without the authority to do so
- Make use of accounts, access codes, privileges or electronic resources to which they are not authorized
- Send email chain letters or unauthorized mass mailings
- Alter the source address of messages, or otherwise forge email messages
- Tamper with, modify or alter restrictions, or protection placed on their accounts, the University system or network facilities
- Use the University's Internet access in a malicious manner to alter or destroy any information available on the Internet, or on any network accessible through the Internet, that they do not own or have explicit permission to alter or destroy
- Introduce, create or propagate computer viruses, worms, Trojan Horses or other malicious code to electronic resources within or outside of the University
- Damage computer and network systems, obtain extra electronic resources or gain access to accounts for which they are not authorized
- Eavesdrop or intercept transmissions not intended for them
- Physically damage or vandalize electronic resources
- Attempt to degrade the performance of the system or to deprive authorized users access to any University electronic resources
- Use University systems to relay mail between non-University email systems
- Engage in activities that harass, degrade, intimidate, demean, slander, defame, interfere with or threaten others
- Modify or remove equipment, software or peripherals that are part of the University's computer and network resources without authorization from the chief information officer
- Install network or computing devices that are not authorized by the chief information officer or his/her designees. Such devices include but are not limited to wireless access points, network server hardware and software, and network devices such as hubs, routers and switches. Unauthorized equipment is subject to confiscation.

UNIVERSITY PROCESSES

Data Backup and Recovery

Electronic data, software and communications files stored on central servers are copied to backup media and stored. Backups are intended to enable recovery of data in case of major system failures; however, individual email messages may be recovered. Users are responsible for backing up their own personal computer data.

Monitoring of System Activity

All activity on systems and networks may be monitored, logged and reviewed by system administrators or discovered in legal proceedings. In addition, all documents created, stored, transmitted or received on University computers and networks may be subject to monitoring by systems administrators.

UNIVERSITY RIGHTS

Accessing Electronic Content

The University has the right to access, monitor and disclose the contents and activity of an individual user's account(s) and to access any University-owned electronic resources and any non-University-owned electronic resource on University property that is connected to University networks. This action may be taken:

- To maintain the network's integrity and the rights of others authorized to access the network
- If the security of a computer or network system is threatened
- If misuse of University resources is suspected
- If the University has a legitimate business need to review such files
- When compelled by court order

This action will be taken with written authorization from the chief information officer and the designated responsible administrator (as defined in the "Enforcement" section of this document).

Monitoring and Blocking Content
The University has the right to monitor or block electronic content in three ways. The University may:
- Employ what are commonly called "SPAM blockers" to eliminate messages from known purveyors of junk email
- Block access to websites that are known to spread viruses, spyware, adware or other malicious content
- Block or limit access to resources that illegally distribute music, video or other multimedia content

Controlling Network Bandwidth
The University may also control the amount of network bandwidth available at any given time for specific types of applications or classes of users. Examples include allocating increased bandwidth for resident students and student laboratories during hours when offices are not typically open and classes are not in session, and constraining the bandwidth allocated for streaming audio and video if there is no demonstrated academic application for the service.

UNIVERSITY RESTRICTIONS
University employees, including personnel in Information Technology Services, may not:
- Monitor the content of an individual user's electronic data, software or communication files without authorization as outlined in this policy
- Inspect individual user's files, diskettes, tapes and/or other computer-accessible storage media without following the processes outlined in this document
- Monitor or block electronic content except under the conditions specified in this document

COPYRIGHTS AND LICENSES
Software may not be copied, installed or used on University electronic resources except as permitted by the owner of the software and by law. Software subject to licensing must be properly licensed and all license provisions (including installation, use, copying, number of simultaneous users, terms of the license, etc.) must be strictly observed.

All copyrighted information, such as text and images, retrieved from electronic resources or stored, transmitted or maintained with electronic resources must be used in conformance with applicable copyright and other laws. Copied material used legally must be properly attributed in conformance with applicable legal and professional standards.

NON-UNIVERSITY USE
Computer and network resources are provided to support University functions. The University permits the use of its computer and network resources for limited personal activities, but personal use must conform to University policies and must not interfere with the primary goals of supporting teaching, learning, research and service.

Users may not use electronic resources for:
- Private business or personal commercial enterprise
- Compensated outside work, except as authorized by the graduate dean and vice provost for research pursuant to an approved grant or sponsorship agreement
- The benefit of organizations not related to the University, except those authorized by the vice president or dean for the University-related service
- Partisan political activities
- Lobbying activities not approved by the vice president for government relations and University outreach

University electronic resources may not be used for commercial purposes, except as specifically permitted under other written policies of the University or with the written approval of senior vice president, finance and administration and CFO. Any such commercial use must be properly related to University activities and provide for appropriate reimbursement to the University for taxes and other costs the University may incur by reason of the commercial use.

