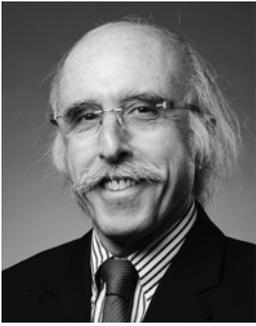




VISION

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.

You are Roosevelt University.



Dear Roosevelt student,

Welcome to the 2015–16 academic year! On behalf of the faculty and staff at Roosevelt University, it is my pleasure to share our Student Handbook.

We believe that every student who attends Roosevelt receives a top quality educational experience, and every member of our community is deeply committed to your success.

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

The Student Handbook is a resource to help acquaint you with University life and will provide information about our community, offices and services that are here to assist you and inform you about important policies and procedures.

Roosevelt was founded in 1945 on 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,

Sam Rosenberg

Sam Rosenberg
Interim Provost, Vice President for Academic Affairs

CONTENTS

ABOUT ROOSEVELT		
2015–2016 Academic Calendar.....	2	
Roosevelt University History.....	3	
Roosevelt University Alma Mater.....	3	
Nondiscrimination Statement.....	3	
Locations.....	3	
Access to Campus Facilities.....	3	
Emergency Information.....	4	
Closings and Cancellations.....	6	
University Lingo and Terminology.....	6	
STUDENT RESOURCES		
Academic Advising.....	8	
Academic Success Center.....	8	
Admission.....	9	
Athletics.....	9	
ATMs.....	9	
BAT.....	9	
Blackboard.....	9	
Bookstore.....	9	
Campus Safety.....	10	
Career Development.....	10	
Center for Student Involvement (CSI).....	10	
Complaints.....	10	
Computer Labs.....	10	
Counseling Center.....	11	
CTA/Ventra U-Pass.....	11	
Dining Services.....	11	
Disability Services.....	12	
Early Childhood Education Center.....	12	
Email.....	12	
English Language Program (ELP).....	13	
Financial Aid.....	13	
First Generation Student		
Support Services.....	14	
Fitness and Recreation.....	14	
Grades.....	14	
Grade Point Averages.....	15	
Grade Reports.....	15	
Health Insurance.....	15	
Health Resources.....	15	
Identification Cards.....	16	
International Programs and Study Abroad.....	16	
Learning and Support Services.....	16	
Libraries.....	17	
Lockers.....	18	
Lost and Found.....	18	
Military Deployment.....	18	
Parking and Travel Between Campuses.....	18	
Registrar.....	19	
Residence Life.....	20	
RU Access.....	20	
RU Online.....	20	
Student Accounts.....	21	
Student Advocacy and Conflict Resolution.....	21	
Student Government Association.....	21	
Student Organizations.....	22	
Technology Help Desk.....	22	
Transcripts.....	22	
Tutoring Center.....	22	
Verification of Enrollment.....	22	
Voter Registration in Illinois.....	23	
Writing Center.....	23	
STUDENT RIGHTS AND POLICIES		
Student Code of Conduct.....	23	
Student Code of Conduct Defined.....	24	
Residence Life Community Standards.....	25	
Facilities Regulations.....	27	
Dining Center Regulations.....	29	
Activities Regulations.....	29	
Sanctions for the Violation of the Code.....	29	
Procedures for the Resolution of Violation of the Code.....	29	
Procedures for Handling Final Grade Appeals.....	29	
Procedures for Handling Student Concerns Other Than Final Grade Appeals.....	29	
Academic Dishonesty.....	30	
Procedures for Handling Academic Dishonesty Appeals.....	31	
Academic Standing Policies.....	33	
Acceptable Use of Electronic Resources Policy.....	35	
Accommodations for Persons with Disabilities.....	38	
Accommodations for Residential Students with Disabilities.....	38	
Accommodations for Students for Religious Holidays.....	40	
Anti-Discrimination Policy and Procedure Policy.....	40	
Anti-Harassment Policy.....	41	
Campus Access Policy.....	42	
Class Attendance Policy.....	42	
Drug and Alcohol-Free Campus Notification.....	42	
Equal Opportunity Policy.....	43	
Good Samaritan Protocol.....	43	
Immunization Policy.....	44	
Jury Duty.....	44	
On-Campus Residency Policy.....	44	
Privacy Rights of Students.....	45	
Satisfactory Academic Progress (SAP) Policy.....	47	
Sexual Respect Policy.....	47	
Student Email Policy.....	46	
Student-Right-to-Know.....	48	
Whistleblower Policy.....	48	

2015–2016 ACADEMIC CALENDAR

FALL 2015	
Labor Day holiday (NO CLASSES) University closed	Mon, Sept 7
Registration begins for Spring 2016 classes	Sun, Nov 1
Thanksgiving holiday break (University closed)	Tue, Nov 24–Sun, Nov29
Classes resume	Mon, Nov 30
Regular classes end	Fri, Dec 4
Final exam week	Sat, Dec 5–Fri, Dec 11
Winter break begins	Fri, Dec 11–Tue, Jan 19
Christmas holiday(UNIVERSITY CLOSED)	Thu, Dec 24– Fri, Dec 25
New Year holiday (UNIVERSITY CLOSED)	Thu, Dec 31–Fri, Jan 1

SPRING 2016	
Dr. Martin Luther King, Jr. holiday (NO CLASSES)	Mon, Jan 18
Winter break ends	Tue, Jan 19
Spring classes begin	Wed, Jan 20
First day of classes (Spring semester begins)	Thu, Jan 21
Registration begins for Summer 2016 & Fall 2016 classes	Tue, March 1
Spring break (NO CLASSES)	Mon, March 7– Fri, March 12
Classes resume	Tue, May 3
Final exam week	Wed, May 4–Tue, May 10
Spring 2016 University Commencement	Wed, May 11
Summer break begins (NO CLASSES)	Wed, May 11
Grades due	Mon, May 16

SUMMER 2016	
Summer session classes begin	Sat, May 21
Memorial Day (NO CLASSES)	Sat, May 28–Mon, May 30
Independence Day (NO CLASSES)	Sat, July 2–Mon, July 4
Summer classes end	Mon, Aug 8
Grades due	Fri, Aug 12

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 in its programs and activities 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.

LOCATIONS

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

Wabash Building (WB) – Chicago Campus (CC)

roosevelt.edu/wabash

425 S. Wabash Ave.
Chicago, IL 60605
(312) 341-3500

Auditorium Building (AUD) – Chicago Campus (CC)

roosevelt.edu/auditoriumbuilding

430 S. Michigan Ave.
Chicago, IL 60605
(312) 341-3500

Gage Building (GB) – Chicago Campus (CC)

roosevelt.edu/campuscommunity/chicago/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

Most University facilities, except residence halls, are open to faculty, staff and students during building hours of operation. Some facilities, such as science laboratories, the Goodman Center and the 218 S. Wabash Chicago College of Performing Arts (CCPA) Studios, may have more limited access. A current Roosevelt University photo identification card is required at all times and is needed to enter both the Auditorium and Wabash buildings. 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, persons who do not have a valid purpose for entering/being in the facilities may be denied access and/or required to leave by Campus Safety or University officials.

BUILDING HOURS

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

Wabash Building (WB)

Monday–Friday 7:30 a.m.–10:30 p.m.

Saturday–Sunday 7:30 a.m.–6 p.m.

Holidays closed

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–Friday 7:30 a.m.–10:30 p.m.

Saturday–Sunday 7:30 a.m.–6 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 & 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 7:30 a.m.–10 p.m.

Tuesday–Friday 7:30 a.m.–11 p.m.

Saturday–Sunday 7:30 a.m.–6 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.

1. Visit roosevelt.edu
2. At the bottom of the page under “resources,” click the link for campus safety. Then click the “emergency text messaging” link.
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.

ACTIVE ALERT

Active Alert is a program that runs on your computer and displays emergency messages sent by Campus Security. Active Alert runs on Windows and Macs, and can be installed on Roosevelt computers and personal computers. Learn more and download Active Alert at roosevelt.edu/its/textmessaging/ActiveAlert.aspx.

Once you download, install and run the program, Active Alert will run continually and will display emergency messages when appropriate.

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 immediately** to notify the fire department. 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
 - Goodman Center, (312) 341-2020 or x2020 from an internal telephone
 - 218 S. Wabash, (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 facility in the event of an emergency evacuation, a voluntary self-identification form is available online for you to complete and submit. If you are unable to complete online, please contact Campus Safety at (312) 341-4167 or x4173 from an internal phone for this form. In the event of an emergency evacuation, go to the nearest area of rescue assistance (usually in or by a stairwell) and press the emergency alarm button. This will inform emergency responders of your location.

MISSING STUDENT NOTIFICATION PROCEDURE

roosevelt.edu/security/reporting/missing

If a member of the Roosevelt University (RU) community has reason to believe that a student who resides in on-campus housing has been missing for 24 hours, he or she should immediately notify the RU Campus Safety Department at (312) 341-2020 or x2020 from an internal telephone. RU Campus Safety will immediately notify the Director of Campus Safety, the Director of Residence Life and Assistant Vice President for Student Development. The RU Campus Safety Department will generate a missing persons report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify a confidential contact that the Director of Residence Life (or Assistant Vice President of Student Development or Director of Campus Safety) will call in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Director of Residence Life (or Assistant Vice President of Student Development or Director of Campus Safety) will notify that individual no later than 24 hours after the student is determined to be missing.

Student residents will identify a confidential contact through the housing check in portal. If student residents wish to change their missing person emergency contact during the year, they may do so in person at the Residence Life Office, Wabash Building, Room 1413. A student's missing person emergency contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

Should the RU Campus Safety Department determine that the student is missing for 24 hours, the Director of Residence Life (or Assistant Vice President of Student Development or Director of Campus Safety) will notify the student's emergency missing person contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Director of Residence Life (or Assistant Vice President of Student Development or Director of Campus Safety) will notify the student's parent or legal guardian immediately after RU Campus Safety has determined that the student has been missing for 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Campus Safety will notify the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.

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.

ARMED VIOLENCE—ACTIVE SHOOTER

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. Evacuate: If you can safely evacuate, get out and

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

b. Hide Out/Shelter in Place, 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 and filing cabinets may protect you from bullets).
- Block windows.
- Turn off radios.
- Silence cell phones.

c. 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.

d. 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. Only you can decide if this is something you should do.

2. Contacting Authorities

Campus Safety can be reached for the Auditorium, Wabash, Goodman Center, and 218 S. Wabash 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
 - Number of suspects
 - Race/gender/age

Clothing description
Physical features
Type of weapons (long gun or hand gun)
Backpack
Shooter's identity (if known)
Distinguish explosions from gunfire

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 medical care, interviews and counseling.
- Conduct an investigation.

LOCKDOWN—SHELTER IN PLACE

1. As a result of an emergency situation, Roosevelt University may be placed under lockdown or shelter in place. During this time all doors and windows should be locked, if possible, and students, faculty, staff and visitors should remain in their classrooms, offices or residence. They may not be permitted to leave or 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/shelter in place occur, students, faculty and staff are asked to remain calm as Roosevelt and emergency responders manage the situation. If it appears that the lockdown/shelter in place will last for an extended period of time, Roosevelt will attempt to assist those who may need to notify parents or significant others by telephone.