Users are also reminded that the ".edu" domain on the Internet has rules restricting or prohibiting commercial use; activities not appropriate for the ".edu" domain that otherwise are permissible within the University's electronic resources should be performed on other domains.

Policy Enforcement

RESPONSIBLE ADMINISTRATORS
The University designates "responsible administrators" for cases involving possible misuse of electronic resources or for the inspection of email or other user files. The responsible administrators are: the president, for cases involving members of the Executive Council; the provost and executive vice president, for cases involving academic deans and faculty; the vice president for human resources, for cases involving staff and administrators; and the associate provost, student affairs, for cases involving students.

SUSPECTED MISUSE
In any and all cases where acceptable use comes into question, management of the University reserves the right to determine what is appropriate and acceptable and what is not. This section outlines the procedures that will apply in the case of suspected violations of University policies.

REPORTING MISUSE AND COOPERATION WITH OFFICIALS
All users are encouraged to report to the chief information officer, or through procedures outlined in the University's Whistle Blower Policy, any suspected violations of University computer policies. Users, when requested, are expected to cooperate with University officials in any investigation of system abuse. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.

DISCIPLINARY ACTION
If University officials have sufficient evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they shall pursue one or more of the following steps, as appropriate, to protect other users and electronic resources.

- Provide notification of the investigation to the designated responsible administrator; the appropriate vice president and, if applicable, dean; and the chief information officer. This step should be taken in every case.
- Temporarily suspend or restrict the user's computing privileges during the investigation.
- If necessary, with written authorization from the designated responsible administrator and the chief information officer, inspect the user's files, diskettes, tapes and/or other electronic media.
- Refer the matter for possible disciplinary action through the University's established procedures.

The University retains final authority to define what constitutes proper use and may prohibit or discipline use the University deems inconsistent with this or other University policies, contracts and standards. The University also reserves the right to change the policies, information, requirements and procedures announced in this policy at any time. Changes required by University contractual commitments shall become effective and binding upon users upon execution of any such contract by the University. A user shall be deemed to have accepted and be bound by any change in University policies, information, requirements or procedures if such user does use electronic resources at any time following announcement or publication of such change.

Individual Unit Policies
Individual units within the University may define supplemental policies or conditions of acceptable use for electronic resources under their control with the written review and approval of the chief information officer. These additional policies or conditions must be consistent with this policy but may provide additional detail, guidelines and/or restrictions. This policy will supersede any inconsistent provision of any unit policy or condition.

Warranties and Liabilities
The University makes no warranties of any kind, whether expressed or implied, for providing electronic resources to any user. The University bears no responsibility for the accuracy or quality of information or services obtained through electronic resources. The University will not be responsible for any damages suffered from the use of University

electronic resources, including loss of data, delays, service interruptions, missed deliveries or failed deliveries. Use of University electronic resources is at the user's own risk, including the reliability or security of information obtained, transmitted, received or stored.

This policy document is based, in part, on the acceptable usage policy documents of Stanford University and Marquette University.

ACCOMMODATIONS FOR STUDENTS FOR RELIGIOUS HOLIDAYS

Roosevelt University respects the rights of students to observe major religious holidays and will make accommodations, upon request, for such observances. Students who wish to observe religious holidays must inform their instructors in writing within the first two weeks of each semester of their intent to observe the holiday so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Students who make such arrangements by the deadline will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. However, all work missed for such absences, including papers and examinations, must be made up. Students who do not arrange for excused absences by the deadline are not entitled to such accommodations.

Instructors who will be absent for religious reasons must clearly inform their classes ahead of time, include the planned absence on the syllabus, and notify the department chair or program director. They must supply a substitute, reschedule the class at a suitable time or make special assignments for the time missed.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES POLICY

The University will provide reasonable accommodations to students or applicants with documented disabilities in compliance with all local, state and federal laws and University policies and procedures.

Students with documented disabilities who wish to receive accommodations and/or services should notify the University as soon as possible. Students should contact the Office of Disability Services, at (312) 341-3810 for the Chicago Campus or (847) 619-8846 for the Schaumburg Campus. Reasonable accommodations will be determined on a case-by-case basis.

ANTI-HARASSMENT POLICY

Roosevelt University is committed to the preservation of the dignity and worth of all members of the University community. To ensure an environment for working and learning in which all individuals (faculty, staff, students and visitors) are treated with respect, harassment in any form is unacceptable and cannot be tolerated.

Because interpersonal relationships (romantic or sexual) between supervisors and the employees they supervise either directly or indirectly or between faculty and their students involve an imbalance of power, all such interpersonal relationships are prohibited and will subject employees to discipline. In such situations, it is difficult, if not impossible, to determine whether such a relationship is truly consensual and, therefore, if a complaint of sexual harassment is filed, the University will presume that the relationship was not truly consenting unless proven otherwise.

SEXUAL HARASSMENT

It is against Roosevelt University policy for any student or employee, male or female, to sexually harass another employee or student by:

a) making unwelcome sexual advances for sexual favors and other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or a student's academic status

b) making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student

c) creating an intimidating, hostile or offensive working or education environment by such conduct

OTHER FORMS OF HARASSMENT

It is also against Roosevelt University's policy for any student or employee to harass another student or employee based upon such person's age, ancestry, citizenship, color, creed, disability, gender, identity, marital status, military status, national origin, parental status, religion, sexual orientation, source of income, veteran status, or as a result of being a victim of domestic violence or other protected characteristic.

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment or enrollment, or 2) the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile or abusive.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, acts of communication causing emotional distress, insults or put-downs, offensive objects or pictures, and interference with work performance.

RETALIATION

Retaliation against persons filing a complaint, reporting a case of harassment, witnessing a case of harassment or cooperating in an investigation is also prohibited.

CONSEQUENCE

An employee who is found to have engaged in unlawful harassment shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee. A student who is found to have engaged in unlawful harassment shall be subject to discipline up to and including expulsion from the University in accordance with the procedures contained in the Code of Community Standards. A member of the Roosevelt community who is neither a student nor an employee and who is found to have engaged in unlawful harassment shall be subject to such procedures as are necessary to prevent such conduct from occurring, up to and including severance of the member's relationship with Roosevelt and being banned from its campuses.

REPORTING PROCEDURES

An employee or student who believes that he or she has been a victim of harassment in violation of this policy has the right to file a complaint in accordance with the University's Discrimination Complaint Procedure. The students and employees are also encouraged to:

- Emphatically tell the harasser that the conduct is unwelcome, offensive, violates this policy and must stop, and/or
- Report the incident to an employee in a supervisory or managerial position

Employees and students are encouraged to ask questions about the policy to the following offices:

Offices of Human Resources
Auditorium Building, Room 344
(312) 341-2285

Office of Student Affairs
Auditorium Building, Room 358
(312) 341-2004

CLASS ATTENDANCE POLICY

Attendance reports on non-attending students are required during the first two weeks of each fall and spring semester. Instructors set their own expectations for attendance, but reporting of those not attending during the first two weeks is a compliance requirement of the U. S. Department of Education. Instructors will use an online form to report those not attending, and non-attendees are then subject to action on their registrations, charges and financial aid for the term.

DISCRIMINATION COMPLAINT PROCEDURE

SUBMITTING A COMPLAINT OF DISCRIMINATION

If an employee, applicant or student ("complainant") believes that he or she has been discriminated against (including sexual harassment or other forms of unlawful harassment) in violation of University policy or state or federal law, including but not limited to the Americans with Disabilities Act, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Illinois Human Rights Act and the Age Discrimination Act of 1975, and Older Workers' Protection Act, the complainant shall file a written complaint describing the alleged action and the person involved with the vice president of human resources or the associate provost for student affairs as soon as possible. If the complainant is more comfortable initially discussing the allegations with another employee, he or she should do so. The employee who receives an allegation of unlawful discrimination should immediately bring the allegation to the vice president of human resources or the associate provost for student affairs. However, to initiate an investigation, a complainant must file a written complaint. The vice president of human resources or the associate provost for student affairs may appoint a complaint manager to assist the student or employee in filing the complaint.

INVESTIGATION OF A COMPLAINT

The vice president of human resources or the associate provost for student affairs shall undertake an investigation by appointing another administrator or other qualified person to conduct the investigation. The vice president of human resources or the associate provost for student affairs may provide for the assistance of the Counseling Center or other administrator or may also involve the assistance of the University's attorneys in the investigation.

Neither the complaint nor the identity of the complainant will be disclosed except when necessary for a full investigation of the complaint.

The investigator shall file a written report of his/her findings within thirty (30) working days after the complaint has been made. In the event the report cannot be completed within thirty (30) working days, the report shall state the reasons for the delay. The complainant shall be notified of the findings of the investigation within ten (10) working days of the completion of the report.

If the complainant is not satisfied with the results and findings of the investigation, he/she may appeal the findings of the investigation within ten (10) working days to the provost and executive vice president unless the provost and executive vice president is the person against whom the complaint has been filed. In such case, the appeal shall be to the president. In the event that the complaint is against the president, the appeal shall be first to the provost and executive vice president and then to the executive board of the board of trustees. The appeal shall be reviewed and a decision made within twenty (20) days of the filing of the appeal.

The records of discrimination allegations will be kept for at least three (3) years from the date of the final decision on the complaint.