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.

BAT – Behavioral Assessment Team

BAT is a resource to refer students, faculty and staff who show disruptive or concerning behaviors. Visit roosevelt.edu/security/reporting/bat for information.

Blackboard

Website used for online courses and to supplement campus courses.

Career Central

NEW! Roosevelt's job and internship online student resource managed by Career Development.

CC – Chicago Campus

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

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.

First Stop

Student and faculty service area located on the Schaumburg Campus.

GB – Gage Building

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

GC – Goodman Center

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.

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.

RU Online

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 on the Chicago Campus.

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/Ventra 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.

ACADEMIC ADVISING

roosevelt.edu/advising

Chicago Campus

Wabash Building, Room 1M11

(312) 341-4340

(312) 341-3735 (fax)

advising@roosevelt.edu

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)

advising@roosevelt.edu

Please call to schedule an appointment.

ADVISING SERVICES

Undergraduate Academic Advising offers new and continuing undergraduate students help with course selection and program planning. Some majors provide academic advising within an academic department or college. 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.)

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 during Starting Out At Roosevelt (SOAR) to discuss assessment information, course placement, credit evaluations, curricular requirements and general University information. Students may be offered the option to select courses via email or telephone if the student is unable to attend SOAR with the assigned advisor, depending on their academic status.

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.

CONTINUING UNDERGRADUATE STUDENTS

Continuing students remain with Undergraduate Academic Advising 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. 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.

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.

ACADEMIC SUCCESS CENTER (ASC)

roosevelt.edu/asc

Chicago Campus

Auditorium Building, Room 128

(312) 341-3818 / 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 (ASC) houses four programs that provide support for students: Tutoring Center, Disability Services, the Learning and Support Services Program (LSSP), and the 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. Students can sign up for a maximum of 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 who want to request accommodations are encouraged to register with the office in order to be evaluated for appropriate accommodations for both regular and online courses.

ADMISSION

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

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

Schaumburg Campus
Room 125
Monday–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

roosevelltakers.com

Chicago Campus
Goodman Center, 501 S. Wabash Ave.
(312) 341-3829



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 indoor and outdoor track and field, baseball, softball and men's golf. Roosevelt competes in the National Association of

Intercollegiate Athletics (NAIA) and Chicagoland Collegiate Athletic Conference (CCAC), which features local rivals Robert Morris and Saint Xavier.

Students interested in trying out for varsity teams, or those just interested in supporting the Lakers should contact the Athletic Department at (312) 341-3829 or visit roosevelltakers.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 PNC Bank ATM is located in the dining center on the second floor of the Wabash Building, Higher One ATMs are located on the mezzanine and 14th floors 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 TEAM (BAT)

Roosevelt University's Behavioral Assessment Team (BAT) is designed to assess and respond to 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 concerning behavior displayed by students, staff or faculty. For additional information, visit roosevelt.edu/security/reporting/bat.

To bring an individual of concern to the attention of the Behavioral Assessment Team, contact BAT at (312) 341-2323 or bat@roosevelt.edu. Referral forms are available at roosevelt.edu/security/reporting/bat. 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 roosevelt.edu/RUOnline/Students 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.

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 can be 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.

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.

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

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, day and evening assistant directors 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 Team (BAT) 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.

COMMUNITY ALERTS/TIMELY WARNINGS

Campus Safety issues alerts to the University community to notify members about serious crimes 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 1M10
(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
(312) 341-3560 (Please call to schedule an appointment)
career@roosevelt.edu

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 call to make an appointment to discuss your personal career needs. Students have access to Career Central, Roosevelt's job and internship posting system. Visit roosevelt-csm.symplicity.com for information on Roosevelt's job and internship posting system.

CENTER FOR STUDENT INVOLVEMENT (CSI)

roosevelt.edu/csi

facebook.com/rooseveltuniversitycsi

Chicago Campus
Wabash Building, Room 323
(312) 341-2015

csi@roosevelt.edu

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.

COMPLAINTS

Students have the right to report complaints and/or issues of any level of importance, including sexual harassment, attempted or completed sexual violence, stalking, intimate partner or dating violence, or discrimination based on sex in a university program or activity. Visit roosevelt.edu/about/compliance/complaintform to submit a complaint.

COMPUTER LABS

roosevelt.edu/its/labs

roosevelt.edu/greenprint

Auditorium Building, Room 256
(312) 341-3891

Gage Building, Room 109
(312) 281-3205

Schaumburg Campus, Room 626
(847) 619-8534

Open 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 computers. The printing system is called GreenPrint. Open computer lab printers also feature GreenPrint Online which lets you upload a document from any computer and print it at the computer lab. Standard university software is installed on the lab computers, including Microsoft Office.

Hours of operation during the Fall and Spring semesters are 8:30 a.m. to 9 p.m. Monday through Thursday and 8:30 a.m. to 5 p.m. on Friday and Saturday. 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. Additional computers are available in the libraries.

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

(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 (i.e., medication evaluation, specialized treatment, long-term treatment)
- 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 website at roosevelt.edu/counseling.

CTA/VENTRA 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 recommendation 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/Ventra 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 Student Success Center, Room 125, 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

McCormick Dining Center, Chicago Campus

Wabash Building, Second Floor

Monday–Thursday: 7 a.m.–9 p.m.

Friday: 9 a.m.–7:30 p.m.

Saturday: 8 a.m.–7:30 p.m.

Sunday: 11 a.m.–9 p.m.

Welcome to the dining experience at Roosevelt University. We are dedicated to bringing you the finest food and service. From traditional favorites like meatloaf and macaroni to Indochine to continental to vegan and gluten-free, we have options for every palate.

RU Metropolis Coffee Shop at the Wabash Cafeteria features Roosevelt University's own blend of fair trade and organic beans roasted right here in Chicago. The shop also features specialty baked goods made in-house daily from fresh ingredients. Please contact dining services at dining@roosevelt.edu for more information.

How the Meal Plan Works

Roosevelt University requires a dining plan to foster community, discourage unlawful cooking in dormitory rooms and to encourage participation in special events that greatly enhance the university experience. All Wabash Residents are required to have at least the Standard Meal Plan which provides \$1776 per semester in dining spending. A Deluxe Plan is available which offers \$2000 in dining spending. If you want to upgrade to the deluxe plan, please contact Residence Life.

Your plan works as a declining balance account, like a debit card. You will begin with a balance of \$1776 per semester. For every purchase you make, your balance will decline by the amount of the

purchase. A full meal in the dining hall will average \$7.75. So your meal plan, budgeted properly, will allow you an average of 14 meals per week, per academic term.

Commuter Student Meal Plans

Commuter student meal plans offer students the ease of cashless spending and 10 percent off all purchases made at Roosevelt Dining Services. Students can sign up through the following options:

- Sign up online at roosevelt.edu/dining.
- Send a check payable to *FSI Dining Services* at Roosevelt University, 425 S. Wabash Ave., Chicago, IL 60605. Please clearly indicate student name, RU ID# and a phone number in case Dining Services needs to contact you.
- Pick up a brochure in person at RU Dining Services or the Student Accounts Office and fill out the enclosed order form. Return the completed form with your signature to the Dining Services Office at AUD 219A.
- Call Dining Services directly for assistance or to enroll over the phone at (312) 341-6575.

Meal Plan Details and Policies

- Meal plan balances carry over from the fall semester to the spring semester but do not carry over into summer sessions or from year to year.
- There are no refunds given for balances remaining after the end of the spring academic term.
- If you leave the residence hall within the first five weeks of an academic term a refund will be credited for the amount remaining on the plan minus a 10% termination fee.
- If you leave the Wabash residence hall but remain a student of Roosevelt University, the remaining balance of your plan will remain available for your use on a non-resident basis.
- The meal plan is accessed using your University ID Card and is not transferable.
- If you lose your card, notify security and dining services immediately.
- You cannot give your card to someone else to use your plan.
- Purchasing food for friends or family is permissible only in your presence.
- You must have your University ID with you to access your meal plan.
- If you have lost your ID and reported the loss, please see a dining manager to access your plan. To-go meals are available for your convenience but please consider the environment before taking to-go containers. All to-go containers must remain open until exiting the cashier area.

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

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.

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 North America 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. This NAEYC accredited center serves as a site for research involving young children and provides an educational experience for students studying early childhood education and child psychology. 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. The most up to date information about your mail can be found at roosevelt.edu/ITS/About/Infrastructure/Email/student

QUICK TIPS

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

Roosevelt email can be forwarded to a personal email account.

ENGLISH LANGUAGE PROGRAM (ELP)

roosevelt.edu/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.

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.

Information regarding Roosevelt University financial aid can be accessed at roosevelt.edu/financialaid. 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.**

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 to apply for financial aid. **February 15** is Roosevelt University's priority filing deadline.

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 to download an SAP policy appeal form.

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 and high school transcripts attended on file with Admission.
- A student must be in good academic standing. A 2.0 cumulative Roosevelt grade point average for each particular year must be maintained.
- All students must complete at least 67 percent of attempted credit hours at all times.
- 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.

Please visit roosevelt.edu/financialaid/policies for more information.

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.

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, loans and institutional funds.

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, students are required to meet a financial aid counselor prior to officially withdrawing from classes.

FIRST GENERATION STUDENT SUPPORT SERVICES (FGSSS)

roosevelt.edu/fgsss

Chicago Campus

Auditorium Building, Room 104

(312) 341-3875

Monday-Thursday: 9 a.m.–6 p.m.

Friday: 9 a.m.–5 p.m.

First Generation Student Support Services is an academic support program designed to improve the retention and graduation rates of first-generation students enrolled at the Chicago Campus.

We provide assistance with:

- Academic advising and course selection
- Academic tutoring and mentoring
- Personal development workshops
- Educational/career counseling
- Computer-assisted instruction
- Electronic FAFSA (financial aid) filing and assistance navigating the financial aid process
- Assistance with scholarship and grant searching
- Guest speakers and student recognition activities
- Post-baccalaureate planning
- Study skills development
- Summer orientation program

Students are referred to FGSSS via the Office of Admission, Financial Aid, Undergraduate Academic Advising, faculty, staff, students, the Academic Probation and Reinstatement Committee and self-referrals.

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 current Roosevelt students, faculty and staff free of charge during the designated facility hours. **Hours of Operation are updated each semester on the Fitness Center page on roosevttlakers.com.**

Intramurals and Recreation

roosevttlakers.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/fitnessrecreation/sch-fitness

John M. and Christine Licht/Duraco Products Student Center

(847) 619-7940

Students, faculty and staff must have a valid 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
- Health and personal fitness classes
- Dance and exercise studio

Recreational Facilities

- Outdoor basketball court
- Interior courtyard/green space
- Sand volleyball court and BBQ grills

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 by the date that the instructor has set. If no date is indicated, 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 first week of the semester 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

Roosevelt's Student Health Insurance is required of all students living in University housing, all pharmacy students and all F1 and J1 international students, unless proof of comparable insurance can be shown prior to the published deadline. All comparable health insurance plans must be Affordable Care Act compliant.

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 pamphlets and detailed information on waivers 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 RESOURCES

roosevelt.edu/studentssuccess/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 AHP, 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.**

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.

IDENTIFICATION CARDS

Each undergraduate and graduate student, faculty and staff member at Roosevelt University is issued a photo identification card (ID). The ID card serves as proof of student/employee 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. The Office of the Registrar issues all student ID cards. The Office of Human Resources issues all employee ID cards.

Students and employees 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 respective student's account in the Office of Student Accounts. A replacement student ID card may be obtained from the Office of the Registrar during normal office hours (Monday through Friday). A replacement employee ID card may be obtained from the Office of Human Resources 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
roosevelt.edu/studyabroad

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 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
- Employment authorization
- Internship authorization
- Social Security card and tax information

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

The library is the intellectual crossroads of the university, where discovery and learning lead to student success.

USER SERVICES – INFORMATION DESK

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

Schaumburg Campus, McCormick Tribune Foundation Library
Room 140
(847) 619-7980
schlib@roosevelt.edu

QUICK FACTS

Libraries support the programs specifically offered at each campus. All students have full access to electronic resources, and print materials can be delivered across campuses.

QUICK TIPS

The Roosevelt libraries have extensive collections of resources to help students with their coursework and research. Use the library's web page to search across multiple resources in *Search Almost Everything*, or search the RU Catalog and Databases and Resources separately.

Use I-SHARE to request materials from 85 libraries in Illinois. Materials can be delivered to your campus of choice.

RESEARCH ASSISTANCE

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

Schedule a research appointment at
roosevelt.edu/Library/Forms/ResearchHelp

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

Schedule a research appointment at
roosevelt.edu/Library/Forms/ResearchHelp

LIBRARY SUPPORT

Library support is available via in-person, phone, IM, video chat and text. Text a librarian at (312) 614-0733. Learn more at roosevelt.edu/library

INTERLIBRARY LOAN

I-Share
Use your I-Share account to obtain books and other media not owned by Roosevelt University.

ILLiad
Use your ILLiad account to obtain journal articles not available in Roosevelt's databases. Books and other media not available in I-Share can also be ordered through your ILLiad account.
libguides.roosevelt.edu/illiad

ROOSEVELT UNIVERSITY

Chicago Campus
Auditorium Building, Room 1009
(312) 341-3638
loansdt@roosevelt.edu

Schaumburg Campus
Room 140
(847) 619-7982
schlib@roosevelt.edu

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

The PAL contains one of the best performing arts conservatory collections in the Chicago area. Equipment for listening, viewing, and using web resources is provided. Study rooms have audio and video playback, including one with a piano.

MARSHALL BENNETT INSTITUTE OF REAL ESTATE LIBRARY
Wabash 1210C
(312) 281-3269
www.roosevelt.edu/realestate

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

The University Archives, located within the Murray-Green Library, maintain the historical records of the university. The collections can be viewed in person by appointment from Mon.–Fri., 9 a.m.–4 p.m. or online at roosevelt.cuadra.com.

Contact University Archivist Laura Mills at lmills@roosevelt.edu or (312) 341-2280 or Archives Specialist Michael Gabriel at mgabriel@roosevelt.edu or (312) 341-3645 for more information.

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.

Marshall Bennett Institute of Real Estate Library – Wabash 1210C
Monday–Thursday.....9 a.m.–6 p.m.
Friday.....9 a.m.–5 p.m.
Saturday and Sunday.....Closed

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.–2 p.m.
Saturday.....9 a.m.–2 p.m.
Sunday.....Closed

* Hours may vary during the summer terms and between semesters. See roosevelt.edu/library for updates.

The libraries provide access to print and electronic resources, and offer personalized research assistance, educational technology, and a variety of quiet and group study spaces to students. Together, the libraries house over 235,000 titles and more than 42,000 print and online journal titles.

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. In Chicago, students must use the lock provided. 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 through Friday, 10 a.m. to 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, Campus Safety
Auditorium Building, Michigan Lobby
(312) 341-2020
Monday–Friday: 7:30 a.m.–10 p.m.
Saturday–Sunday: 7:30 a.m.–5:30 p.m.**

**Schaumburg Campus, Campus Safety
Room 102
(847) 619-8989
Monday–Friday: 7:30 a.m.–10 p.m.
Saturday: 7:30 a.m.–5:30 p.m.**

**Gage Building, Campus Safety
Room 221
(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

roosevelt.edu/studentssuccess/veterans

If a student receives military deployment orders for active duty, he/she should provide a copy of the Deployment orders to the Office of Veteran Services 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 incomplete grade or withdrawal from courses.

Any service member in a U.S. military reserve unit should provide a copy of all training orders to the Veteran services office as far in advance as possible, at least 30 days, or as far in advance as is possible under the circumstances. If the service member will miss a portion of class (either on campus or online) during a semester due to their reserve unit two-week yearly training obligation, the student

should make accommodations with the professor(s) and the Veteran service office prior to registering for classes that semester.

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 parking lots. There are many independent parking lots convenient to the Wabash, Auditorium, Gage and Goodman Center buildings. Discounts may be 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

Monday–Thursday: 9 a.m.–6 p.m.

Friday: 9 a.m.–5 p.m.

Schaumburg Campus

Room 125

(847) 619-7970

registrar@roosevelt.edu

Monday–Thursday: 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

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.”

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 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. Students may register for a course through the first week of classes. After the first full week of classes, students may add a class only after obtaining the instructor’s signature and an authorized college representative’s (department chair, assistant dean or dean) signature. Instructors are not obligated to admit a student to their classes after the first full week of that class.

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, August and December) but only two Commencement ceremonies (December and May). There is no Commencement for the August graduation date. Students graduating in August attend the December ceremony. There is no graduation application fee; however, there is a \$100 late fee for applications received after the published deadline date. 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**

Office Hours of Residence Life

Monday–Thursday 9 a.m.–5:30 p.m.

Friday 9 a.m. –5 p.m.

Reasons to Visit the Office:

- Inquire about leadership development opportunities within Residence Life
- Request residence hall repairs
- Upgrade meal plan
- Take part in conflict resolution with roommate or suitemates
- Request room change
- Learn about employment opportunities within Residence Life
- Receive help with getting involved on campus
- Seek help for emergency situations

The mission of Residence Life is to support a safe and inclusive living and learning community. Living in a residence hall gives students the unique opportunity to learn about themselves in a safe and supportive environment, where they are introduced to new ideas, engage in challenging conversations and learn who they are, what they believe, and who they want to be in the world.

Residence Life is committed to the development and support of residential students as they pursue their academic goals. Resident Advisors (RAs) are student leaders hired to provide individual support for residents, build community on their floor and within the Wabash Building Residence, and connect residents to the university community. RAs help residents with questions about University processes and offices, meeting people and making friends, homesickness, academic support, getting involved On-Campus and navigating the city.

RAs are supported by the Residence Hall Coordinator (RHC). The RHC is a live-in professional staff member, who provides oversight for the residential community and supervision of the RA staff. The RHC is a great resource for students who need help with personal, social and academic challenges.

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. RU Online, Roosevelt University's fully online learning program, combines all of 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 RU Online 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) 341-3570

saocc@roosevelt.edu

Monday–Thursday: 9 a.m.–6 p.m.

Friday: 9 a.m.–5 p.m.

- Tuition payment arrangements
- Payment plans through Higher One
- 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/importantdates 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. For Payment Plan schedule, visit roosevelt.edu/studentaccounts/paymentplans

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 CONDUCT AND CONFLICT RESOLUTION

roosevelt.edu/studentsuccess/conduct

Chicago Campus

Auditorium Building, Room 736A & 738

(312) 341-2024

Monday–Friday: 9 a.m.–5 p.m.

The Office of Student Conduct & Conflict Resolution (OSCCR) is responsible for the administration and interpretation of the Student Code of Conduct and facilitates the resolution of instances of student misconduct reported by members of the University community. In addition, OSCCR serves as a starting point for students who need assistance in exploring and addressing their concerns and grievances pertaining to university departments, faculty, staff or other students.

OSCCR offers the following services:

- Student Handbook
- Student Code of Conduct
- Academic misconduct resolution process
- Non-academic misconduct resolution process
- Student crisis support & advocacy (personal, domestic, financial, academic)
- Conflict resolution services that include:
 - i. Student grievance/complaint advocacy & resolution
 - ii. Conflict coaching
 - iii. Peer-to-peer mediation
 - iv. Restorative justice circles

STUDENT GOVERNMENT ASSOCIATION (SGA)

roosevelt.edu/csi/sga

facebook.com/RooseveltUniversitySGA

sga@roosevelt.edu

As the student government for Roosevelt University, 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 Student Involvement.

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

TECHNICAL SUPPORT

roosevelt.edu/helpdesk
(312) 341-4357
helpdesk@roosevelt.edu

Monday–Friday: 8:30 a.m. – 8:30 p.m.

Saturday: 9 a.m. – 4 p.m.

Sunday: Closed

Holidays: Closed

* Hours subject to change

The student help desk offers assistance to students with Roosevelt technology systems, including RU Access, email, and more. Some systems, such as RU Online, offer their own help on more detailed features of the system. Basic information about the technology systems offered to students is available on the ITS website at roosevelt.edu/ITS/Info/Students.

To contact the help desk, please call us at 312-341-4357 or email helpdesk@roosevelt.edu. Help desk agents are available via phone, during normal business hours. The Help desk agent may ask you a few questions to verify your identity. However, if your problem cannot be solved immediately, a support request will be created and you will be kept abreast of the status until the request has been resolved.

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.

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.

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 CENTER

roosevelt.edu/asc

Chicago Campus

Wabash Building, Room 128
(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
- English composition and editing skills
- English Language Program
- 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/studentssuccess/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 442
(312) 341-2206
writingcenter@roosevelt.edu
Monday–Thursday: 9 a.m.–6 p.m.
Friday: 12 p.m.–4 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

STUDENT CODE OF CONDUCT: STUDENT RIGHTS AND RESPONSIBILITIES

- I. STATEMENT OF SHARED RESPONSIBILITY
- II. GENERAL INFORMATION
- III. STUDENT CODE OF CONDUCT DEFINED
- IV. SANCTIONS FOR THE VIOLATION OF THE CODE OF CONDUCT
- V. STUDENT MISCONDUCT PROCESS

I. STATEMENT OF SHARED RESPONSIBILITY

Students who enter our community make a commitment to actively participate in a caring and socially just atmosphere in which respect for all community members is a priority for maintaining a positive learning environment. Roosevelt University's entire community is a learning environment. Each community member is responsible to one another for behavior that exhibits an awareness and respect for human dignity and individual differences. The responsibility for maintaining a safe climate that promotes and encourages learning belongs to each of us. 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.

As members of the Roosevelt University community, students assume obligations of academic performance and conduct reasonably imposed by the institution relevant to its objectives and mission. The purpose of the student misconduct process is to assist each student in the development of a responsible lifestyle which is rewarding to the individual student, respectful of the rights of others, and compatible with the legal norms of society. The student misconduct process plays a supportive role in the development of responsible student behavior and responsible decision-making. If the behavior of a student conflicts with established University standards, the student misconduct process seeks to educate the student about the personal and social consequences of his or her behavior. The actions imposed in the student conduct process may include educational and disciplinary measures which are designed to contribute to the growth of the student and the welfare of the community. Because the primary goal of the student misconduct process is educative, the process is not to be considered analogous to court proceedings.