DISCIPLINE

An employee who is found to have engaged in unlawful discrimination shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee. A student who is found to have engaged in unlawful discrimination shall be subject to discipline up to and including expulsion from the University in accordance with the procedures contained in the Code of Community Standards. A member of the Roosevelt community who is neither a student nor an employee and who is found to have engaged in unlawful discrimination shall be subject to such procedures as are necessary to prevent such conduct from occurring, up to and including severance of the member's relationship with Roosevelt and being banned from its campuses.

INTENT OF EQUAL OPPORTUNITY POLICY

This policy is intended to meet the requirements of federal and state law prohibiting unlawful discrimination. If this policy is inconsistent with such law, it is the University's intent to follow applicable law.

DRUG AND ALCOHOL-FREE CAMPUS NOTIFICATION

STATEMENT OF POLICY

In compliance with federal, state and local laws, University policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession or use of a controlled substance or alcohol by students, faculty and staff in the workplace or while conducting college business or activities. In carrying out this commitment, Roosevelt University will fully comply with the federal Drug-Free Schools and Communities Act of 1986 as amended by Public Law 101-226 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, Section 5160).

Illegal drugs, regardless of quantity or type, are considered a violation of criminal law and will be treated as such. Violators may be subject to arrest and prosecution.

DISCIPLINARY SANCTIONS

Consistent with federal, state and local law, the University will impose disciplinary sanctions upon students and employees who violate this policy. Violations of the federal, state and local laws and ordinances governing drug and alcohol abuse by employees or students may result in referral for criminal prosecution. Legal sanctions, including fines and/or imprisonment, may be imposed by the courts. Students in violation of the policy may be required by the University to receive treatment, change housing assignments or be suspended or expelled. Faculty and staff in violation of this policy may be required to receive treatment. The University may exercise disciplinary actions against faculty and staff in violation of the policy, up to and including termination.

HEALTH RISKS ASSOCIATED WITH ILLICIT DRUGS AND ALCOHOL ABUSE

The University's primary interest is to assist Roosevelt students, faculty and staff in avoiding the physiological and psychological damage that results from drug and alcohol abuse. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical impairment such as liver, heart or digestive impairment; memory loss; and impaired judgment and other personality disorders.

TREATMENT AND REHABILITATIVE SERVICES

Students may receive confidential alcohol and drug counseling through the counseling staff and referral information regarding drug or alcohol counseling, treatment and rehabilitative programs available through Cook County or Public Services, other support groups and local licensed mental health care professionals.

COUNSELING SERVICES AVAILABLE

Students who are having difficulty with drug or alcohol use are urged to seek confidential counseling from appropriate University offices. Anyone who is aware of others (either students, faculty or staff) with drug or alcohol abuse problems should also seek guidance, in complete confidence, from these offices.

Questions and referrals concerning the policy with respect to student use of drugs or alcohol may be directed to the Office of Student Affairs at (312) 341-2004. Questions and referrals concerning the policy as it applies to faculty and staff may be directed to Human Resources, Auditorium Building, Room 344, (312) 341-4334. Additional information about physiological drug outcomes and sanctions is available upon request from the offices listed above.

EQUAL OPPORTUNITY POLICY

No person shall be discriminated against because of age, ancestry, citizenship, color, creed, disability, gender, gender identity, marital status, military status, national origin, parental status, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, or as a result of being the victim of domestic or sexual violence in its programs and activities.

Students who believe they have experienced unlawful discrimination are advised to file a written complaint in accordance with the Discrimination Complaint Procedure as described in this handbook.

RESIDENCY POLICY

At Roosevelt University, we believe on-campus living provides a community for students, and nurtures and cultivates connections to peers and to the institution. Studies have shown that students who live in residence halls are more likely to complete their degrees as compared to those who live outside of University housing. Students will benefit from the cultural experiences, civic engagement and internship opportunities that Chicago has to offer.

All new first-year, full-time students enrolled at the Chicago Campus of Roosevelt University are required to live in University housing for their first two years. This policy applies to students who have earned fewer than 30 semester hours of transferable credit and are under the age of 21 on the first day of the initial term of enrollment. The following exceptions may apply: a student who lives at home with his/her parent(s) or legal guardian, a student who is married and/or is a parent, a student with demonstrated financial need that causes a significant gap between the financial aid award and the student/family resources, or a student who should not live on campus because of medical or psychological reasons. If a student wishes to apply for exemption from the residency policy, he/she must complete an exemption application. Applications are available in the Office of Residence Life, Wabash Building, Room 1413 or at **roosevelt.edu/residencelife**.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Roosevelt University Satisfactory Academic Progress Policy can be found on the Office of Financial Aid webseite at **roosevelt.edu/financialaid**. See also the academic standing policies in this handbook, pages 94 through 102.