II. GENERAL INFORMATION

A. Authority and Scope

The Student Code of Conduct is recognized as the standard process for handling incidents of student misconduct. The Code is independent from and may be implemented in addition to any other university documentation, policies or processes which may exist and relates to matters of student behavior. This Code governs all students who are registered at Roosevelt University at all campus locations, including online, and applies to both on-campus and off-campus conduct. In particular, off-campus behaviors that may impact the University or educational environment in any way fall under this Code. A student's withdrawal from the University does not preclude the completion of the misconduct process and resulting disciplinary action. All Student Codes of Conduct are in accordance with [University Policies](#).

B. Student Code of Conduct and Public Law

Students continue to be subject to city, state, and federal laws while at the University and violations of those laws may also constitute violations of this Policy. In such instances, the University may proceed with

disciplinary action under this policy whether or not civil or criminal proceedings have been instituted against the student and may impose sanctions for violations of the policy independent of any criminal or civil penalties that may be ordered. Any proceedings initiated through the University's Student Code of Conduct will not be abandoned or withdrawn solely on the grounds that the criminal or civil charges have been dismissed or reduced, nor will the disciplinary proceedings be delayed pending the outcome of the criminal/civil charges. The Student Code of Conduct is subject to changes and updates.

C. Retaliation

Roosevelt University prohibits retaliation. Any inappropriate or unsubstantiated action taken or threatened against another individual because the individual has, in good faith, made an allegation or has participated in any manner with an investigation is prohibited.

III. STUDENT CODE OF CONDUCT DEFINED

Misconduct for which students are subjected to discipline 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 (Academic Dishonesty Appeals follow a separate process under PROCEDURES FOR HANDLING ACADEMIC DISHONESTY APPEALS in the Student Handbook);
2. Forgery, alteration, or misuse of University identification, records, or documents, or knowingly furnishing false information to the University;
3. Obstruction or disruption of the learning environment, University community, or of other University activities or functions;
4. Physical altercations, intimidation, verbal abuse; 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. Sexual assault, sexual harassment, domestic/dating violence, or stalking; (Any of these allegations follow a separate policy, procedures and sanctions under our **Title IX Process**)
6. Harassment; verbal or written threats, coercion or any other conduct that by design, intent or recklessness places another individual in reasonable fear of physical harm through words or actions directed at that person, or creates a hostile environment in which others are unable reasonably to conduct or participate in work, education, research, living, or other activities, including but not limited to stalking, cyber-stalking, and discrimination against any individuals belonging to a protected class as defined by law and the University's Anti-Discrimination policy. (*Discrimination allegations follows a separate misconduct process governed by the University's Title IX policy and Anti-Discrimination Policy.*)
7. Smoking in all forms, including but not limited to cigarettes, e-cigarettes, hookah, cigars;
8. Theft of or damage to University property or the property of any other person;
9. Unauthorized entry to or use of University facilities;
10. 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;
11. Violation of computer and network usage policy or **student email policy**;
12. Violation of rules governing University-owned or controlled **Residence Halls**; see *Residence Life Community Standards*
13. Failure to comply with directions of University officials acting in the performance of their duties;
14. Conduct which adversely affects the student's suitability as a member of the academic community;
15. Drug Violations:
 - a. Use, possession, manufacturing, distribution, or sale of marijuana, heroin, narcotics, or any other controlled substance which is prohibited by law; intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state;
 - b. Use of a prescription drug if the prescription was not issued to the student, or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued;
 - c. Possession of drug paraphernalia, including but not limited to bongs, glass pipes or hookahs;
16. Alcohol Violations:
 - a. Underage possession or consumption;
 - b. Public intoxication; appearing at a University activity or on the University campus in a state of intoxication;
 - c. Driving under the influence of alcohol or other substance; operation of a motor vehicle while impaired or with a blood alcohol or breath alcohol level at or above the applicable **legal limit**;
 - d. Distribution or sale of alcoholic beverage to any person under 21;
 - e. Possession of common source containers, possession or use of kegs, mini kegs, beer balls or other common source containers of alcoholic beverages such as trash cans, tubs or similar containers of alcohol, when such possession or use occurs on campus, in the housing of any University organization or group, or in connection with a University activity;
 - f. Excessive rapid consumption. Regardless of age of those involved, facilitating, arranging, or participating in any extreme alcohol consumption activity that constitutes, facilitates, or encourages competitive, rapid or excessive consumption of alcohol when such activity occurs on campus, in the housing of any University organization or group, or in connection with a University activity;
17. Hazing:

Roosevelt University acts in accordance with the Illinois Hazing Act.

 - a. Any action or situation that recklessly, by design or intent, endangers the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. In such an instance, hazing occurs if an individual or group:
 - i. Causes or attempts to cause physical injury or other harm to a student including but not limited to emotional distress, or engages in any conduct which presents a threat to the student's health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other forced physical activity that could adversely affect the physical or physical and mental health or safety of the student, and any activity that would subject the student to extreme mental stress, such as

- sleep deprivation, forced sexual conduct, and forced exclusion from social contact;
 - ii. Engages in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a student, which shall include but not be limited to, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student;
 - iii. Conduct that by design, intent or recklessness causes a student to be unable reasonably to pursue, or interferes with or attempts to interfere with a student's academic schedule or performance; or causes, induces, pressures, coerces, or requires a student to violate the law or to violate any provision of University regulations;
 - b. In response to allegations of hazing under this regulation it is not a defense that:
 - i. The victim gave consent to the conduct;
 - ii. The conduct was not part of an official organizational event or sanctioned or approved by the organization;
 - iii. The conduct was not done as a condition of membership in the organization;
18. Obstruction or interference with the Conduct Process, including without limitation failure to appear at a hearing, failure to testify at a hearing, violating and/or failure to complete conduct sanctions;
19. 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 Code #3);
20. The assistance or encouragement of others to commit violations of the Code or failure to report violations.

RESIDENCE LIFE COMMUNITY STANDARDS

A1. General Conduct Regulations

- Regulations regarding the possession, consumption, or distribution of alcoholic beverages within or on grounds immediately adjacent to the On-CampusHousing facilities include the following:
- a. Possession of visible containers, opened or closed, (e.g., cups, cans, bottles, cases/boxes, on which alcoholic beverage insignia appear) anywhere within or on grounds immediately adjacent to the On-CampusHousing facilities except in an assigned student room when the door is closed and the alcoholic beverage cannot be detected from outside the room/suite, is prohibited. If alcohol possession or consumption can be detected from outside the room/suite, it is considered public, visible and in violation of this policy.
 - b. Alcohol may only be consumed when everyone in the room is 21 or older.
 - c. Possession of bulk alcoholic beverages, that is, amounts for storage or use that is excessive under the circumstances for personal use is prohibited. Devices used or intended for the rapid consumption of alcoholic beverages are prohibited. Any type of keg or other beverages with an equivalent amount of alcoholic content in any form of container are considered bulk alcohol.

- d. Violation of any other regulation while under the influence of alcohol is considered an additional infraction of On-CampusHousing Regulations.
- e. Inability to exercise care for one's own safety, the safety of others, or the safety of property owned by the university or residents due in whole or in part to being under the influence of alcohol is considered an infraction of On-CampusHousing Regulations.
- f. Providing, selling, or causing to be sold any alcoholic beverage to any person under the age of 21 is prohibited.
- g. If alcohol is present, the hosting of a room/suite gathering (e.g., party, celebration) where there are more than two guests for each resident of that room who is present is prohibited, not to exceed 10 people total including both residents and guests. Hosting of multiple room gatherings, that is, an activity taking place primarily for the consumption of alcoholic beverages where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits.
- h. Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State Law or University/ On-CampusHousing Regulations.

A2. Controlled Substances/Illegal Drugs

Regulations pertaining to the possession, use, misuse or distribution of controlled substances within or on grounds immediately adjacent to the On-CampusHousing facilities include the following:

- a. Unlawful manufacture, distribution, dispensing, possession, use, misuse or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law is prohibited. The use of marijuana, including medicinal, is illegal under federal law and is prohibited. In addition, the use of any prescribed medication or over the counter drugs in an abusive manner is prohibited.
- b. Possession or use of drug-related paraphernalia is prohibited.
- c. Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of On-Campus Housing Regulations.
- d. Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of a controlled substance is considered an infraction of On-CampusHousing Regulations.

A3. Disruptive Behavior

- a. Behavior that disrupts or interferes with the orderly functions of the residence hall community is prohibited. Additionally, acts or behaviors that disrupt or interfere with others' normal use of facilities or privileges are prohibited.
- b. Encouraging or permitting others in the commission or attempted commission of misconduct is a violation of the Student Code of Conduct. Students are expected to notify an appropriate university official of the misconduct and/or remove themselves from the situation.

- A4. **Explosives, Chemicals or Highly Combustible Materials**
Chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings or their occupants are prohibited in and around the residence halls. These include, but are not limited to, firecrackers, gasoline, vehicle batteries and/or unauthorized pesticides.
- A5. **Failure to Comply**
Students are required to comply with directions of University personnel (such as Resident Assistants, Professional Staff, Campus Safety Officers, etc.) while in the performance of their duties. Resisting or interfering with University personnel while in the performance of their duties is prohibited and will result in a conduct meeting and appropriate sanctions.
- A6. **Fire Safety**
Students are required to evacuate residence halls immediately upon the sound of an alarm and may not re-enter until authorized by University personnel. Room doors, fire doors, hallways and stairwells may not be obstructed. Activating false fire alarms or misusing or safety equipment is strictly prohibited. Persons found in remaining in the halls during an evacuation, because of a drill or imminent danger will be charged \$150.
- A7. **Gambling**
Illegal gambling in the residence hall is prohibited, including activities played for money, checks, credit, or any other item representative of value (e.g., chips or markers to be traded in later for cash).
- A8. **Guests**
- a. Roosevelt housing is provided exclusively for the residents and their authorized guests. Resident hosts are expected to be present with their guests at all times. Allowing a person entrance into a building and leaving them unattended is prohibited. Residents are fully responsible for the conduct of their guests and for informing their guests of University rules and On Campus Housing regulations pertaining to conduct within the On Campus Housing community. Residents may be documented in lieu of the guest for violating University regulations. A guest is any person who accompanies a resident within or around the On Campus Housing community. Guests, or those wishing to be guests, may be required to leave the On Campus Housing community for violating University regulations or causing a disruption within the On Campus Housing community.
 - i. Residents are allowed to sign in no more than three guests at one time during daytime hours. Daytime hours are defined as the hours between 6 a.m.–2 a.m.
 - ii. Residents may accommodate overnight guests. Residents are expected to communicate with their roommates if they are inviting guests over. Roommates have the right to request that no guests are allowed in the room or suite. Residents are allowed no more than two overnight guests per resident. Overnight hours begin at 2 a.m. and end at 6 a.m. Residents may not host guests for more than three consecutive or non-consecutive nights within a 10 day period.
 - b. If a resident has a guest less than 18 years of age, they are required to complete the Minor Visitor Form. This form can be found online or picked up in the Office of Residence Life. Complete forms must be turned into Residence Life 48 hours in advance of the visit. The parent or guardian of the minor must give permission for the minor to be a guest in the residence hall. Residents will be notified via email or phone call, when the form has been reviewed.
- c. During the university winter break residents may only check in one guest at a time. Residents may request permission to have more than one guest through the Office of Residence Life. Requests must be made at least three business days in advance.
- A9. **Identification**
All persons within the residence hall community must be in possession of and present valid photo identification to University personnel upon request. Residents and RU students must present RU student identification and guests must present a government issued ID that is kept at the security desk. RU ID cards are the property of RU and are non-transferable. Persons who fail to provide appropriate identification may be required to leave the residence hall community. Children 17 years of age and under must be accompanied by their legal guardian or resident host who has valid photo identification are the exception.
- A10. **Misuse of Property/Theft/Vandalism**
Unauthorized possession, use or misuse, removal, defacing, tampering, damage or destruction of university property or the property of others is prohibited.
- A11. **Noise**
- a. All residents and guests are expected to be considerate of noise levels, 24 hours a day, seven days a week. Noise (including but not limited to voices, amplified music, televisions, musical instruments, radios) must be maintained at a level which does not disturb any other resident at all times. Residents are expected to comply with the requests of others to reduce noise levels at all times. Specifically designated Quiet Hours:
Monday–Thursday: 10 p.m. to 9 a.m.
Friday–Saturday: Midnight to 9 a.m.