SEXUAL ASSAULT POLICY

Roosevelt University is committed to providing a safe and secure learning and working environment for all students, faculty and staff. Roosevelt University subscribes to a zero tolerance policy for sexual violence. The members of our community have the right to be free from harassment, abuse, violence or threats of violence on and off campus.

I. Procedures
Roosevelt University strongly encourages an individual who has been the victim of a sexual offense to report the incident to the Office of Campus Safety immediately by dialing (312) 341-2020 or (847) 619-8989 at the Schaumburg campus. A report of sexual assault will be a priority and thoroughly investigated. The victim is encouraged to contact the local police department (Chicago or Schaumburg) for preservation of evidence and to initiate a criminal procedure. Roosevelt University personnel (Campus Safety staff) will assist the student in notifying these authorities, if the student requests the assistance of these personnel.

Individuals may also report a sex offense to the institution's Title IX coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator is the Vice President for Change Management, Wabash Bldg., Room 1312, (312) 341-2322.

In addition to University disciplinary actions, a person who engages in a sexual assault may be the subject of criminal prosecution and/or civil litigation. In order for criminal prosecution to be considered, the Chicago or Schaumburg Police Department must be notified, and a sexual assault/abuse report must be generated. The chances of successful prosecution are greater if the report is timely and is supported by the collection of forensic evidence.

The collection and preservation of evidence is critical when reporting a sexual assault. The victim of a sexual assault should refrain from taking a shower, changing clothes or washing hands. If the victim does remove clothing it should be placed in a paper bag. If the victim believes that he/she has been drugged, it is imperative that a urine sample be provided to the police immediately for forensic testing. The victim should seek a medical evaluation as soon as possible. According to Illinois law the emergency room at a medical facility will treat the victim for injuries and STDs, and evidence will be collected at no cost to the victim.

II. Programs to Prevent and Promote Awareness of Sex Offenses
Roosevelt University is committed to providing resources for education and prevention of sexual assault to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

III. Counseling Services Available to Victims of Sexual Assault
Professional staff is available to assist student victims of sexual assault through the Counseling Center. At the Chicago Campus, the location is Auditorium Building, Room 470, (312) 341-3548; the Schaumburg Campus is Room 114, (312) 341-3548. During non-office hours, the Residence Life staff and Campus Safety can provide assistance in directing victims toward appropriate counseling services.

IV. Change of Academic Living or Work Situations
If the circumstances surrounding an incident of sexual assault warrant such action, the University will take steps to ensure a victim's future safety and security. Such actions could include a change in the victim's academic schedule and living situation if requested by the victim and those changes are reasonably availableIndividuals wishing to initiate such actions should be referred to the associate provost for student affairs: (312) 341-3525.

Employee victims of sexual assault should consult with the vice president of human resources, Auditorium Building, Room 338A, (312) 341-2479, who will investigate a change in the work environment or in the work assignment when appropriate.

V. Procedures for Campus Disciplinary Actions

A. **Students.** The commission of a sex offense constitutes misconduct under the University's Code of Community Standards. Any student suspected of such misconduct will be subject to the judicial review procedures outlined in the Student Handbook. Such procedures shall include at a minimum that (1) the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the University's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused of any University disciplinary proceeding brought alleging a sex offense.

B. **Staff.** Any staff member who has been shown to be the perpetrator of a sexual assault will be subject to those disciplinary actions as outlined in union work rules or as deemed appropriate in accordance with the relevant employment contracts.

C. **Faculty.** Faculty will be subject to those disciplinary procedures as outlined in the Faculty Manual.

All disciplinary procedures are subject to appeal by the appropriate grievance procedures. These procedures are found in the Student Handbook, the Faculty Manual, and appropriate collective bargaining agreements.

VI. Sanctions
Independent from any criminal or civil legal proceedings that may be pending and/or have been determined, any staff member, faculty or student who is found to have committed a sexual offense is subject to immediate on-campus disciplinary action. Upon the completion of the on-campus disciplinary proceedings, students may be subject to a variety of sanctions including, but not limited to, being removed from a residence hall, probation, or dismissal. Faculty and staff will be subject to suspension or termination. In addition, the University will cooperate with local law enforcement authorities to seek criminal penalties when appropriate.

Roosevelt University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

VII. Additional Resources
For a person who is a victim of a sexual offense, support can be found through many channels, including friends, faculty members and resident advisors. Help is just a phone call away. Remember that you are not alone.

Chicago Rape Crisis Hotline:
(888) 293-2080

The hotline operates 24 hours a day, 7 days a week, to provide immediate crisis counseling and referrals for victims, significant others and professionals.

Porchlight Counseling:
(847) 328-6531 (Office)
(773) 730-7077 (Helpline)

Porchlight provides unlimited free counseling to college students at offices throughout the Chicago area.