During Quiet Hours, it is each resident’s responsibility to be certain that no noise can be heard outside of their room/suite or in neighboring rooms, halls, or outside of the building. Exceptions may be made for Office of Residential Life approved programs.
 - b. 24 Hour Quiet Hours are in effect beginning on the first Sunday proceeding finals or midterms.
 - c. Floor communities may choose to extend Quiet Hours. They may not reduce Quiet Hours set by Residence Life. Extended quiet hours shall be observed by all residents and guests.
- A12. **Security and Emergency Systems**
Tampering with, or bypassing the safety and security systems of residence hall facilities (including but not limited to, propping open, forcibly opening, or unauthorized use of emergency and exterior doors) is prohibited.

Room doors must be closed and locked when the room is unoccupied and no resident of that room is in the immediate vicinity or when occupants are sleeping. Residence Life staff will lock the aforementioned doors, when they are found open or unlocked. Residents' personal safety and the safety of personal belongings are put at risk when doors are left unlocked.

A13. Threatening Behavior

Conduct that threatens the health and safety of oneself or any other person in or around the residence hall community is prohibited.

A14. Throwing Objects

Projecting objects or substances from or within the residence hall is prohibited.

A15. Weapons

Unauthorized use or possession of firearms or replicas, ammunition, knives, potentially dangerous sporting equipment (including but not limited to pellet guns, paint guns, sling shots, air soft guns, swords, foils, archery equipment), or other weapons is prohibited within residence hall community. Martial arts weapons and such potentially dangerous sporting equipment may not be stored in the residence hall.

FACILITIES REGULATIONS

B1. Bicycles, Scooters, Skateboards, Roller Skates/Blades

Bicycles, scooters, skateboards, and roller skates/blades may not be ridden in buildings and may only be stored in designated areas (bicycle racks for bikes, student rooms for small "Razor" scooter, skateboards, and roller skates/blades). The aforementioned items may not be stored in stairwells, lounges, lobbies or hallways or attached to handrails. Outside, these items are prohibited for purposes other than transportation from one place to another.

B2. Cable Use

Residents may not use or share any cable signal outside the room in which it is provided.

B3. Computer Use

Residents agree to abide by acceptable use agreements when they activate the computer port in their room or when they get a computer lab account. Residents also agree to abide by the Digital Millennium Copyright Act Policies.

B4. Fire Hazards

Open flames (including candles and incense), combustible decorations and chemicals, multiple ("octopus" or "daisy chain") electrical adapters and ungrounded electrical appliances are prohibited in student rooms. Electrical heating/cooking appliances such as coffee makers, hot pots, hot plates, deep fryers, toasters, toaster ovens, open heating coils, and rice cookers are not permitted. Electrical heating appliances, such as space heaters, as well as portable air conditioning units are also prohibited. Halogen lamps are not permitted for fire safety purposes. No cooking other than use of a microwave unit, no larger than 700 watts, is allowed. Refrigerators greater than 6 cubic ft. are not permitted. Micro-fridges are permitted.

B5. Furniture/Lofted Beds

Furniture (including mattresses) may not be removed from student rooms of original assignment in the On-Campus Housing facilities without proper authorization from the Office of Residence Life. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it. Lofted or bunked beds may only be assembled by certified On-Campus Housing Staff and manufacturer trained installers/movers assigned by the University. No other person or entity may install or construct lofts or bunk beds in a room. Bed loft kits can be requested and installed while supplies last. A separate charge will be assessed for use of a bed loft kit. This charge covers both the cost of the requested alteration and the returning of the bed to the original configuration upon move-out. Contact the Office of Residence Life to request beds to be bunked. To ensure proper stabilization and anchoring for safety, lofts in rooms must not be altered. Removal of guard rails on elevated beds is prohibited. If the guard rail breaks, residents must immediately notify the Office of Residence Life. Armoires in suites must remain secured to the wall in order to prevent injuries. Waterbeds are not permitted in the residence halls/suites.

B6. Hallway Use

For health and safety reasons, hallways, stairwells, and walkways are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Games and other recreational activities are prohibited in these areas, as are skateboards.

B7. Room Inspections

Residence Life staff reserves the right to inspect all rooms in order to ensure compliance with occupancy, maintenance, and health and safety regulations. Residential Life staff members conduct routine Health and Safety Inspections per room throughout the year as necessary.

B8. Keys and Locks

A room key is the responsibility of the assigned resident. A room key is not to be duplicated, modified, loaned, or furnished to any other person. Doors, door jambs, and locking mechanisms are not to be altered or tampered with, especially in ways that would prevent doors from latching. This includes, but is not limited to, doors on resident rooms, lounges, bathrooms, and exits/entrances. Lost and missing keys and altered or damaged locks can result in lock replacement at the expense of the resident. Installation of additional door locking mechanisms (e.g. deadbolt latches, chains, etc.) is prohibited and will be removed at the expense of the resident. Residents must notify the Office of Residence Life (or Campus Safety) immediately if their key is lost or damaged, as this is a safety concern for the resident, for other residents of the suite, and the floor community.

B9. Motor Vehicles

Motorized vehicles may be parked in designated areas only. No motorized vehicle may be parked or stored inside or adjacent to the residence halls. Improperly stored vehicles will be removed and the removal cost, along with any related charges, will be the responsibility of the owner.

B10. Pets

Students may not bring or maintain pets in residence halls/suites except fish in small tanks not to exceed 10

gallons. Roommates/Suitemates must agree to have a fish tank. There cannot be more than one fish tank per bedroom and tanks may not be kept in bathrooms. This policy does not apply to assistance animals since assistance animals are necessary as an accommodation for people with disabilities.

B11. Public Area Care

Persons are to place waste products in appropriate recycling and waste receptacles. Residents may not use the public area trash receptacles to dispose of their room trash. Residents must empty their personal trash cans in the designated trash and recycling rooms located on each floor. Furniture, and other public area furnishings, (i.e., floor mats, etc.) should only be used in the manner for which it has been designed and must remain in the public areas to which it has been assigned. Residents with public area furniture found in rooms are subject to Housing fines. Furnishings which are not officially designated as part of the residential room's accessories may not be moved into resident rooms at any time. Residents who observe facilities being damaged or furnishings being removed have a responsibility to seek staff assistance. Damage charges not readily assignable to a particular individual may be charged to a group or floor of residents. Sleeping in lounges or other public areas is not permitted.

B12. Refrigerators

All refrigerators must not exceed six cubic feet, be U.L. Approved, and be in good working condition. Refrigerators must be emptied and unplugged during winter break. Refrigerators are the sole responsibility of the resident. Additional information is available at the Office of Residence Life regarding rental micro-refrigerators while supplies last.

B13. Restricted Areas

Unauthorized presence on rooftops, in other resident's rooms or suites, in administrative offices, service areas, or University facilities after business hours, or areas marked as restricted within the On Campus Housing community is prohibited. Unauthorized entrance into and presence in construction sites in the vicinity of the On-Campus Housing community is prohibited.

B14. Room/Suite Behavior

- a. Residents are responsible for all behavior which occurs in their respective Residence Room/ Residential Suite. Room/suite occupants will be required to pay for any damage or excessive cleaning to any part of their room or suite, including but not limited to furniture, fixtures, doors and screens. Report any damages promptly so that repairs may be made.
- b. Residents are required to complete a roommate agreement upon moving into their On-Campus Housing room or suite. Roommate agreements are designated to facilitate discussion and compromise around issues of individual preference. Stipulations in the roommate agreement supplement the On-Campus Housing Regulations; in any conflict between the terms of a roommate agreement and the On-Campus Housing Regulations, the On-Campus Housing Regulations will prevail. A roommate agreement is to be completed each time there is a change in roommates. The completion and signing of a roommate agreement is facilitated

by designated Resident Assistants. These same regulations apply to Suitemate Agreements.

B15. Room/Suite Changes

Residents who wish to change their accommodations must make proper arrangements with the Office of Residence Life prior to any move or change to their assignment, including switching sides of the room. Occupancy changes include room or suite changes, roommate changes, and termination of housing contracts. All of these changes are regulated by specific procedures. Some changes are limited to certain time periods and some changes require an administrative fine. Students who participate in unauthorized room/suite changes may be subject to disciplinary action. It is important to consult with ORL well in advance of your anticipated occupancy change in order to clarify procedures and receive authorization to initiate the process.

B16. Room/Suite Occupancy

- a. Unauthorized gatherings of more than 10 people are prohibited in suites.
- b. The Office of Residence Life reserves the right to assign new students to any open bed or room at any time during the academic year or summer session. Residents are required to keep the open space clean and ready for the new student assigned to the space. Residents, who spread their belongings into the open space, will be charged a fine for inhabiting both spaces.

B17. Smoking

The residence halls are smoke free. Smoking of any kind is not permitted inside the building or within 25 feet of all entrance doors. Residents found in violation of the smoking policy will be fined \$100 for every infraction and placed on residence hall probation. E-cigarettes are not allowed.

B18. Walls, Doors and Vents (Decorating)

To prevent any damages, scotch tape, nails, or screws may not be applied to any part of the premises. TVs may not be mounted on walls. Painter's tape, mounting putty, or non-marking adhesives, such as 3M Command strips are recommended for attaching items to walls.

B19. Windows and Exterior Surfaces

Laser or other type of light displays through windows, as well as the positioning or attachment of any materials on windows, or outside walls is prohibited. Exiting or entering or dropping objects through windows is prohibited.

DINING CENTER REGULATIONS

C1. Meal Plan Use

The only person authorized to use a Meal Plan card is the owner of the card. Meal Plans are non-transferable. Meal plan holders may not pass, loan or sell meals or their ID card to anyone for any reason.

ACTIVITIES REGULATIONS

D1. Campaigning

Campaigning is defined as any display on the part of any person for the purpose of convincing another to vote for a candidate, initiative, referendum or recall. Distribution

of materials, posting literature, speeches, and debates are examples of campaign activities. Campaigning in the residence hall is limited to Wabash Community Council, National Residence Hall Honorary, and undergraduate and graduate student governments only. Candidates are responsible for their campaign conduct and activities, and they are responsible for the conduct and activities of the others who campaign for them. Specific campaign activities regulations include the following:

Campaigning may occur in public areas. Campaigning may only occur on residential floors as part of a program sponsored by the Office of Residential Life. Campaign literature must conform to regulations determined by the appropriate election committee. Campaign posters may only be posted on bulletin boards. Posters may not be attached to painted, wooden or carpeted surfaces. Campaign posters may not exceed 24 inches by 22 inches in size. Candidates must remove campaign materials from the halls/suites within 24 hours after the voting results are reported. Campaign procedures within each residence area must apply consistently to all candidates. Additional campaign activities regulations that apply to undergraduate and graduate student governments include the following:

Campaign activities are restricted to the public areas, except during meetings upon the specific invitation of the Residents' Association. Campaign posters in the public areas must be approved by the ORL. Posters will be limited to one per candidate and may not exceed 24 inches by 22 inches in size. Campaign posters are not permitted on residence floors, with the exception of a resident's door. Use of residents' mailboxes is permitted only through the regular US Mail postage and distribution process.

D2. Donations

RU funds, properties, and materials may not be donated to charitable or other organizations.

D2. Posting, Advertising, and Distribution of Materials

All materials for posting, advertising, or distribution within the residence hall community must comply and be approved by the Office of Residential Life. All materials from outside of Residence Life must be approved, stamped and disseminated by the Office of Residential Life and must be received at least five business days prior to the event date. Residence Life materials must be approved by appropriate Residence Life staff members.

- a. Materials may only be posted on designated bulletin areas.
- b. Materials not posted on bulletin boards will be removed.
- c. No obscene or libelous material will be posted.
- d. All postings must clearly identify the sponsoring organization, affiliation, date/time/location, and contact email or phone number. Any programs co-sponsored with the Office of Residence Life must list the Residence Life sponsor in a format no smaller than the name, trademark, logo or symbol of the non-Residence Life entity.
- e. The maximum duration allotted for publicizing an event is two weeks prior to the event with the exception of long-term programs sponsored by or through the Office of Residence Life. All

posted materials will be removed within 24 hours of the conclusion of the event.

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 as well as implementing immediate temporary interim measures or immediate emergency actions.

IV. SANCTIONS FOR THE VIOLATION OF THE STUDENT CODE OF CONDUCT

Discipline for violation of the Code of Student Conduct may include, but is not limited to:

1. Oral or written warning
2. Referral to University Office, (e.g., Academic Success Center)
3. Educational sanctioning
4. Restitution
5. Loss of privileges
6. Housing reassignment
7. Probation of housing contract
8. Termination of housing contract
9. University probation
10. Suspension from the University, a program or activity for a specific period of time
11. Denial of admission or readmission to the University or a University program or activity
12. Expulsion from the University, a program or activity on a permanent basis

In addition to the discipline listed above, violations of the Student Code of Conduct may result in criminal charges or civil complaints being filed. A violation of [academic integrity](#) may result in academic penalties or sanctions in addition to University sanctions.

V. PROCESS FOR THE RESOLUTION OF VIOLATION OF THE STUDENT CODE OF CONDUCT

A. Initiation of a Misconduct Report

Any person may file a misconduct report against a student for alleged violation of the Code. For incidents that do not happen in the Residence Halls, incidents may be reported in one of two ways: submitting a [Misconduct Report Form](#) or by filling out an Incident Report Form with Campus Security. It is encouraged to submit a report as soon as possible following an incident; however, reports may be submitted at any time following an incident. In the case of incidents or reports within the Residence Halls, Residence Life staff members are responsible for taking the report and submitting it to be reviewed for conduct action.

B. Review by the Office of Student Conduct and Conflict Resolution

The conduct staff shall report any report and assign a case manager. The case manager will decide from the following methods of resolution including but not limited to:

1. Conflict Management: Conflict Coaching, Mediation, Restorative Practices (less formal)
Or
2. Formal misconduct process

In any method of resolution, the reporting person, the student cited for a violation, or witnesses may be requested to meet with the assigned case manager for

an initial conference and hearing. For any method of resolution, students will be notified of meetings through an official delivery method of the University which will usually be the RU student email account. Failure to claim notification will not negate the student's obligations under this procedure. It is the student's responsibility to contact the case manager who sent her/him an email to set up an appointment with that case manager. The appointment needs to be set within three (3) business days after the notice has been sent, barring any scheduling difficulties with the case manager. Upon his/her discretion, the case manager may allow for more time if she/he is unavailable to meet within the three (3) business day period. It is the student's responsibility to communicate immediately if the designated time will not work due to a legitimate reason. If the student fails to notify the case manager of any conflicts and/or fails to attend the initial conference and hearing, the case manager may proceed with the misconduct report process described below, and based upon the review of the report a decision may be made in absentia.

During the initial conference with the student cited, she/he will be given the opportunity to present his/her personal version of the incident. The case manager will decide whether a Code has been violated after reading through all documentation and conducting all meetings.

C. Procedures for resolution through Conflict Management: Conflict Coaching, Mediation, or Restorative Practices

The purpose of Conflict Management techniques is to address disagreements, arguments, or discord between students in a way that uses facilitated dialogue. Self-reflection will be encouraged in all sessions. Any student called to attend a Conflict Management session will be expected to participate fully and cooperate with the case manager's requests. If a student does not attend the session or does not participate or cooperate, the student may be subject to an Administrative Resolution Meeting.

D. Procedures for resolution through the Formal Misconduct Process

1a. Initial Conference

The purpose of the initial conference is to inform the student of his/her rights under the Student Code of Conduct, to explain the student misconduct process, and to allow the cited student the opportunity to view the incident report and any evidence that has been gathered by the case manager at the time of the meeting. A redacted copy of the incident report, meaning a version in which identifying information of any other participants or witnesses involved with the incident are removed, can be shown in a hard copy version during the meeting(s). The student may not keep a copy of this incident report.

Any student called to an initial conference may bring an advisor for support, however, the case manager must be notified at least 72 hours in advance, and the advisor may not participate in the meeting in any way. Students called to an initial conference may be the reporting person, the student cited, or witnesses to the incident. The case manager may call witnesses at her/his discretion in order to support fact finding in the resolution of the misconduct process.

1b. Waiver of 3 day notice for Formal Misconduct Hearing

Students have the right to at least three (3) business days notice after their initial conference before their formal misconduct hearing can begin. A cited student can waive the right to their three (3) business days notice by signing a waiver at the conclusion of their initial conference. By signing this waiver, the cited student is consenting to immediately begin his/her formal misconduct hearing and is therefore waiving their right to the additional three (3) business days notice.

2. Formal Misconduct Hearing

Following the period of fact finding, the cited student will receive a secondary notification in writing (unless a waiver was signed) to attend a separate formal misconduct hearing with the case manager assigned to the case no less than three (3) business days after the initial conference. The purpose of the formal misconduct hearing is to hear the side of the story as provided by the student cited for a violation of the code of conduct, and for the student to view the redacted incident report and any evidence that has been gathered by the case manager at the time of the meeting. A redacted copy of the incident report, meaning a version in which identifying information of any other participants or witnesses involved with the incident are removed, can be shown in a hard copy version during the meeting(s). The student may not keep a copy of this incident report.

Any student called to a formal misconduct hearing may bring an advisor for support, however, the case manager must be notified at least 72 hours in advance, and the advisor may not participate in the meeting in any way.

3. Formal Misconduct Hearing

After facilitation of the formal misconduct hearing the case manager shall have the authority to act on the University's behalf in determining whether a violation has taken place and imposing sanctions if necessary. The case manager shall state the decision in writing to the cited student whether or not the student is found to have violated the Student Code of Conduct.

(*) Academic dishonesty charges follow a separate process under the [Consequences of Academic Dishonesty](#)

VI. APPEAL PROCESS

If a student is found in violation of the code, she/he has the right to appeal based on the following criteria:

1. New evidence can be submitted that was not available at the original hearing
2. The sanction(s) are thought to be disproportionate to the violation(s)
3. The conduct process as described above was not followed

The student has seven (7) calendar days from the delivery of the decision and sanction to file an [Appeal Form](#). The appeal should include a detailed description of why the appeal should be allowed based upon one or more of the criteria above. The original finding and any assigned sanction(s) will stand during the appeal process.

All appeals will be sent to the Assistant Vice President for Student Development (*). She/he will assign an appeal officer to oversee the appeal process. This appeal officer may deny the request for an appeal if at least one of the criteria above is not met; if this is the

case it will be communicated in writing. If an appeal is granted, the appeal officer will communicate this in writing. The appeal officer may use her/his discretion to resolve the appeal based solely upon the written documents from the hearing and Appeal Form, or whether she/he would like to meet with only the student found in violation, only the reporting person, both parties of the incident, or witnesses. Upon completion of the appeal review, the appeal officer may make any of the following decisions:

1. Uphold the original decision and sanction(s)
2. Overturn the original decision; remove or reduce any sanction(s)
3. Assign additional sanctions up to and including dismissal from the University

The appeal process is not available to students found in violation if they failed to participate in the misconduct hearing.

(* Academic Dishonesty Appeals follow a separate process under PROCEDURES FOR HANDLING ACADEMIC DISHONESTY APPEALS in the Student Handbook.

VII. 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 Student Code of Conduct 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.

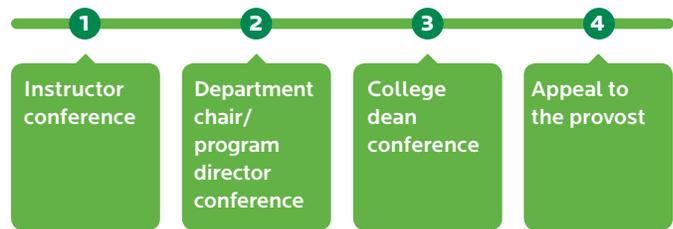
Students may obtain more extensive guidelines concerning [academic integrity](#) from the Office of the Provost as well as from instructors. Depending on the severity of the violation, an instructor may fail a student on the individual assignment or test, may lower the student's grade in the course,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

FACULTY REPORTING OF ACADEMIC INTEGRITY VIOLATIONS TO THE CONDUCT OFFICE

University faculty have the authority to report academic integrity violations to the Office of Student Conduct & Conflict Resolution Office. All reports of violations will be kept in a tracking system for purposes of noting, reporting and responding to patterns of academic dishonesty recidivism. Recurring acts of academic dishonesty will result in the application of a sanction(s), beyond whatever initial academic penalty was determined by a faculty member in an individual case. These sanctions may range from a written warning, probation or suspension, to expulsion, possibly combined with restorative justice sanctions. Students may appeal the decision of the instructor by following the academic dishonesty appeal procedure outlined in the Student Handbook.

VIII. ACADEMIC DISHONESTY APPEALS

The procedure detailed below should be followed for appeal of 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 of the judgment of academic dishonesty and seek a resolution. The request must be made no later than seven (7) calendar days after the student has been notified of the judgment of academic dishonesty. Please note, in matters relating to academic dishonesty, the instructor's judgment is normally deemed final and conclusive. A student may only grieve the instructor's judgment regarding guilt of academic dishonesty, not the instructor's choice of penalty or grade. Students may appeal the professional judgment exercised by an instructor only under the following circumstances:

1. Evidence can be produced disproving the judgment of academic dishonesty
2. 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 judgment of academic dishonesty, 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 program director shall 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 hi/her findings and deliver then findings through official University correspondence to the student within fourteen (14) calendar days of the student conference.