For a person who is a victim of a sexual offense, support can be found through many channels, friends, faculty members, Resident Advisor. Help is just a telephone call away. Remember, that you are not alone.

Crime Victim's Compensation Law
Under the Crime Victim's Compensation Law, a person who has been sexually abused or assaulted may be eligible for support services and medical reimbursement if the crime is reported within seven days, or in some cases even longer.

Hospital Emergency Rooms Closest to Campuses

Chicago Campus
Northwestern Memorial Hospital
251 E. Huron St.
Chicago, IL 60611
(312) 926-2000

Schaumburg Campus
Alexian Brothers Medical Center
800 Biesterfield Rd.
Elk Grove Village, IL 60007
(847) 437-5500

STUDENT EMAIL POLICY

For the latest version of this policy, go to **roosevelt.edu/policies**.

PURPOSE OF POLICY

The purpose of this policy is to ensure the proper access, usage and disclosure of Roosevelt University's email system by its students. Email is a tool provided by the University to complement traditional methods of communications to support teaching and learning, research, services and administration. At times it may be the only form of communication from the University. Therefore, students have a responsibility to read their email on a regular basis, and to use email in an efficient, effective, ethical and lawful manner. Use of the University's email system evidences the user's agreement to be bound by this policy. Violations of the policy are a violation of the Code of Community Standards and may result in disciplinary action.

ACCOUNT CREATION

Email accounts are created when the Office of Admission has approved a student's application. The email account name is based on the official name of the student as reflected in the University student database (Banner). Requests for mail aliases based on name preference, middle name, nicknames, etc., cannot be accommodated. The only requests for name change that will be processed are to correct a discrepancy between email account name and official University records, in which case the email account name will be corrected.

OWNERSHIP OF EMAIL DATA

The University owns all email accounts and all data transmitted or stored using email capabilities.

PRIVACY

While the University will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the University system. Under certain circumstances, it may be necessary for the ITS staff or other appropriate University officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other University policies. Such access will be on an as-needed basis and any email accessed will only be disclosed to those individuals with a need to know or as required by law.

EXPIRATION OF ACCOUNTS

Student email accounts will remain in effect for as long as the student remains enrolled in the University and for a minimum of one year following graduation. If the student does not enroll at the University, the account will be deleted after one year. If the student leaves Roosevelt prior to graduation, the account may expire after a minimum of one year of inactivity. Student email accounts will be deleted immediately upon the account holder being suspended from the University for any reason or declared inactive by the University registrar.

APPROPRIATE USE

Email is provided as a professional resource to assist Roosevelt students in fulfilling their educational goals. Incidental personal use is permitted as long as it does not have negative effects on any other email account, jeopardize the email system, get in the way of fulfilling your educational goals or violate the law or any other provision of the Acceptable Use of Electronic Resources Policy or of any other policy or guideline of Roosevelt University. Each user is responsible for using the email system in a professional, ethical and lawful manner.

PERSONAL USE

While incidental personal use of email is acceptable, conducting business for profit using University resources is forbidden.

Any inappropriate email, some examples of which are described below and elsewhere in this policy, is prohibited. Users receiving such email should immediately contact the University Help Desk.

- The creation and exchange of messages that are harassing, obscene or threatening
- The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information
- The creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited email
- The creation and exchange of information in violation of any laws, including copyright laws, or University policies
- The knowing transmission of a message containing a computer virus
- The misrepresentation of the identity of the sender of an email
- The use or attempt to use the accounts of others without their permission

Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communications. If a student engages in this type of behavior, it will be considered a violation of the policy and may result in disciplinary action.

STUDENT RESPONSIBILITY

Students are expected to read email on a regular basis and manage their accounts appropriately. An email message regarding University matters sent from an administrative office, faculty or staff member is considered to be an official correspondence and may be the only form of correspondence a student will receive.

Students who choose to forward their mail to another address may do so through their account options. Keeping the forwarding address up-to-date is the responsibility of the user and is not supported by ITS.

Sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is deemed to be authored by the account owner, and it is the responsibility of that owner to ensure compliance with these guidelines.

STUDENT ORGANIZATION ACCOUNTS

Requests for shared student organization accounts will be accommodated upon verification of registration with the Center for Student Involvement or Center for Campus Life. These accounts require a designation of an account manager, who will administer the addition, deletion or modification of names within the account, as well as manage the account as per these guidelines. These accounts will be created with an expiration date of one year, at which time the manager can request a renewal, which will be granted pending verification of registration with the Center for Student Involvement or Center for Campus Life and the member list.

SUPPORTED EMAIL CLIENTS

Mail is accessible through a variety of Window and Mac clients as well as smart phones and other devices. Instructions for setting up client access are contained in the Help Files that are available after logging in to the system.