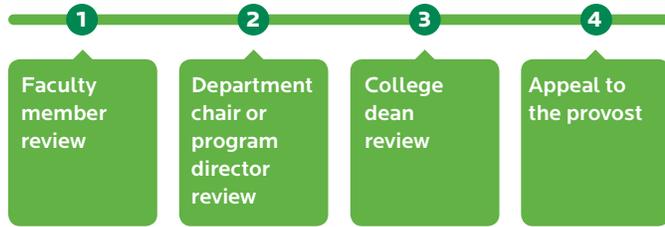
Appeal to the Provost

If a student desires to appeal the decision of the college dean, the student may appeal to the provost within seven (7) calendar days of the issuance of the decision of the college dean or dean's designee. 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

GRADE APPEALS POLICY AND PROCESS

The procedure detailed below should be followed for appeal of final grades. 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 program director shall 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 hi/her findings and deliver then findings through official University correspondence to the student within fourteen (14) calendar days of the student conference.

Appeal to the Provost

If a student desires to appeal the decision of the college dean, the student may appeal to the provost within seven (7) calendar days of the issuance of the decision of the college dean or dean's designee. 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

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 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.

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 (GPA). 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 academic 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 academic 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 Undergraduate Academic Advising 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 Undergraduate Academic Advising.

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 academic probation are required to meet with Undergraduate Academic Advising 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 have been academically 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 Undergraduate Academic Advising by the deadlines noted below.

Academic 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 academically 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 Undergraduate Academic Advising on either campus.

Submitting an application for academic 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 academically 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 ACADEMIC POLICIES

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. Academic standing is updated after final grades have been posted for the Fall and Spring semesters and after the last Summer session. Academic standing is identified on a student's transcript and viewable in RU Access. Students are expected to understand both their program and University academic standing requirements and review their academic performance accordingly after every enrolled semester. The Office of the Dean of Graduate Studies notifies students through their official Roosevelt email address when they are placed on probation, continued on probation, suspended or dismissed. Students who appeal their probationary, suspension, or dismissal status will be notified of the outcome of their appeal by Roosevelt email and any email or postal address students use to send in their appeal. 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 Dean of 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 Dean of 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 Dean of 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 Office of the Graduate Dean.

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 to your advisor so that it may be reviewed by your program. After graduate programs evaluate student appeals, programs submit their recommendation and the student's appeal to the Dean of Graduate Studies. If you have been suspended for the current term and are attempting to enroll immediately,

your advisor should alert the Dean of Graduate Studies 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 appeal 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 Executive Committee 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/info/students

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 use 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 take 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 use 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 assistant 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 Whistleblower 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.

DOWNLOADING AND SHARING YOUR FAVORITE MUSIC MAY BE ILLEGAL

Even though peer-to-peer file sharing itself is not illegal, what and how you share may be. Before you download your favorite song to share with your friends, be aware that the unauthorized distribution of copyrighted material is against United States federal law and you may be subject to criminal and civil penalties. And it's not just songs—the law also applies to videos, games, textbooks and any other type of creative content. You can violate the rights of the copyright holder using many different types of technology. To be sure you don't cross that line read what the library has about copyright and fair use of materials.

File sharing networks are monitored regularly and take-down notices and subpoenas are issued to colleges demanding that student contact information be provided for the purpose of filing a lawsuit against the student. According to Title 17 of the United States Code, Sections 504 and 505 (17 USC 504, 504), those who violate the law, even unintentionally, can be subject to penalties ranging from \$750 to \$150,000, plus attorney and court fees. According the *Chronicle of Higher Education*, one federal judge even upheld a jury's decision to fine a Boston University graduate student \$675,000 for the unauthorized distribution of only 24 songs.

Unauthorized distribution of copyrighted material is also against Roosevelt University's Acceptable Use of Electronic Resources

policy. Respect for copyrighted material and intellectual property is an important aspect of academic integrity. Choosing to ignore that can result in disciplinary actions as outlined in the Code of Community Standards.

You can find legal alternatives for downloading by visiting educause.edu/legalcontent.

This policy is based, in part, on the Susquehanna University policy as well as Title 17 of the United States Code and is in compliance with the Higher Education Opportunity Act of 2008, 34 CFR 668.43(a)(10).

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

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.

ACCOMMODATIONS FOR RESIDENTIAL STUDENTS WITH DISABILITIES

roosevelt.edu/policies

POLICY

Students and prospective students who have a disability may complete a request for a reasonable accommodation at any time during their enrollment. In order for consideration, requests must be submitted by completing a *Request for Reasonable Accommodation* form and attaching the specified supporting documents. To allow adequate time to consider and process applications for residential students, it is highly recommended that the documentation be completed immediately after a housing application is submitted. Students are encouraged to communicate early and thoroughly with Disability Services to ensure their needs can be met effectively.

REASON FOR POLICY

We value the contributions all students make in the residence halls. Student needs differ individually and Residence Life will make reasonable accommodations for students with qualified disabilities. One such accommodation is an assistance animal (service or emotional support animal). Roosevelt recognizes the importance of assistance animals to individuals with disabilities. Roosevelt is committed to allowing people with disabilities the use of an assistance animal to facilitate their full participation and equal access to Roosevelt's programs and activities. With this in mind, Roosevelt has established this policy of reasonable accommodations to assist residential students with disabilities. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with assistance animals living in residence halls. Roosevelt reserves the right to amend this policy at its discretion.

PROCESS

Students requesting housing accommodations due to a disability must first register with Disability Services. Disability Services is located in Auditorium Room 128. Next students complete the

Request for Reasonable Housing Accommodation form with Disability Services. Disability Services will then send the completed form to Residence Life for review.

The Request for Reasonable Housing Accommodation form, submitted by the student, must include the individual's name and student ID number, housing assignment (if already assigned), the specific accommodation requested, and a statement discussing the relationship between the limitations associated with the disability and the requested accommodation. Students are also expected to provide written support from a qualified health care professional. This documentation must be dated less than one year from the request and include the following information:

- a. Verification that this professional has been actively treating the individual making the request within the past year;
- b. Verification that the person has a qualifying disability that impacts a major life activity;
- c. The recommended accommodation(s) and an explanation of how the accommodation will assist the student.

Contact Disability Services with any questions about the requirement for documentation.

Upon receipt of the request the Director of Residence Life will contact you to verify information or seek clarification about the limitations and the requested accommodation in order to assist with individual accommodations. Requests for accommodations submitted less than 30 days prior to a student's arrival at the University may not be fulfilled prior to occupancy. Nevertheless, Roosevelt University is committed to arranging accommodations for a student in need as soon as reasonably possible. Information provided will remain confidential and only be shared with university administrators involved in assisting with the request for an accommodation.

The procedures outlined above only apply to residence halls owned by the University (Wabash Building (WB) and University Center (UC)). In the case of leased residence hall space, the University will make the request to the owner of the property on behalf of the student requesting an accommodation.

GENERAL INFORMATION ABOUT ASSISTANCE ANIMALS

Service Animals: Per Title II and III of the Americans with Disabilities Act, Roosevelt University allows a person with a disability to be accompanied by a service animal. Service animals are defined as animals that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, wellbeing, comfort, or companionship does not constitute work or tasks for the purposes of defining a service animal. The work or task a service animal has been trained to provide must be directly related to the person's disability. Students with service animals are permitted to bring their service animal in all areas of a place of public accommodation. This includes any University housing assigned to the student.

Emotional Support Animals: Per the Fair Housing Act, Roosevelt University provides reasonable accommodations for an emotional support animal in university housing. An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an

identifiable relationship or nexus between the person's disability and the assistance the animal provides. Typically, an emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional and is an integral part of a person's treatment process. An emotional support animal is not necessarily a service animal (dog), although in some instances a service animal (dog) could qualify as one. Except to the extent that a service animal also qualifies, emotional support animals are only allowed within a person's residence in university housing. Emotional support animals are not allowed in any other areas of the campus unless transporting them on and off campus.

ACCOMMODATIONS FOR ASSISTANCE ANIMALS

Pets (other than aquarium fish) are not allowed in the residence halls. However, Residence Life will consider requests for assistance animals (defined as service animals or emotional support animals) as accommodations in appropriate circumstances. Animals living in the residence halls create a unique variable in community living, potentially impacting the entire community in differing ways. As such, care must be taken to ensure the rights of all residents living in the community are protected.

Reasonable accommodation requests that involve animals follow the normal accommodation process for any student who presents a disability.

After a request is approved, students must comply with state and local requirements regarding vaccinations and licensing. Animals must have current tags with appropriate identification clearly displayed. Dogs must have rabies tags clearly displayed. The student must provide verification from the animal's veterinarian stating that the animal complies with the state and local requirements, is socialized, does not have a history of aggressive behavior, and does not pose a threat to the other members of the community. Animals to be housed in University housing must have an annual clean bill of health from a licensed veterinarian. The University has authority to direct that the animal receive veterinary attention. Veterinarian records will be maintained through Disability Services.

The university may place other reasonable conditions or restrictions on the animal, depending on the nature and characteristics of the animal.

LIMITATIONS

Under most circumstances, only one assistance animal is allowed per resident or room. Assistance animals in residence halls must be able to tolerate the small room size and other unique aspects of residence hall living and not disrupt the learning environment of the residence halls, or the safety and comfort of other residents.

Service animals are allowed in all university facilities, including classrooms and dining halls. Emotional support animals must remain in the student's assigned residence hall room, other than as necessary to take the animal out of the building. All assistance animals must be on a leash or harness or crated when being transported out of the building, unless in the case of a service animal where a leash would interfere with the service animal's safe, effective performance of work or tasks.

Students who require assistance animals should be sensitive to the quality of life for an animal living in a small living space. Student owners are required to clean up after their animals, and will be responsible for any damages caused by the animal to university property or property of roommates. Assistance animals that are a nuisance due to noise, hygiene, or aggressiveness will not be allowed to continue living in the residence halls.

Without disclosing the student's disability, members of the floor or individual apartments will be notified of an assistance animal coming to live in the community. Residents with concerns about being in a room/suite with an assistance animal will be expected to engage in an interactive process to resolve conflicts. Students with a verified disability that requires an assistance animal will be given equal consideration for assignment to a private room as student with any other verified disability; that assignment will be at the scheduled rate for that room type.