SPAM AND VIRUS

While the incoming email is scanned for viruses and for messages deemed to be “SPAM,” it is impossible to guarantee protection against all SPAM and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses. In many cases viruses appear to be sent from a friend or coworker; therefore, attachments should only be opened when the user is sure of the nature of the message. If any doubt exists, the user should contact sender to verify the authenticity of the message and/or the attachment.

This policy document is based, in part, on the Email Policies of Villanova University and those of Harvard Medical School.

STUDENT HEALTH POLICIES

roosevelt.edu/studentservices/health

IMMUNIZATION POLICY

Students are required by Illinois law to have an immunization record on file if they were born on or after January 1, 1957, and are planning to enroll in six or more credit hours at any time during their attendance at Roosevelt University. This record must contain proof of immunity to measles, mumps, rubella, diphtheria and tetanus. A second measles immunization with live attenuated virus vaccine is to have been given at least 28 days after the first measles immunization. You must provide these immunization records only once during your enrollment at Roosevelt.

Students who do not have immunization records to verify these vaccinations should immediately contact their physician to obtain a copy of their records or have the appropriate immunizations administered.

All eligible students must have a current immunization record on file before the end of their first semester at Roosevelt. If students are found not in compliance, a hold may be placed on his/her account. Forms are available in the Office of Admission or at **roosevelt.edu/studentservices/health**.

General Instructions and Information (Compliance is mandatory)

1. Letters explaining the immunization policy are mailed to new students upon their acceptance to Roosevelt. Students must complete the Certificate of Immunity form, enclose all necessary documents that show proof of immunization and return all materials to Roosevelt University. All information must be in English.
2. Illinois high school or college immunization records are acceptable if they contain all necessary information on the required immunizations and are properly certified.
3. Anyone on an approved schedule to receive all necessary doses of vaccine must indicate the date of the first and the expected dates of the last two remaining doses.
4. A physician, school/college/university health service, registered nurse or public health official must certify all dates by signature and must include his or her address and phone number. Month, day and year must be listed for all dates.
5. Any laboratory or radiological evidence submitted by students must include copies of any reports showing their names and dates of tests and results.

Exemptions

Only the following exemptions will be accepted if they are supported and properly verified by statements that accompany the Certificate of Immunity form:

1. Medical Contraindications: Students can submit written, signed and dated statements from their physician specifying the vaccines that are contraindicated and the duration of the medical condition(s) that contraindicates them. If such contraindications are temporary, students must then comply with the immunization policy as soon as their physician approves.
2. Pregnancy or Suspected Pregnancy: A signed statement from a physician verifying pregnancy or suspected pregnancy will temporarily exempt a student from this requirement. The physician's statement must indicate the expected date of delivery. After delivery, the student must then comply with the immunization policy as soon as her physician approves.
3. Religious Exemptions: Objections to immunization on religious grounds must be corroborated by a letter stating that such objections are based on bona fide religious tenets or practices. The letter must be signed by the student or parent.

INSURANCE

Roosevelt's Student Health Insurance is required of all students living in University housing, as well as all F1 and J1 international students, unless proof of comparable insurance can be shown prior to the published deadline.

Optional participation for all other students is contingent upon registration for degree-

seeking undergraduate students and graduate students. Students must be currently registered to be eligible for insurance.

Insurance plan brochures are available in Auditorium Building, Room 204, Chicago Campus, and Room 125, Schaumburg Campus, or students can call (312) 341-3525. Visit **roosevelt.edu/insurance** for more information.

EMERGENCIES

In the event of a serious emergency, students should call 911 or have someone take them to the nearest emergency room. The student should show his or her insurance identification card to inform the emergency room personnel of coverage for emergencies.

SMOKE-FREE ENVIRONMENT

The Illinois Clean Indoor Air Act became effective on July 1, 1990. This act applies to Roosevelt University as it applies to "any enclosed indoor area used by the public or serving as a place of work including, but not limited to, restaurants, retail stores, offices, elevators, indoor theaters, libraries, concert halls, educational facilities, auditoriums, arenas and meeting rooms." Under this act, Roosevelt prohibits smoking in all of its public areas, on all campuses, including lobbies, libraries, lounges, bathrooms, and in all of its work areas and conference rooms. In addition to this prohibition on indoor smoking, the Chicago Clean Indoor Air Ordinance that became effective January 16, 2006, prohibits smoking within 15 feet of the entrances to Roosevelt's Chicago Campus buildings. Fines and other penalties are assigned for non-compliance.

No cigarettes or other tobacco products will be sold on University premises.

Students who would like to break the smoking habit may call the Counseling Center at (312) 341-3548 for an individual referral to an appropriate smoking cessation program.