STUDENT RESPONSIBILITIES FOR ASSISTANCE ANIMALS

Under most circumstances, only one assistance animal is allowed per resident or room

- a. Students with an assistance animal are entirely responsible for their animal's care and wellbeing.
 - i. Food for animals must be kept in a covered, sealed storage container (not a plastic or paper bag).
 - ii. Animals may not be bathed in the shower rooms of the residence halls.
 - iii. Students are expected to regularly clean crates, cages, and bedding
- b. Animals left unattended in a resident's room must be crated or otherwise appropriately contained.
 - i. Animals may not be left unattended in a residence hall overnight or for an extended period of time.
- c. Assistance animals must be housebroken
 - i. Owners are responsible for handling and disposing of animal waste. If an animal has an "accident" inside a University building, the owner is expected to contact Physical Resources, so that the University may ensure that the area is properly cleaned. This applies to student room and common spaces.
- d. Students are expected to notify Residence Life if the animal develops a pest problem (fleas, ticks, etc.) so that the University's professional pest control vendor can ensure the problem is taken care of properly in the affected area. Students will assume responsibility for the cost of the pest control process.
- e. Students will be asked to relocate their animal in the case of inspections, work orders, etc.
- f. In the event that an animal develops a health problem, this issue must be addressed immediately.

If any of the expectations listed above are not met, Residence Life will work with Disability Services and the resident to correct the issues. If the issues are not corrected to the satisfaction of Residence Life or Disability Services, or are severe in nature, the animal will be removed from the residence halls on a temporary or permanent basis.

CONFLICTING DISABILITIES

Residence Life will make a reasonable effort to notify tenants in the residence hall where the animal will be located of the existence of a service or emotional support animal in the building. Students with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) should contact Disability Services if they have a health or safety related concern about exposure to a service or emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation. Disability Services will work with Residence Life to

resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. In the event that an agreement cannot be reached, Disability Services and Residence Life's joint decision is final and not subject to appeal.

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.

ANTI-DISCRIMINATION POLICY AND PROCEDURE

It is the policy of Roosevelt University to comply with Title IX of the Education Amendments of 1972 as well as the Americans with Disabilities Act and Rehabilitation act of 1973, the Illinois Human Rights Act, the Age Discrimination Act of 1975, and Older Workers' Protection Act. which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities.

Roosevelt University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

SUBMITTING A COMPLAINT OF DISCRIMINATION

Any Roosevelt University community member (employee, applicant or student) who believes they have been a victim of discrimination based on any of the protected classifications indicated in this policy should file a complaint with the Associate Vice President for Human Resources (employees) or the Assistant Vice President for Student

Development (students). The Associate Vice President for Human Resources or the Assistant Vice President for Student Development may appoint a complaint manager to assist the student or employee in filing the complaint. Any employee who receives knowledge of potential discrimination against a Roosevelt University community member must immediately report the information to the Associate Vice President for Human Resources or the Assistant Vice President for Student Development.

INVESTIGATION OF A COMPLAINT

The vice president of human resources or the Assistant Vice President for Student Development (ASVPSD) shall undertake an investigation by appointing another administrator or other qualified person to conduct the investigation. The associate vice president of human resources or the ASVPSD 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 working days after the complaint has been made. In the event the report cannot be completed within 60 working days, the report shall state the reasons for the delay. The complainant shall be notified of the findings of the investigation within ten 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 working days to the Associate Provost for Student Success and Senior Vice President for Finance and Administration unless the provost and senior vice president is the person against whom the complaint has been filed. In such case, the appeal shall be to the provost. In the event that the complaint is against the president, the appeal shall be first to the provost and senior vice president and then to the executive board of the board of trustees. The appeal shall be reviewed and a decision made within twenty days of the filing of the appeal.

The records of discrimination allegations will be kept for at least three 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.

STATEMENT ON NON-RETALIATION

Title IX also prohibits retaliation for asserting or otherwise participating in claims of discrimination. Roosevelt University strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of discrimination. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone

acting on behalf of another, will be addressed in the most serious way by Roosevelt, and individuals who engage in such actions are subject to discipline up to and including termination (employee), expulsion from the University (student), and/or banned from campus (community member), consistent with University procedure. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of discrimination should report such concerns to the Associate Vice President for Human Resources or the Assistant Vice President for Student Development, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

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.

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:

Office of Human Resources
Auditorium Building, Room 340
(312) 341-2137

Office of Student Development
Auditorium Building, Room 356
(312) 341-2004

CAMPUS ACCESS POLICY

roosevelt.edu/policies/idcards

PURPOSE STATEMENT

The purpose of this policy is to provide adequate building security for persons and property through the control and issuance of access cards, to assure appropriate access to staff, faculty and students into Roosevelt University facilities, and to facilitate greater health, safety and security on campus.

POLICY

The Roosevelt University identification card identifies you as a current member of the Roosevelt community. Depending on your relationship to the university, your ID card gives you access to on campus facilities such as residence halls (if living on campus) and all academic and co-curricular facilities. In order to maintain safety and security, Roosevelt faculty, staff and students are required to

present (via executing a "swipe" at the designated turnstiles) their Roosevelt ID to provide proof to Campus Safety staff that their access to a particular facility is authorized and to ultimately gain entry to the Wabash and Auditorium campus facilities.

The ID card is the property of the university, must be carried at all times, and is non-transferable. It may be used for such purposes as the university designates and may be revoked at any time. This card must be presented and/or surrendered upon demand by a university official. Failure to present a Roosevelt University ID to gain entry into campus facilities is considered a violation of the Student Code of Conduct.

FAILURE TO PRESENT ID FOR CAMPUS ACCESS: PROCEDURE

If a student does not have their Roosevelt University ID, they will not be permitted to go through the turnstiles. They must approach the Campus Safety Desk, who will record the incident and grant them access to campus facilities. Students will be allowed three (3) incidents of forgetting their ID. Beginning with the fourth incident, and every subsequent fourth violation, the student will be referred to the formal misconduct process through the Office of Student Conduct and Conflict Resolution (OSCCR), pursuant to Code 10 of the Student Code of Conduct:

"Violation of University policies or campus regulations . . ."

Which is supported by the University's ID policy listed in the Student Handbook on page 16:

"Students and employees must maintain and carry a current ID card for the entire duration of their academic or professional life at Roosevelt University."

The student's number of ID policy violations will return to zero on the first day of each academic semester.

NEW! The complete ID policy can be found at roosevelt.edu/policies/idcards.

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.

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.

GOOD SAMARITAN PROTOCOL

I. DEFINITION

Good Samaritan Protocols promote life-saving actions that enable people to make responsible decisions and remove barriers to seeking medical assistance. Good Samaritan Protocols are not a violation of federal law. The Drug-Free Schools and Communities Act (1988) explicitly states that "a disciplinary sanction may include the completion of an appropriate rehabilitation program."

II. PURPOSE

Roosevelt University has adopted the following Good Samaritan Protocol to promote responsible behavior and encourage students to hold each other accountable for the safety and wellness of their community. The development of this Protocol was initiated by Roosevelt University students out of concern for their peers and community, and it is about taking preemptive action. Roosevelt University students have the obligation and the responsibility to seek medical assistance for anyone thought to be experiencing a medical emergency including the overconsumption of alcohol and/or other controlled substances. This Protocol enables and empowers students to make a decision to call for help and intervene in a situation of alcohol and/or drug overdose and/or misuse when they would otherwise hesitate.

III. PROTOCOL

- A. Students either receiving medical assistance in an alcohol or other controlled substance medical-related emergency or students calling for help on behalf of another student will not be subject to formal discipline through the conduct process if the student takes all of the following actions and these criteria all apply:
 1. **Call** – Call 911 and Campus Security.
 2. **Stay** – Stay with individual needing assistance.
 3. **Cooperate** – Cooperate fully with first responders, Residence Life staff, and University Officials both at the scene and in any follow-up procedures.
- AND
4. No other major Code of Student Conduct violations (including but not limited to: obstruction or disruption to the community, distribution of controlled substances, hazing, sexual assault or violence of any kind) were committed by the student during the time of incident;
5. The student has not received protection under this Protocol more than twice in one academic year.
- B. The Protocol does not preclude or prevent action by police or other legal authorities.
- C. Any student involved in the incident may be referred to the Director for Conduct and Conflict Resolution to discuss her/his participation in an appropriate educational program such as counseling or rehabilitation programs. Participation in such a program will not be noted in a student's conduct file; however, instances where the Protocol is applied will be documented. When a student is involved in more than two alcohol/and or controlled substance medical-related emergencies within an academic year, the instance will be considered as a second offense and the student will not be eligible for protection.
- D. Failure to comply with these non-punitive sanctions can result in the implementation of punitive sanctions as outlined in the Roosevelt University Code of Student Conduct.

- E. Immunity from punitive sanctions does not apply to any other offenses or violations. Following the Protocol will always be viewed favorably in any follow-up to an incident. Students will not be punitively sanctioned for violating the Code of Student Conduct if their offenses are possession of alcohol, other drugs, paraphernalia, or being under the influence of alcohol and/or other drugs.

IMMUNIZATION POLICY

roosevelt.edu/studentssuccess/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/studentssuccess/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.

JURY DUTY

POLICY

Roosevelt University supports a student's civic and legal responsibilities if called to serve on a jury while enrolled at the university.

PROCEDURES TO FOLLOW IF NOTIFIED TO SERVE

Students should read carefully the materials they receive with their summons to service. Each summons contains helpful information about confirming, postponing, rescheduling or relocating service. The materials address frequently asked questions.

Students who are called to serve on a jury should consult with their instructors about the impact of their jury service on their academic progress. Under course attendance policies, faculty members will not penalize students who have provided verification of their jury duty assignment, that is, the summons notice or the certificate of service. Students who must miss class to fulfill their jury service must make arrangements with the instructors to complete any missed work or complete other reasonable assignments offered by the faculty. It is up to the faculty to determine what constitutes a reasonable compensatory experience for the course.

Students who need to withdraw from a course or term due to a prolonged term of service as a juror must contact their instructors and the Office of the Registrar. The faculty will work with the student to mitigate any potential academic impact. Registration personnel will guide the student in addressing enrollment and financial concerns. It is the student's responsibility to initiate changes in his/her enrollment in consultation with the instructors.

ON-CAMPUS 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.

PRIVACY RIGHTS OF STUDENTS— FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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 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- or 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	WB, Room 1M12	University Registrar
Financial Records	WB, Room 1M19	Student Accounts
Disciplinary Records	AUD, Room 358	Student Success

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 (PDF). 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Roosevelt University Satisfactory Academic Progress Policy can be found on the Office of Financial Aid website at roosevelt.edu/financialaid. See also the academic standing policies in this handbook, pages 31 through 33.

SEXUAL RESPECT POLICY

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

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 remain active indefinitely 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-RIGHT-TO-KNOW

ROOSEVELT UNIVERSITY ANNUAL SECURITY/FIRE SAFETY REPORT (CLERY REPORT)

Roosevelt University is committed to assisting all members of the community provide for their own safety and security. The Annual Security and Fire Safety report is available at roosevelt.edu/AnnualSecurityReport (PDF).

If you would like to receive a hard copy of the Annual Security and Fire Safety Report which contains this information, you can stop by the Campus Safety Office in the Auditorium Building, 430 S. Michigan Ave., Chicago, IL or you can request that a copy be mailed to you by calling (312) 341-4167.

The report contains information regarding campus security and personal safety including topics such as crime prevention, Campus Safety enforcement authority, crime reporting policies, fire safety, disciplinary procedures and other matters of importance related to security on campus. It also contains information about fire statistics in the Roosevelt University Residence Halls and crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Roosevelt; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by Roosevelt University Campus Safety Department.

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.

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**

**Associate Vice President, Human Resources
Office of Human Resources
(312) 341-2137**

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