WHISTLEBLOWER POLICY

RATIONALE

Best practices suggest a mechanism for an organization's staff, faculty, students, trustees and others who do business with the organization to report instances of suspected wrong-doing either through established channels or through a confidential hotline. Normally, suspected violations are reported to the Vice President of Human Resources or the Chief of Staff to the President as outlined in the organization policies. This policy complements existing Roosevelt University policies and reporting mechanisms while providing an additional avenue through the confidential hotline to be established. It is an umbrella policy intended for use when one believes wrongdoing has occurred.

POLICY STATEMENT

Roosevelt University recognizes its obligation to its employees and constituents to maintain the highest ethical standards. To protect the integrity of the University's learning community, and to ensure the highest standards of conduct by and among members of the University community, the University will investigate any alleged Improper Activity by its employees or students. Anyone found to have engaged in an Improper Activity is subject to disciplinary action by the University up to and including dismissal or expulsion, and civil or criminal prosecution when warranted.

All members of the University community are strongly encouraged to report any potential Improper Activity. The preferred method of reporting any issue of concern is for the employee, student, or other constituent to file a report describing the potential Improper Activity and the person or persons involved with the Vice President of Human Resources or the Chief of Staff to the President. To initiate an investigation, the report should be in writing. The University may, in its discretion, investigate any report made orally that is subsequently not made in writing.

Additionally, constituents of the University may report a potential Improper Activity through the University's whistleblower hotline when one is uncomfortable reporting the potential Improper Activity to the Vice President of Human Resources or the Chief of Staff to the President or if the potential Improper Activity involves either the Vice President of Human Resources or the Chief of Staff to the President. The University has contracted with a third-party vendor to administer its confidential whistleblower hotline. Protocol will be established to distribute any reports received through the hotline according to a distribution matrix, unless the individual listed in the distribution matrix is also named in the report. In such an instance, the report will be distributed to legal counsel.

Once a report has been filed, the Vice President of Human Resources, the Chief of Staff to the President or legal counsel, shall undertake an investigation by appointing another administrator or other qualified person to conduct the investigation. The Vice President of Human Resources or the Chief of Staff to the President may obtain the assistance of the University's attorneys in the investigation. The report and the identity of the person who filed the report will not be disclosed except when necessary for a full investigation of the report. The investigator shall file a written report of his/her findings with the Vice President of Human Resources, the Chief of Staff to the President, or legal counsel within 28 working days after the report has been made. If the investigatory report cannot be completed within this time frame, the report shall state the reasons for the delay. The person who filed the report will be notified of the findings of the investigation within ten working days of its filing.

The University will not tolerate any: (i) retaliatory actions against any employee or constituent for making a good faith report of a potential Improper Activity; or (ii) direct or indirect use or attempted use of the Official Authority or Influence of an employee's position or office for the purpose of interfering with the right of another employee or constituent to make a Protected Disclosure directly to the University or through the University's whistleblower hotline.

The University will take whatever action that may be necessary to prevent and correct violations of this Whistleblower Policy; notwithstanding the foregoing, any individual who files a Baseless Allegation shall not be protected under this policy.

The University's Whistleblower Policy shall incorporate the following definitions:

Baseless Allegation
Any allegation of improper activity made without reasonable cause to believe that the information disclosed is true. Individuals making such allegations may be subject to institutional disciplinary action and/or legal claims by individuals wrongfully accused of such conduct.

Improper Activity
Any activity undertaken by a University Trustee, employee or student which is found, after due process, to be in violation of any applicable local, state, or federal law, rule, or regulation, or University policy or procedure, including, but not limited to, those relating to: corruption; malfeasance; bribery; theft; fraud; coercion; conversion; or misappropriation or misuse of assets.

Official Authority or Influence
Promising to confer or conferring, any benefit; effecting or threatening to effect, any reprisal; taking, or directing others to take, or recommending, processing, or approving, any personnel action, including, but not limited to, appointment, promotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action.

Protected Disclosure
Any good faith communication that discloses or demonstrates an intention to disclose an alleged Improper Activity.

QUESTIONS

Any questions about the University's Whistleblower Policy may be directed to:

Chief of Staff to the President
Office of the President
(312) 341-2322

Vice President, Human Resources
Office of Human Resources
(312) 341-2479

Roosevelt University reserves the right to change, phase out, or discontinue any policy or program. Such changes take precedence over handbook statements. The provisions of this handbook are for informational purposes only and are not intended to create a contract or agreement or implied contract between the University and any applicant or student. Students are responsible for knowledge of, and adherence to, all rules, regulations and requirements stated in the handbook and for keeping up to date with published changes. Students are encouraged to seek information and assistance from appropriate staff should they have questions regarding services, requirements or policies.

Student Handbook